

**Draft Minutes of Meeting of Landlord Steering Group (LSG)  
Wednesday 25 January 2023, 3:25pm - 4.40pm  
at Riverside House, Leamington Spa CV32 5HZ**

**Minutes**

**1. Present:** Terry Samuel (TS) Chair, Balwant Rai (BR) Secretary, Paul Chapman (PC), Sarah Churchill (SC), Carol Duckfield (CD), Kam Gadhary (KM), Paul Hughes (PH), Anthony Kempster (AK), Shera Payne (SP), Don Robbie (DR) and Richard Thomas (RT).

**2. Welcome and Apologies**

TS welcomed LSG members to the meeting and introduced the new LSG member KG.

Apologies: Zoe Court (ZC) Guest, Gurmit Singh (GS), Grant Thoday (GT), Richard Woodcock (RW).

**3. Approval of Previous LSG Meeting Minutes and Matters Arising**

TS asked LSG members to read the previous minutes. Minutes unanimously approved.

TS stated matters arising would be discussed throughout the meeting.

**ACTION 1: BR to liaise with Rebecca Frazer for the following on the Warwick District Council (WDC) website:**

**1a) Upload approved minutes of AGM 26 January 2022 and LSG meeting 25 June 2022**

**1b) Amend LSG members' list – Chair and Vice-Chair updates**

**1c) Upload details of next two Landlord Forums to include: date, time, venue and for the May Landlord Forum, the programme plus enter Bal's details for local businesses to contact Bal to book a stall at the event and/or for ticket arrangements.**

**4. Review of Landlord Forum on Wednesday 28 September 2022**

PH presented BR's review summary. TS noted the timing of the event was different on the National Residential Landlords Association (NRLA) website when compared with the WDC invitation. There was also confusion on registering delegates and a faulty microphone. TS asked why the Police Officer/Crime Specialist did not turn up for the last Landlord Forum? RT mentioned it might be helpful to contact a Police Officer, who gave a similar presentation at Norton.

**ACTION 2: RT will arrange a Police Officer for a crime topic for the next Landlord Forum**

**Note:** It was agreed later in the meeting that this topic would be replaced with a Fire Safety talk at the next Landlord Forum, because of the recent update to the Fire Safety Regulations 2022.

In future BR to co-ordinate and administer Landlord Forums rather than the NRLA. Landlord Forums to be advertised on Eventbrite. TS recommended stalls at the event. All agreed a target of 5 to 10 stalls. The stall focus would be on landlord services and products in addition to the Landlord Forum sponsors. Stall suggestions and/or contact details to BR, who will research and book relevant companies/services.

**ACTION 3: BR to liaise with Rebecca Frazer on Eventbrite.**

**ACTION 4: DR to provide a public address system, projector and collate speaker presentations before and on the day of the Landlord Forum.**

**ACTION 5: PC to provide screen.**

It was agreed photos and videos could be taken at Landlord Forums, with the permission of the delegates, for use with promotions and newsletters.

## **5. Next Landlord Forum**

TS emphasised Landlord Forums and LSG meetings should now be face to face, unless future legislation required them to be temporarily re-arranged online. Unanimously agreed.

BR said Wednesday 26 April 2023 has been provisionally booked for the Spring Landlord Forum. However, some members were not available on that date.

### **ACTION 6: BR to check if alternative dates available.**

All agreed the next Landlord Forum would be at The Trident Centre, Warwick  
Trident College, Trident Park, Poseidon Way, Warwick CV34 6SW

Suggested Landlord Forum topics:

Fire Safety by Fire Officer (BR/PH to arrange)

Tips on self-managing properties, including property inspections (TS presentation)

Legislation update (DR presentation)

## **6. Feedback on the New '123' Refuse Collection Service**

ZC not available, so she asked questions to be emailed to her. There were five questions about:

a) Annual online refuse collection calendars.

b) Missing labels on wheelie bins.

c) Garden waste annual subscription cycle not suitable for student tenancy period.

d) With rising costs, establish a free 'click and collect' system for wheelie bins.

e) Wheelie bins a hazard between collections on pavements, in alleyways and on roads.

### **ACTION 7: BR will email questions to ZC and invite her to the next LSG meeting**

## **7. Update from Warwick and Stratford District Councils**

PH said the Additional Licensing Consultation is underway from Thursday 19 January 2023 to Monday 20 March 2023, with a presentation on the consultation on Tuesday 31 January 2023 from 2pm to 4pm. TS raised the issue of some outdated documentation in the feasibility study. PH said he was working on updates.

