

Meeting of Landlord Steering Group (LSG)

Wednesday 18 June 2025 from 2.15pm – 4.45pm

at SF1 Warwick District Council (WDC) Offices

Draft Minutes

Present:

Terry Samuel (TS) Chair, Balwant Rai (BR) Secretary, Rebecca Dean (RD), David French (DF), Paul Hughes (PH), Emily Kelly (EK), Shera Payne (SP), Aileen Rahilly (AR), Nicola Reading (NR).

1. Welcome and Apologies

TS welcomed new LSG members Rebecca Dean and Nicola Reading. Member introductions.

Ashley Trinder and Amie Widdows have resigned.

Apologies:

Anthony Kempster, Kam Gadhary, Kevin Tebbett, Richard Woodcock and Runjit Bhopal.

ACTION 1: BR to update LSG membership on WDC website.

2. Approval of LSG Draft Minutes for Wednesday 22 January 2025

Approved unanimously.

Telephone contact list of LSG members updated.

ACTION 2: BR to circulate updated telephone contact list to LSG members.

ACTION 3: BR to upload minutes to WDC website.

3. Chair's Diary

Included:

- Liaising with Tim Thomas (Propertymark) and Alana Davies (NRLA) to propose a joint 'Legal Update' presentation for the next forum.
- Coordinating with Don Robbie on technical for forum.
- Monitoring delegate sign-ups on TicketTailor, compared to targets.
- Producing sketch forum plans of stall layout, sponsor banners, seating and AV arrangements and refreshment location. Produced a volunteer rota and timetable for forum.
- PowerPoint presentation on 'Self-Managing Landlord Tips and Tenant Checkout Guide'.
- Submitting suggestions to the WDC Media Team for updating the LSG promotional video.
- Approving press release, landlords' newsletter and forum-specific social media content.
- Reviewing wording/design for LSG banners and lanyard name badges.
- Collating and summarised feedback from forum stallholders for analysis.
- Sending over 150 emails.
- Contributing to discussions about WDC/SDC partnership, including contingency planning.
- Preparing Chair's Diary, LSG meeting agenda slides and content for this LSG meeting.
- Writing three articles for the Landlord Newsletter.
- Proof reading many documents.

TS also outlined his proposal for additional LSG roles to replace the LSG Vice-Chair role.

4. Matters Arising

The Risk Assessment and Volunteer Agreement documents were amended. PH advised AR has been preparing these documents.

Additional suggestions for amendments were made during the discussion.

ACTION 4: AR to update documents for the next meeting.

PH reported that WDC had made minor amendments to its HMO licensing conditions, including the removal of fire extinguishers as a mandatory requirement. Landlords have been notified.

Discussion around the disposal and/or recycling of obsolete extinguishers.

ACTION 5: PH to explore the possibility of arranging a free recycling period for obsolete fire extinguishers, in light of the large number needing disposal due to recent changes in licensing regulations.

PH provided an update on the online Landlord Guidance, noting that it is a lengthy document currently under review by the legal team.

ACTION 6: PH to report at next meeting on Landlord Guidance progress.

5. Proposal: Replace LSG Vice-Chair Role with LSG Lead Organiser Roles

The Vice-Chair role has been vacant for over two years, leaving the Chair to cover both positions. Beneficial to replace this role by more effectively sharing responsibilities amongst LSG members.

Members discussed the new proposed LSG roles.

TS advised that if the proposal is approved, LSG members who are able to contribute, will be invited to express an interest in one or more roles.

TS presented various roles, which had been previously circulated. Hard copies were available on the reading table during the meeting.

Replace LSG Vice-Chair Role with the LSG Lead Organiser Roles.

Proposed by TS. Seconded by EK. Unanimously approved.

6. The Future of WDC LSG Partnerships

The following proposals were briefly discussed and where relevant, put to a vote:

Allocate a portion of LSG sponsorship funds to WDC to recognise increased role in supporting two forums this year.

Proposed by TS. Seconded by DF. Unanimously agreed.

Approve a partnership with the NRLA, pending their agreement to proceed.

Proposed by TS. Seconded by AR. Unanimously agreed.

Task group to explore WDC partnership with Coventry City Council. Report next meeting.

After discussion, PH to initially email Adrian Chowns to seek his views, before considering the formation of a task group to explore the proposed partnership.

With immediate effect, suspend Stratford District Council's (SDC) engagement with any upcoming Landlord Steering Group or Landlord Forum events, pending a SDC internal review.

Proposed by TS. Seconded by DF. Unanimously agreed.

