



Westminster City Hall
64 Victoria Street
London SW1E 6QP

Lindsay Jenkins

Tel: 0800 358 3783

Date: 5 September 2022

Ref: Martlett Court T154

Dear Resident

Re: Martlett Court Major Works (project T154) – Service Provider Proposals (SPP) Update and Residents' Meetings

Our long-term partnering contractor United Living are currently in the process of developing their Service Providers Proposals (SPP) for these major works at Martlett Court alongside their design consultants Arcus. The preparation of this documentation has taken longer than expected due to the complexities of the current supplier conditions within the construction sector, in addition there have been procurement delays affecting the whole industry which have fed into delays in producing the final documentation and pricing required for the SPP of the project. Please be assured that while there has been no direct communication with residents during this time the teams have been working hard to complete the SPP.

Planning application - Windows

You will have received notification of the planning application made for the works including for the replacement windows, this notification will have included information on how residents can submit any comments on the proposals. The main concern some residents have highlighted is the proposed designs for the lower sash windows to some properties. The proposals allow for fixed lower sashes to those properties located on the means of escape balconies; top sashes will remain openable for ventilation purposes. The proposed fixing of the bottom sash is required in order to comply with the requirements of Part B and Part K of the building regulations as well as Section 15: Protected routes/Stairs: Guidance on fire safety provisions for certain types of existing housing produced by the Local Authorities Coordinators of Regulatory Services (LACORS). These regulations require that windows up to a height of 1.1m located on the means of escape provide adequate fire resistance to be passable in the event of a fire from within the property and also to protect any person passing from any impact with glazing.



Residents' Meeting Details – Tuesday 13 September 2022

There have been some challenges along the way, however we feel we are now in a position to provide an update to residents, which will include design decisions, proposed dates and the communication plan, which will include the proposals for the Major Works Working Group which residents will be invited to join. Meetings have been arranged for Tuesday 13 September 2022. The details are below.

There will be a block-by-block walkabout during the day. This will give residents of each block a chance to talk to the teams about the specific works and concerns for their block. We will then hold a meeting in the evening for all residents, this meeting will incorporate any issues raised at the block walkabouts in case you have been unable to attend during the day. Also, if you are not able to attend any of the meetings, there will be notes provided after the meetings.

Block by block

Fletcher Buildings at 10am to 11am – meet in the courtyard

Beaumont Buildings 11.30am – 12.30pm – meet in the courtyard

Sheridan Buildings 1pm – 2pm – meet in the courtyard

Evening meeting

The meeting venue will be confirmed as soon as possible. The meeting will start promptly at 6.30pm until 8pm. The teams from United Living and Westminster City Council will be in attendance. If you are unable to attend but wish to join via Zoom, please let me know and I will send you the link.

Next steps

The SPP will be reviewed by the WCC Commissioning Team, this process usually takes around 6 weeks and includes a detailed review and analysis of the specification of works and costs submitted by United Living as part of the SPP. We will account for any specific issues raised by residents as part of this review.

Once the SPP is agreed we will then issue the Section 20 Notice of Estimate to all leaseholders. Leaseholders then have 37 days to make observations. After the 37 days the observations are reviewed and if there are no issues the Notice of Estimate will be signed off within 2 weeks.

We will continue to keep residents updated and will hold further meetings as required.



Major works stages

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. We have produced a guide to major works to explain what to expect at each stage of a project, including our commitments to you and how you can help or get involved.

You can read the guide by visiting www.westminster.gov.uk/housing/major-works. If you would like a paper copy of this guide, please get in touch using the details below.

More information

If you would prefer to receive updates about these works via email, rather than post, please get in touch to ensure you are added to our email update list. Please be assured that your email will only be used for the purpose of updates about these works.

You can contact me by:

- Calling Westminster City Council Housing on **0800 358 3783** (freephone) - ask to speak to me in the Resident Advocacy Team.
- Emailing ljenkins1@westminster.gov.uk, please quote reference project Martlett Court T154.

We look forward to seeing you at the meeting on Tuesday 13 September.

Yours sincerely

Lindsay Jenkins
Resident Advocate
Growth, Planning and Housing