

Summary Timeline

Initial condition survey of the building undertaken by Lancashire County Council Building and Mechanical & Electrical Surveyors	10.05.2018
Detailed Condition Report issued by RG Parkins	03.07.2018
Copy of Condition Report and accompanying letter e-mailed and posted to the Co-op requesting contact for discussion around how they would deal with the necessary repairs	11.07.2018
The Co-op acknowledged receipt of letter and Condition Report and advised that they would be discussing the same and be back in contact	12.07.2018
E-mail from The Co-op querying their responsibility for the repairs but obtaining advice	21.07.2018
E-mail to The Co-op advising them that the property should be maintained by them to a standard which satisfied the statutory requirements of their occupation	25.07.2018
E-mail from Cllr Hamilton-Cox asking for an review/clarification of the wording of the agreement	25.07.2018
E-mail to Cllr Hamilton-Cox advising that the City Council as landlord of the property has no repairing responsibilities, therefore the tenant has full repairing responsibilities and is responsible for all matters of health and safety as it is their workplace	31.07.2018
Reminder E-mail sent to The Co-op chasing a full response following their acknowledgement on 12.07.2018	20.09.2018
Meeting arranged at Lancaster Town Hall with David Blackwell, Ian Dicken (Directors of the Music Coop); Cllrs Hamilton-Cox and Jackson (Ward Councillors); Gary Watson and Julia Greenwood (Property); Sarah Hope (Legal) and Richard Crompton (Regen & Planning)	01.10.2018
Covering letter and minutes of the 1 st October meeting sent to Music Coop requesting: <ul style="list-style-type: none"> • The list of repairs from the condition report that have or will be undertaken along with anticipated timescales for any outstanding items; • A copy of their £5 million public liability insurance policy and confirmation from the insurer that they have seen the condition report and it doesn't present a material change to continuation of the policy; and • Up to date information on their statutory compliance testing & inspections including (but not exclusively) fixed wiring; boiler/gas installations; water risk assessment; asbestos survey and fire alarm and firefighting equipment 	02.10.2018
E-mail from Music Coop containing the following list of the actions which although represented some progress fell a long way short of the information they were asked to provide: <ul style="list-style-type: none"> • They have consulted with a roofer and are planning to repair the central gutter which is responsible for the majority of water ingress; • They have contacted their electrician who will undertake the necessary upgrades this week; and • They have written to their insurance company and are awaiting a response. 	08.10.2018

<p>Letter dated 08.10.2018 but e-mailed on 12.10.2018 from Property Group to Music Coop advising that in view of the serious condition of the building the city council as landlord has to progress matters and has to consider public safety; building user safety and enforcement under the Tenancy at Will agreement. And that the city council wishes the Tenancy at Will dated 5th November, 1985 to come to an end, therefore a notice to quit would be served in due course.</p> <p>It was further suggested that the remedial works that the Music Coop carry out over the coming months be monitored and if these are in order the notice to quit could be reviewed.</p>	<p>12.10.2018</p>
<p>Notice to Quit served on the Music Coop by Legal Services</p>	<p>12.10.2018</p>
<p>Meeting arranged at Lancaster Town Hall with David Blackwell, Ian Dicken (Directors of the Music Coop); Cllrs Hamilton-Cox and Jackson (Ward Councillors); Cllrs Blamire, Whitehead and Clifford; Gary Watson and Julia Greenwood (Property); David Brown and Abid Bashir (Legal); Ann-Marie Harrison and Richard Crompton (Regen & Planning)</p>	<p>05.11.18</p>