



## City of Westminster

Westminster City Council  
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Housing Enquiries  
Tel: 0800 3583783

2 December 2024

**Ref: AF106**

Dear Resident,

### **Glarus Court – Major Works Update & Client Brief Approved (project AF106)**

We wrote to you on 10 July 2024 and provided a Questions & Answers document regarding the planned works for Glarus Court.

We are pleased to inform you that the council has reviewed and approved the Client Brief for your building. The client brief outlines the full scope of works, these works include the following:

- Roof repairs
- Rainwater goods
- Pitched Roof repairs
- Movement Joints
- Balcony works (External front elevation only) - Remove all debris, plant moss etc. renew lead stepped flashing, clean out groove of brickwork, wedge with lead and repoint in cement mortar on the external balcony.
- Prepare, treat, prime and repaint all previously painted metalwork on the external balcony (balustrades, handrails / top rails).
- Courtyard - replace oil-stained slabs, lift and relay loose slabs re-fix water slaps
- Glazing Windows (front and back elevations) - Overhaul and repairs to all external individual property windows, panels and glazing. Full window replacement where the windows are damaged beyond repair.
- External Decoration - Repair crack in any external render including carefully hack out and make good with cement and sand including applying finishes to match existing. External decorations to all previously decorated surfaces. Including rainwater goods, railings and boundary walls.
- Cables - To tidy and provide new containment which shall be metal powder coated.
- External Repairs – Extensive brickwork facing and pointing and clean external facades including grilles and areas of masonry.
- Metal Work Repairs (front elevation) – Decoration of all previously painted metalwork to the front external balcony. To include full preparation (strip where necessary) and repairs and replacement of missing or defective elements.
  
- Communal Flooring – Replace all existing flooring to vinyl to ensure surfaces are safe, cleanable, maintainable and free of defects.
- Internal Decoration - Redecoration of all previously decorated internal surfaces (vinyl colour scheme remains the same as existing colour scheme).
- Timber Repairs – Joinery and resin repairs to all defective timber elements. Painting all



previously painted timber surfaces, including strip and preparation where required.

- Water Treatment – Water treatment, cleansing, power flushing and re-treatment of pipework systems.
- Pipework Insulation – Install new thermal insulation to all water tanks and boilers associated pipework, valves and fittings.
- In flat Ventilation works (where on communal system) – Clean local ductwork, replace the grille and control damper, install new / replace existing fire dampers and make Improvements to make-up air/trickle vents.
- Ductwork, Dampers & Fixings – Supply, install and connect all associated ductwork, dampers and fittings involved with replacing the fans.
- Sprinkler System and Pumps – The sprinklers to be installed in the flats, communal spaces, and corridors.
- Water Tanks – Replace existing cold water storage tanks with new, including thermal insulation.
- Electrical Intake Cupboards
- Fire Alarm System and Panel
- Pipework & Boxing

Works to Glarus Court is not subject to S20 recharge.

### Next Steps

We have now passed the project to our major works contractor, United Living, to work on the detailed plan to deliver the works. This document is called the Project Execution Plan (PEP). We will share this plan and the next steps with you once we have reviewed the contractor's plan.

Once the Project Execution Plan has been approved and signed off, we will issue a pre-commencement order to the contractor. This gives the contractor permission to move forward with the final design details of the project and this is called the Service Provider Proposal (SPP).

We will contact you again once the PEP and SPP have been approved by the Commissioning Team. The letter will also include an invitation to meet with the contractor, United Living. During this meeting, you will have the opportunity to ask questions, share your concerns, and learn more about the project.

### More Information

You can view the Client Brief and the full scope of works on the project's webpage: <https://www.westminster.gov.uk/glarus-court-sprinklers-decorations-and-repairs-project-af106/documents>

If you have any questions or concerns around the planned works, please email me at [residentadvocates@westminster.gov.uk](mailto:residentadvocates@westminster.gov.uk) quoting '**AF106 Glarus Court**' in the subject line.

Yours sincerely

Shah Alam  
Resident Advocate