7. Consider Timing and Format of Future Forums

PH said WDC is reviewing its process and procedures and looking at initiatives which aimed to save money or generate income.

Sponsorship for forums has to date proved effective in raising income, but we should also be open to considering online events which may attract a different audience and avoid the expense of room hire, refreshments and audio/visual expertise.

PH advised that with the Change Programme in the Council we need to be more efficient and save money.

TS noted that during COVID, the LSG held online events to replace face-to-face forums, which led to a significant decline in delegate attendance.

SP suggested a mix of forums and online events may be appropriate.

ACTION 7: PH to contact Kris in the Media Team to explore the viability of holding an online event by gauging landlord interest, via an additional question in the QR code forum feedback and/or through a targeted email. PH to report findings at the next meeting.

8 & 9. LSG Slogan

Slogan ideas were shared. After a vote, 'Raising Rental Standards' received the most votes.

'Raising Rental Standards' was adopted as the LSG slogan.

10. Financial Update

PH commented there is a credit of £851.

TS said around £300 may be needed to fund LSG promotional materials.

PH remarked there will be another £900 towards the next forum.

Following the proposal under agenda item 6, members agreed to transfer £450 from the LSG funds to WDC to support the next forum.

11. Update the Landlord Steering Group Terms of Reference (LSGTOR)

Proposal: The LSGTOR to be updated to incorporate relevant amendments arising from motions passed by the LSG.

Proposal agreed.

ACTION 8: TS to update LSGTOR.

12. Review of Landlord Forum on Wednesday 14 May 2025 at the SYDNI Centre, Including Feedback on Experimental ‘Forum Review’ QR Code

TS briefly presented the attendance analysis, briefing notes and feedback results.

There were many suggestions for the next forum including provision of bottled water for speakers; checking in advance the size and condition of provided tables; improving registration, so only delegates register online; investigate effectiveness of letting agents' distribution of forum information to their landlord databases and introduction of sponsored swag bags. Members discussed and thanked volunteers and others for their contribution to a very successful event.

13. Feedback on Councillor Jim Sinnott’s, Portfolio Holder for Safer, Healthier and Active Communities’, Visit to Landlord Forum on Wednesday 14 May 2025 at the SYDNI Centre

TS described the positive comments received from Cllr Jim Sinnott. He suggested we ask Cllr Jim Sinnott's if there is any financial support for refreshments.

Proposal: Task group to explore potential recognition or incentive schemes for responsible landlords, aimed at encouraging best practice and fostering positive engagement with the private rented sector.

Agreed, as a first step, to ask members to bring suggestions to next LSG meeting.

14. Landlord Forum on Wednesday 22 October 2025 at the SYDNI Centre Including Proposals for LSG Development and Forum Enhancement

TS suggested a potential draft programme with details of possible sponsors, speakers, topics, stalls and volunteers. He recommended 13 stalls in the main hall and 7 in the double seminar room. A target of 22 stalls, allowing for two no shows.

Speakers could be Alana Davies, NRLA Regional Engagement Executive and Tim Thomas, Propertymark's Policy and Campaigns Officer on the ‘Renters’ Rights Bill and Legal Updates’; ‘Self-Managing Landlord Tips, Regular Landlord Visit Reports’ by TS; WDC update by PH and an option for the main and other sponsors to make short presentations.

Subject to confirmation of speakers and sponsor presentations, the following programme for the Wednesday 22 October 2025 Landlord Forum at the SYDNI Centre was agreed:

10am	LSG members set up venue
11.30am	Stalls arrive to set up
12.30pm	Doors open
1.15pm	Welcome by LSG Chair
1.20pm	WDC update by Paul Hughes
1.40pm	Main sponsor presentation TBC
1.50pm	‘Self-Managing Landlord Tips, Regular Landlord Visit Reports’ by Terry Samuel, experienced local PRS landlord
2.25pm	Break
2.55pm	Sponsor presentation by Stratford Energy Solutions
3pm	‘Legal Updates, including the Renters Rights Bill’ by Alana Davies, NRLA Regional Engagement Executive, Tim Thomas, Propertymark's Policy and Campaigns Officer

3.50pm Closing remarks LSG Chair

4pm End of Forum

For the next forum, the following organisations, who have expressed interest and subject to their confirmation, to be adopted as sponsors: Rentr Ltd, Sheldon Bosley Knight, Stratford Energy Solutions and Tara & Co Property Ltd.

Sheldon Bosley Knight has agreed to be the main sponsor for an additional fee. They will provide 100 branded, eco-friendly delegate swag bags, which will also be made available to other stallholders for distributing promotional materials.

