



## **The Manor Fields Estate Limited**

Manor Fields Putney Hill London SW15 3NE  
Telephone: 020 8788 1017 e-mail: [manager@manorfields.co.uk](mailto:manager@manorfields.co.uk)

### **Manor Fields Leaseholder Newsletter January 2025**

We wish all at Manor Fields a belated Happy New Year and are looking forward to a very busy 2025 across the Estate. We will be sharing a quarterly newsletter during 2025 to keep leaseholders updated on our key priorities. We will also host the next 6-monthly Leaseholder Teams call in May.

#### **1. Managing Agent Update**

KFH recently announced **Juan Antelo** as our new Senior Property Manager for the estate, replacing Stephen Britton. We thank Stephen for his work at Manor Fields over the last 15 months and welcome Juan to the team. Weekly KFH drop-ins will continue - Thursday in the Bunker (9am – 10am).

As a reminder and especially for the winter months, the KFH Out-of-Hours emergency call number to call is **0203 542 0221**.

#### **2. Projects Update**

- **Lift Refurbishment Programme:**

Phase 2 of the lifts programme has started in early January with 1-8 Somerville and 9-16 Bede (PIP Lift Service). Once these 2 lifts are completed in February, then 9-16 Balliol, 9-16 Somerville, 1-8 Keble and 1-8 Balliol will follow (in pairs). Residents in those stairwells will be given advanced notice nearer the time once the start dates are confirmed.

- **Fire Safety Works:**

As previously communicated, there are three projects relating to fire safety works which are all designed to protect the communal hallways as the primary route for evacuation for up to 30 minutes in the event of a fire.

Project 1 - The entrance door to each flat will be upgraded to provide a seal and resistance to fire and smoke escaping from the flat into the staircase. The costs for these works are to be covered by each leaseholder given the flat front door is part of the demised premises. Thank you to the majority of you who have paid the first £400 instalment.

Project 2 - The wall between each flat and the riser cupboards will have their holes filled, and the riser cupboard doors will be upgraded to prevent smoke or fire from spreading to the hallways or between floors.

Project 3 - The third project is to coat the woodwork in the hallways with a fire-resistant varnish.

White and Lloyd as the contract administrator / surveyor are responsible for managing the competitive tender process for selecting the specialist contractor (with appropriate fire safety accreditation) and for supervising all of the works. We are pleased to confirm that the competitive tender process is now complete and Brylane Construction Ltd have been appointed.

Works for all 3 projects will now begin, starting with Selwyn House and those leaseholders who had kindly volunteered to be part of the pilot. The full programme/sequence is currently being prepared and will be shared with Leaseholders shortly. Once the “pilot” doors have been completed, we will send to you written details of the work, the cost and the timing. We also plan to have another Teams call to give you an opportunity to put your questions to White & Lloyd and Brylane Construction.

For those leaseholders who have decided to appoint their own contractor for the works to their front door, detailed specifications of the work they need to have done will be available from the Estate Office from early February. If you prefer, you can still have the work done by the Estate’s contractor – you’re not too late.

- **Communal Entrance Doors**

The communal entrance doors to each of the houses are being sanded down and refinished with several coats of hardwearing marine varnish. Missing studs will be replaced and all of them will be repainted. So far, we have completed Armstrong, Newnham, Harvard, Balliol, Girton, Gonville and Mansfield. We have temporarily suspended work during the winter months until the warmer drying weather of the Spring when work will resume to complete the remaining houses. We expect this project to be completed in Summer.

### **3. Staffing Update**

We let you know on 19 December that Heather Watterson is leaving Manor Fields after 23 years. We are extremely grateful for all Heather’s hard work and commitment throughout her time at Manor Fields. We have started the recruitment of a new Estate Manager and will keep you updated on progress.

### **4. Winter Garden Update :**

The gardening team continues to be busy over the winter months. Several oversized laurel shrubs in some of the wooded areas will be reduced significantly and the east boundary that borders the road will be thinned-out, removing excessive growth, dead and diseased stems. This will allow better access to distribute compost in these ‘back’ areas. This will improve carbon capture, moisture retention and the nutritional content of these soils. The remaining plant organics in the compost bays will be rotated so that a whole bay can be freed up.

During the Winter, weeding is still necessary for hardier plants such as carex, Robert’s geranium and bitter cress that can set seed. The team is edging the lawns along the front beds and will continue as a programme of estate wide mulching (with woodchip) begins, taking us through to Spring. In late January or early February, the team intends to begin rose pruning.

Other pruning tasks this Winter include our fruit bushes, wisteria, cotinus shrubs and our buddleia. The colourful stems of cornus will be kept until March as this is the month to cut them right back if one expects to see brightly coloured stems next year. In the Winter, the team also gets a chance to curtail the spread of ivy in certain locations as well as remove bramble and self-seeded tree saplings.

## **5. Managing Agent Tender Process (2025):**

KFH were appointed as the Estate's managing agent in September 2023 with a scope of work that includes: managing the Estate's employees, maintenance and repair of the buildings, managing finance and accounts, advising the Board on Health and Safety matters, and also to advise on the planning and execution of major projects.

The Board is fully committed to achieving value for money and in line with this commitment the Board made clear its intention last May to run a competitive tender process in 2025 for the contract to appoint our managing agent. Three Directors held meetings in person with ten potential managing agents in November, inviting them to participate in the tender along with KFH. One of the firms was recommended by a Leaseholder as part of the S20 Consultation Process. The names of the ten companies cannot be shared at this time due to the confidentiality of the competitive bid.

The Board issued the formal Notice to all Leaseholders of its intention to run a competitive tender during the first half of 2025 with a view to the new contract commencing on 31<sup>st</sup> August 2025. We are pleased to confirm that the formal tender process has now been initiated, and all companies have been shown around Manor Fields.

The two-Round Tender process is expected to last several months and Leaseholders will be notified of the outcome shortly after completion.

## **6. 2024 AGM/Leaseholder Update Meeting:**

Thank you to all shareholders/leaseholders who braved the gloomy weather towards the end of November in order to attend the Manor Fields AGM and the Leaseholder Update meeting.

The formal minutes of the AGM and the slides from the Board's presentation at the Leaseholder meeting will be circulated to all shareholders/leaseholders shortly by KFH.

At the AGM, **Dean Buckner**, **Alex Blake-Milton**, **Sheela Sharma** were appointed as Directors and **Dee Noonan** was reappointed as Director. The Estate's auditors were confirmed as TC Group, and the Board was empowered to set their remuneration. At a subsequent Board meeting **Clare Morton** was reconfirmed as Chair and **Khushroo Dastur** was appointed as Finance Director, replacing Dee Noonan at the end of her agreed term in office. **John Chrastek** continues on the Board having been reappointed at last year's AGM.

At the Leaseholder meeting following the AGM, leaseholders were given a comprehensive update of the Board's priorities, the operating budget for the current year, together with how much has been spent to date and on what items. A detailed report of the Estate's ongoing major projects was provided with a summary of expected major works to be carried out over the next ten years. The presentation was complemented by the Long-Term Outlook document shared with Leaseholders before the meeting.

At the AGM, Clare Morton encouraged Leaseholders who may be interested in joining the Board to make themselves known to a member of the Board. All Leaseholders are welcome, and we are particularly keen to hear from those of you with backgrounds in Finance, Law and Construction/Property.

Kind Regards,

Directors