### **ACTION 8: CD to lead a LSG task group of AK, RT, SP and TS on the 'LSG response to the Additional Licensing Scheme'. Draft written response to be emailed to LSG members, in good time, for any comment before submission to WDC by the deadline.**

PC confirmed Stratford District Council (SDC) is finding the Minimum Energy Efficiency Standards (MEES) regulations challenging. Closing date to apply for the Green Homes Grant is Tuesday 31 January 2023. SDC will remind landlords and letting agents about this deadline.

## **8. LSG Response to Additional Licensing Scheme Consultation**

Discussed under agenda item 7.

## **9. Leamington Spa Student Rent Analysis 2023/24**

Presentation of the Leamington Spa Student Rent Analysis 2023/24 by TS. Two key points: for Leamington Spa 2023/24 an average rise of 7.4% for student rents to £136 per person per week and around 34% of student properties were for one or two students.

### **ACTION 9: BR to email to LSG members TS updated Leamington Spa Student Rent Analysis for 2023/24.**

## **10. LSG Contribution to Newsletters**

TS commented that last year two LSG members, TS and SP, had published articles in the newsletter. He encouraged others to contribute articles this year and asked for writer's names to be published with the article.

## 11. Update on Legislation and Future Changes

TS referred to the Fire Safety (England) Regulations 2022, which came into force on Monday 23 January 2023. This legislation was aimed at high rise buildings; however the regulations would also apply to Houses in Multiple Occupation (HMO) above 11 meters high (typically a building of five storeys or more). These landlords must provide:

- a) Fire safety instructions to the occupants, which include an evacuation strategy, how to report a fire and any other instructions that tell residents what to do in a fire.
- b) Information on fire doors in the property, which include fire doors to be shut when not in use, residents or visitors must not interfere with self-closing devices and residents should report fire door faults immediately to the responsible person (landlord?).

TS showed LSG members examples of a Fire Door Notice and Fire Safety Instructions that could be displayed in a room only HMO to meet the new regulations.

TS drew LSG members attention to the Decent Homes and Private Rented Sector document produced by the NRLA and the Energy Efficiency Guide for Rental Homes produced by the NRLA and Tenancy Deposit Scheme. Both were available to non NRLA members.

DR mentioned MEES, tenant reforms and fire door regulations.

## 12. AOB

TS recommended the forthcoming face to face National Landlord Investment Show on Wednesday 17 May 2023 at the Holte Suite, Aston Villa FC, Villa Park, Birmingham B6 6HE. People could pre-register for this free local event.

PH reminder about Additional Licencing Consultation meeting on Tues 31 January 2023.

## 14. Thanks from the Chair

Meeting Closed at 4.40pm.

## 15. Dates and Details of Next Landlord Forum and Next LSG Meeting

**Next Landlord Forum:** Monday 15 May 2023. Warwick Trident Conference Room A & Meeting Room 1, Warwick Trident College, Trident Park, Poseidon Way, Warwick CV34 6SW

### Proposed programme:

#### Setting Up:

Any LSG member available to help from 12.30pm  
Members to collect LSG badge from Bal.  
'Feedback Forms' and 'Interested in Becoming an LSG Member' letter placed on chairs

#### Doors Open:

**1.30pm.** Refreshments, networking and visiting stalls

#### First Session:

**2.30pm.** Welcome by LSG Chair  
Fire Officer, 'Recent Changes to Fire Regulations in HMO Properties and Fire Safety in Rented Properties'  
Terry Samuel, an experienced local PRS landlord, 'Self-Managing Landlord Tips including Property Inspections'

#### Break:

**3.30pm.** Refreshments, networking and visiting stalls

#### Second Session:

**3.45pm.** Don Robbie, NRLA Local Representative, 'Legislation Update'  
Questions to Don Robbie  
**4.25pm.** Closing remarks by LSG Chair (*Includes LSG new member promotion and completion of Feedback Form*)

#### Forum End:

**4.30pm.** Delegates complete Feedback Form, left on Chair and hand to Bal or any LSG member. Members return LSG badge to Bal

#### Clear Up:

Any LSG member available to help for up to 30 minutes.

**Next LSG meeting:** Wednesday 7 June 2023. 2.30pm - 4.30pm at Stratford Offices