



Westminster Council  
155 Westbourne Terrace  
LONDON W2 6JX

Lindsay Jenkins  
Resident Advocate

Tel: 0800 358 3783  
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Date: 31 October 2023

**Ref: Martlett Court (T154)**

Dear Resident,

### **Martlett Court Major Works (project T154) – Major Works Update**

We are writing to update you on the major works planned for Martlett Court since the WCC Planning Committee meeting on 22 August 2023, and to ask for your views on the material you would like for the windows.

#### **Update on the works**

In June 2022, WCC Housing department submitted a planning application for double glazed timber windows, this was approved at a Planning meeting on 22 August 2023. The housing department spoke to the planning team prior to submitting the application for the new windows and were told that as the estate is bordered by the Covent Garden conservation area, the advice was to apply for double glazed timber windows.

Following this decision, concerns were raised that we had not considered uPVC windows as an alternative. Housing have now consulted further with the Planning team and they have agreed that despite the location of Martlett Court, the planning team would consider a planning application for uPVC windows.

WCC has instructed United Living to prepare and submit an additional planning application for uPVC windows. This will take approx. 4-6 weeks to prepare and submit. The planning department have indicated that any new application would also be referred to planning committee for a decision. The application timescale is 13 weeks or longer for applications of this type, but they have indicated that these timescales could be shortened, this is not guaranteed. Once this application has been submitted all residents will have an opportunity to submit their comments.



## **Cost of the windows**

United Living have provided the current estimated costs for the window element only based on timber and uPVC. **Timber:** £1,271,256.24 – higher cost. **uPVC:** £626,420.35 – lower cost.

## **Window Ballot Form – to be returned by Friday 10<sup>th</sup> November 2023**

We would like to obtain the residents preferred choice of timber or uPVC windows, so we have included a ballot form with this letter.

***You can return the ballot form by email, post (address at the top of the page) or scan the QR code on the form.***

It is important to remember that we don't have planning approval for uPVC at this stage.

***Please note it is 1 vote per household.***

## **Location of the contractors portacabins**

There are two possible options on where to locate the contractors site office, canteen, drying room, toilets, and storage cabins, and we would like to know your preferred location. These units are a requirement of the works under the Construction, Design and Management Regulations 2015.

1. Within the garden area of Martlett Court
2. Outside of the estate, possibly the pedestrian area of Martlett Court

We have incorporated the question on the ballot form included with this letter.

## **Resident surgery Wednesday 8<sup>th</sup> November 2023**

We will be holding a surgery for residents to come and speak to members of the project team on an individual basis, and these will be 10-minute sessions. ***Please note this is not an open meeting.***

**Date: Wednesday 8<sup>th</sup> November 2023**

**Venue:** Crown Court Church – Church Hall

**Time:** from 6.30pm – last appointment 7.50pm

**To book an appointment:** Call Westminster City Council Housing on 0800 358 3783 (freephone) - ask to speak to Lindsay Jenkins in the Resident Advocacy Team. Email Lindsay Jenkins at [residentadvocates@westminster.gov.uk](mailto:residentadvocates@westminster.gov.uk).

There will be samples of both timber and uPVC windows at the drop-in, but we cannot guarantee that the samples produced at this stage will exactly match the final product.



## Contact details

If you have any questions about the planned major works, please contact me.

- Call Westminster City Council Housing on **0800 358 3783** (freephone) - ask to speak to Lindsay Jenkins in the Resident Advocacy Team.
- Email Lindsay Jenkins at [residentadvocates@westminster.gov.uk](mailto:residentadvocates@westminster.gov.uk) please quote reference **Martlett Court Major Works (project T154)**.

Yours sincerely

Lindsay Jenkins  
Resident Advocate