NRLA are consulting on sponsorship for the next forum.

Other forum items discussed included:

Bottled water to be provided for speakers.

TS recommended enhancing the forum's refreshments for several reasons, including the timing of the event, which begins during lunchtime, and the importance of creating a welcoming and hospitable environment for attendees.

Subject to available funding a light buffet to be provided at the next Landlord Forum. Explore pricing with the SYDNI Centre.

Proposed by TS. Seconded by DF. Unanimously agreed.

Host a LSG forum stall to raise awareness and encourage new membership.

Proposed by TS. Seconded by DF. Unanimously agreed.

Purchase promotional materials for the LSG stall and registration desk:

- One branded pull-up banner titled 'Landlord Steering Group' (approx. £40)
- Two branded tablecloths featuring LSG logo/slogan (approx. £150 total)
- QR code labels for swag bag link to digital stallholder profile (100 larger QR labels approx. £40)

Proposed by TS. Seconded by EK. Unanimously agreed.

Continue with QR code experiment for feedback at the next forum. Add QR coded links in event advertising, on the registration page and, if possible, on the swag bags so delegates can access a digital stallholder profile.

Proposed by TS. Seconded by EK. Unanimously agreed.

ACTION 9: TS to consult Kris on developing a QR code digital stall holder profile.

TS discussed ideas to develop the WDC website by creating separate pages for 'About the LSG', 'Landlord Forums' and 'Meet the LSG Team'.

Members were not in favour of adding a dedicated page with photos and biographies of the LSG team. Regarding the suggestion to split the current LSG webpage into two separate pages, PH requested that Kris Walton from the Media Team be consulted.

ACTION 10: TS to consult Kris about developing the LSG WDC website pages.

Currently 14 stall requests for the next forum. Target is 22 stalls.

Further forum actions:

ACTION 11: BR to contact/book requested stalls and research other stalls.

ACTION 12: BR to contact and confirm sponsors.

ACTION 13: BR to contact Don Robbie for forum technical support.

ACTION 14: BR to contact SYDNI Centre regarding cost of light buffet and to report back.

ACTION 15: BR to contact and confirm forum speakers.

ACTION 16: BR to confirm SYDNI Centre booking.

ACTION 17: AR to liaise with Kris on QR code/hyperlink to feedback

ACTION 18: BR to request Kris to handle video/photography, coordinate publicity, update website link, circulate information to landlords and produce the Landlord Newsletter.

ACTION 19: TS to seek volunteers to support various activities at the next forum.

15. Ongoing Discussion: 'Student Rental Market'

Postponed until next meeting.

16. Warwick District Council Update

PH spoke briefly about additional licensing. WDC have received 569 applications and 295 licences have been issued.

17. Council Tax

TS reported that, when two fixed-term student tenancies run consecutively, a one-day council tax charge is currently being applied between contracts.

On the introduction of the Renters' Rights Bill, student tenancies become periodic and, if a student group decides to continue for another year and there is no break in the agreement, then this additional council tax charge should no longer apply.

18. A.O.B.

For information, TS briefly commented on a Landlord Forum he had attended in Devon, where there was a delegate discount to join the NRLA.

Members viewed the updated LSG Landlord Forum publicity video, with thanks to Kris in the Media Team for producing the revised version.

Meeting closed at 4.50pm.

Future LSG Meetings and Landlord Forums

LSG Meeting:

Wednesday 8 October 2025. 2.15pm – 4.45pm at Ground Floor, Building 1, Saltisford Office Park, Ansell Way, Warwick CV34 4UL

Landlord Forum (SYDNI Centre):

Wednesday 22 October 2025. 12.30pm – 4pm at the SYDNI Centre, Cottage Square, Sydenham, Leamington Spa CV31 1PT

LSG Meeting:

Wednesday 28 January 2026. 2.15pm – 4.45pm at Ground Floor, Building 1, Saltisford Office Park, Ansell Way, Warwick CV34 4UL

Landlord Forum (SYDNI Centre):

Wednesday 6 May 2026. 12.30pm – 4pm at the SYDNI Centre, Cottage Square, Sydenham, Leamington Spa CV31 1PT

LSG Meeting:

Wednesday 17 June 2026. 2.15pm – 4.45pm at Ground Floor, Building 1, Saltisford Office Park, Ansell Way, Warwick CV34 4UL

Landlord Forum (SYDNI Centre):

Wednesday 21 October 2026. 12.30pm – 4pm at the SYDNI Centre, Cottage Square, Sydenham, Leamington Spa CV31 1PT (Venue TBC)