



Capital Works Project T153(S)
Wednesday 17 January 2024 4:00pm to 6:00pm
Dryburgh Community Hall – Aldernay Street, London SW1V 4ES.

Combined Minutes and Q&A Document

Attendees

Name	Job - position
Colleen Thomas	Senior Project Manager
Repa Khan	Resident Advocate
Jayne Stretton	Capital Service Charge Team Manager
Brian Omara	Client Surveying Manager (Attend virtually)
Robert Deare	United Living – Senior Quality Surveyor (Attend virtually)
	Resident from one property attended

Item	Minutes	Action	Due date
1.0	Introduction by Repa Khan as new Resident Advocate.		
1.1	<p>Colleen Thomas – confirmed scope of works : External & internal repairs, refurbishment, redecorations, roof works & window overhaul / replacement. Fire safety and compliance works.</p> <p>Initial assessments have found that there are currently four windows that are beyond repair, and these will be completely renewed. The majority of all other windows will be repaired.</p> <p>Fire Safety and Compliance work – This includes installation of integrated fire alarm systems. Compartmentation works to internal spaces / hallways to ensure these areas meet fire regulation. Surveys will be carried out to confirm the level of works due to be carried out in each block.</p> <p>Currently costs are in the process of being obtained. The project is anticipated to commence in July 2024.</p> <p>We will be organising a drop-in session prior to Section 20 Notices being issued to explain the scope and timeline of works.</p>	<p>RK & JS to organise and advise residents of date and time</p>	<p>April 2024</p>



	<p>A meet the contractor meeting will be held to introduce the contractor/service provider to the residents. This will give residents the opportunity to find out about the programme/schedule of works and ask any questions in relation to the works due to take place.</p>	<p>RK – Meeting to be scheduled prior to contractor setting up onsite.</p>	<p>May 2024</p>
1.2	<p>Question 1 – Will scaffolding be needed and will this be alarmed?</p> <p>Answer - Rob Deare - Scaffolding is required and this will be alarmed to the front and rear elevation. Monitoring will be by sensory and telephone system.</p>		
1.3	<p>Question 2 – When will works start and how long will it take to be carried out?</p> <p>Answer – Colleen Thomas – We anticipate to be onsite in July 2024 and works to take 26 weeks from start to finish.</p>		
1.4	<p>Question 3 – On the Client Brief it states - Lessee Implications H= £28,546, L= £9,258, A= £16,304, is this what I can expect my bill to be?</p> <p>Answer – Jayne Stretton – The Client Brief for this project was issued in 2019 and therefore the High, Low and Average costs detailed are budget costs based on market prices at that time. Since then, a lot has happened within this specific market. These costs are therefore not an accurate reflection of the estimated costs. Once we have received the Service Provider Proposal (SPP) from United Living and WCC have scrutinised the costs we will then be in a position to give you a more accurate estimated cost of the works and you proportion of these.</p>		
1.5	<p>Question 4 – When can we expect to receive the Section 20 Notice with more accurate costs for this project?</p> <p>Answer – We are aiming to be onsite by July 2024 therefore we anticipate Section 20 Notices will be issued in March/April 2024 as part of the Section 20 process we will issue you a notice with a drop in date where you can come and speak to different members of the council such as leasehold operations or the major works team, we will also have representation from United Living and you will be able to discuss the Section 20 content at this drop in session or payment plans.</p> <p>The Section 20 Notice is not a demand for payment the estimated bill will be sent in March 2025 with payments due to start in April 2025, we have multiple payment plans for our leaseholders and these can</p>		



	be found on our website: Major Works service charges payment plans Westminster City Council		
1.6	Question 5 – Which street will you start working on first? Answer – We do not have the programme of work at the moment. This will be ready by the time the Section 20 Notice is due to be served. The programme of works will be shared with all residents.		