



Westminster City Hall
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Date: 9 August 2024

Dear Resident,

Winchester, Worcester and Lynton Houses major works – Leasehold buy-in options for flat entrance doors and extractor fans (project X115)

Our contractor Axis is preparing for the major work to your building with in-flat surveys underway and scaffolding currently being erected at Winchester, Worcester and Lynton Houses.

As part of the work, each tenanted home will have their flat entrance door replaced and extractor fans installed to their kitchen and bathroom.

A number of leaseholders have asked us if they can buy-in to these elements of work and Axis have confirmed some options as set out below.

Please note that if you buy-in to any of the options listed, an alterations fee of £100 has been added to the final cost. This fee is for processing the alteration request and updating our records with the installation certificate.

Flat entrance door - buy-in by 26 August 2024

Axis can order and install a new front entrance door for your property. There are five colour options and two buy-in options, depending on the work that may be required to existing pipework around the door area.

Option 1: £4,333.61: this price applies to properties where existing pipework above the door may affect installation of the new front door. This price includes the adaptation of pipework, all fixtures and fittings and installation including making good both internally and externally following removal of existing door.



Option 2: £3,952.63: this price applies to properties where adaptation of pipework is not required or will be carried out by the leaseholder. This price includes all fixtures and fittings and installation including making good both internally and externally following removal of existing door.

Axis can confirm which buy-in option applies to your property after carrying out an in-flat survey. At the time of writing, our records show you have either not yet had your in-flat survey, or indicated to Axis you are not interested in opting in for this additional work.

If you have not yet had your survey or would like Axis to confirm which of these options applies to your property, please contact your Resident Liaison Officer Michelle Ralph, via email to m.ralph@axiseurope.com or phone 07359 726 348, by 22 August 2024 to arrange your survey.

If you chose to buy-in to the new front entrance door, please ensure you complete both forms A and B enclosed with this letter.

Extractor fans for kitchen and bathroom – register interest by 26 August 2024

Option 1: £1,350.14: installation of two Nuaire CYFAN centrifugal extract fans (one to the bathroom and one to the kitchen), connected to fuse spur electricity supply only and no making good of surrounding areas.

Option 2: £675.07: installation of one Nuaire CYFAN centrifugal extract fan in bathroom or kitchen, connected to fuse spur electricity supply only and no making good of surrounding areas.

As the extractor fans will only be connect back to the fuse spur by Axis, you would need to appoint your own NICEIC approved electrician (www.niceic.com) to carry through the connection to the mains supply for the unit to operate.

As the new fans will be installed through an external wall and not through the new windows, there will be some making good required. If you would like Axis to carry out the making good to your property, there will be an additional charge for this which will vary depending on the internal circumstances of your property.

If you are interested in having one or both new fans installed to your property, we ask that you register your interest by signing one of the two enclosed Form Cs by 1 September 2024.

What do I need to do?

As a leaseholder, you do not have to buy-in to have a new front entrance door or extractor fans installed. These elements of work are entirely optional.

You only need to respond to this letter if you are interested in one or both options.



Please send the relevant completed and signed buy-in form(s) to Diane Volpi in the Residents Advocate Team, via email to dvolpi@residentadvocates.gov.uk or post to Diane Volpi at the address at the top of this letter, by **Monday 2 September 2024**.

If I buy-in, when will I be expected to pay?

A bill will be sent to you on completion of the work but after the defects period has ended. The bill payments will be subject to our usual payment terms offered for major works. Payments can be made in full or in instalments over a period of up to 2 years for works over £2,000. Full details will be included on the bill.

Where can I get more information?

You can find out more about the major works to your building, at our website WWW.westminster.gov.uk/housing/majorworks project code X115

If you have any queries regarding this matter, please contact Diane Volpi in the Resident Advocates team, via the details above.

Yours sincerely

Diane Volpi

Diane Volpi
Residents Advocate
Westminster City Council