



Foss House,  
Carlton Hill,  
London NW8 9UY

Resident Advocate Team  
Westminster City Council  
64 Victoria Street  
London  
SW1E 6QP

Your Reference: AE108  
Customer Reference: Foss House Roof Renewal

Date: 20 March 2024

Dear Resident,

Foss House Roof Renewal – AE108

It was good to meet residents on 5 March 2024. For those residents that we had the opportunity to meet and speak with, it was a chance to introduce ourselves and provide an overview of the work we are planning to carry out.

For residents that we did not have an opportunity to meet, I hope this letter provides you with all the relevant information needed regarding the roof renewal.

Proposal of Works	As per the condition survey reports from a third-party consultant, the roof has reached the end of its life and requires renewal. As a part of roof replacement, associated roof works like renewal of lead flashings wherever necessary and pressure washing gutter surfaces.
Contractors	<p>The contractor that will deliver the works is Axis Europe</p> <p>Axis Europe has a proven record of successfully delivering roof works in Westminster. They have a good understanding of the council and residents in Westminster, and a strong commitment to community and employment opportunities for residents.</p>
Major works stages	<p>Major works projects need a considerable amount of organising before they start. There are several stages that need to happen before the works start, including formal consultation with leaseholders via a Section 20 Notice of Estimate. (NB - Once the estimates have been confirmed then the S20 will be sent out).</p> <p>We have produced a guide to major works to explain what to expect at each stage of a project, including our commitment to you and how you can help or get involved. You can get your copy by visiting <a href="http://www.westminster.gov.uk/housing/major-works">www.westminster.gov.uk/housing/major-works</a>.</p>
Proposed Start and Completion date	The project is at the first stage of the preparatory works, <b>estimated start date</b> will be after summer (September 2024)





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### Costing

Estimated overall works costing - **£ 99, 427.00.**  
Estimated Lesse individual costs **£ 16, 571.00.**

The costs produced are estimates of the works captured by WCC and our independent consultants. Costs at this stage are subject to change.

Please note, the above information is subject to change. Pending any changes, we will write to update you at each stage.

### Scaffolding

Scaffolding will start to go up prior to the works commencement date. Scaffolding will remain in place for the duration of the works.

The set-up date for the scaffolding and the safety measures will be sent to residents before scaffolding is assembled.

### Compound Site

We have two potential areas where we can set up as the compound site:

A – Adjacent to Foss House

B – Near Bradby House

Please see the attached map.

We would welcome your thoughts on the location of the compound site, and you can share them with me using the details below.

### Get in touch.

Please contact Paula Forrester from the Resident Advocacy Team by:

- Calling Westminster City Council Housing on **0800 358 3783** (freephone) - ask to speak to Paula Forrester in the Resident Advocacy Team.
- Emailing [residentadvocates@westminster.gov.uk](mailto:residentadvocates@westminster.gov.uk), please quote reference: '**AE108 Foss House Roof Work**'

Please share your thoughts on the location of the compound site by **28 March 2024**.

I look forward to hearing from you.

Yours sincerely

*P Forrester*

**Paula Forrester**  
**Resident Advocate**  
**Growth, Planning and Housing**  
**Enc**





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### Proposed Site Set-up

The below is the proposed site setup (if required) for the proposed project.

The service provider needs to confirm the requirements of the following:

1. Electrical connection. |
2. Site setup requirements.
3. Skips provision / location.
4. Other considerations.

