

Irving House Major Works (project Z105)
Resident Meeting Notes – Wednesday 15 February 2023

In attendance

Colleen Thomas – WCC Senior Project Manager
Phil McDonnell – WCC Cost Planner
Lindsay Jenkins – WCC Resident Advocate
Jeff Hughes – United Living (UL) Preconstruction Manager

The scope of works includes:

- Scaffold.
- Replacement roof.
- New lantern.
- Brickworks repairs.
- New windows.
- New flat entrance doors (opt-in).
- Communal decorations and flooring.
- Electrical works.
- Fire Risk Assessment (FRA) works.
- Basement waterproofing.
- Drainage works.
- Asbestos removal, if necessary.

New lantern

Planning approved design for the new lantern is attached to the email. There were no questions regarding the design of the new lantern.

Replacement roof

It is a Bauder specification new roof covering and insulation with a 20-year warranty.

Q. When it rains it is like a waterfall down the dormer windows, will this be dealt with?

A. Yes, we are replacing the roof and box guttering, so this should solve the problem. The downpipes could be blocked. Jeff will arrange a meeting with Tom from Bauder to look at the problem.

Communal Lighting

Attached to the email is the proposed new lighting. We can source an alternative if it meets the requirements and is a reasonable cost. We must think of future maintenance and the repairs team being able to source whichever lighting is chosen if different from the Westminster standard.

We will be replacing the light at the front door.



Communal Decorations

United Living will use TOR Class 0 paint - Torrex is designed to hold back the spread of flames in a fire, limiting damage to the building and giving residents the time to evacuate safely.

I've requested a colour swatch and will email it once received. When I send it to you we can talk about how you want to agree on colours, we usually select 4 colours and then put it to a vote.

Communal Flooring

We would like residents to consider whether we expose the original flooring and repair as best we can, which could be costly, or lay new flooring.

We would rather not take up the flooring and expose the original floor until the contractors are onsite. We can see there have been some patch repairs carried out, which would need rectifying. You also must consider how the floor will be cleaned, and the noise generated from a tiled floor.

We would like to know your thoughts on this.

Electrical Works

Q. Lot of damage internally, pipework over electricity parts, will this be removed as part of the works?

A. Yes, the entire electrical system will be replaced and new broadband installed, the wiring will be in new containment, new ducts, and any old timber will be removed and walls repaired.

Enclosed Handrail on upper floor

This will be removed and rebuilt if the original handrail is not in the compartmentation.

Window Replacement

Planning have advised the windows to be replaced like for like, so they will be double glazed timber windows. One thing the planners did stipulate is concealed trickle vents, so the manufacturer will take this into account when designing the windows.

The maintenance cycle for timber windows is usually 7 years.

Flat Entrance Door

As leaseholders you are responsible for your flat entrance door. However, as part of these works, we are offering to replace your current door for a Secure by Design Fire Door.

Since January 2023 there are new requirements that the council will undertake. In mid-rise residential buildings (over 11 metres), the council will be required to undertake annual checks of flat entrance doors and quarterly checks of all fire doors in the common part.

Therefore, if you are unsure as to whether your current flat entrance door is a fire door, then our advice would be to opt-in to replacing your door as part of these works. Alternatively, you can explore the option of replacing the door yourself. If you want more information, please let me know.

The average price of a new flat entrance door is £3,500, that includes removing the old door and disposing of it, installing the new door and frame, making good and alteration fees.

Attached is the flat entrance door specification from Russell Timber, a door supplier United Living have used on other projects in the city.

Scaffold

The scaffold will be in place for 20 weeks. We have liaised with the commercial units below and will continue to keep them updated on the works.

Project timeline

United Living and the cost planner will work on agreeing an estimate for the works and any estimated budget deviation usually takes 10 days.

We will continue to consult and engage with the residents on some of the points above as these will have to be factored into the estimated budget.

Once the estimated budget has been agreed we can produce the Section 20 Notice of Estimate, and then leaseholders will have 37 days to make observations. After the observations are all satisfied, we will receive sign off from the leasehold team, and we can then issue a commencement order to United Living.

Start on Site – June 2023 (if this changes we will let you know)

It takes between 4 to 6 weeks for United Living to mobilise their site team and site compound. During this time, we will arrange a meeting with the residents, so you can meet the team who will be delivering the major works.

United Living's team will consist of a dedicated Contracts Manager, Site Manager, and Resident Liaison Officer. Westminster Council will appoint a Project Manager, Quality Manager and Resident Advocate to the project.

Next Steps

Please read the notes and let me know your thoughts and comments on the elements of works mentioned above, and if you have any other questions, please let me know. We can then arrange another meeting to go through your questions.