




<p><b>CLIENT BRIEF</b></p> <p><b>for</b></p> <p><b>AC108 – Church Street Community Benefit Fund Improvement Works</b></p> <p><b>Revision 3 – June 2024</b></p>					
<b>Project Details</b>					
<b>Block(s) Included in scope</b>	Cherwell House, Loddon House, Wey House & Wytham House.				
<b>Area / Ward Location</b>	Central	Church Street			
<b>Recommended Service Provider</b>	United Living				
<b>Works Value</b>	£363,000.20				
<b>Total Works Value</b>	£445,987.96				
<b>Delivery Year</b>	2024/25				
<b>Project Lead</b>	Gaurav Nayyar – Client Surveyor				
<b>Brief description of project:</b>	Upgrade works to external communal areas include new vehicle and pedestrian gates, with new door entry system.				
<b>Lessee Implications</b>	H= £N/A	L= £N/A	A= £N/A		
<b>Key Issues / Project risks</b>	<ul style="list-style-type: none"> <li>– Resident dissatisfaction due to delays starting the project.</li> <li>– Management of residents' expectations.</li> <li>– Adverse weather conditions may cause delays.</li> </ul>				
<b>Programme Board Date</b>	1st Submission –				
<b>Executive Summary</b>					
<p>AC108 is a programme of improvement works to external communal areas at Cherwell House, Loddon House, Wey House &amp; Wytham House. These improvements form part of a range of refurbishment works to Westminster City Council blocks adjacent to the Luton Street development site, subsidised by a Community Benefit Fund (CBF) contribution of £2.9m by the developer Linkcity where £446,000.00 was allocated to Church Street AC108. The intention of these works is to improve security for the benefit of the residents of these blocks as requested by the residents following a comprehensive consultation in 2014.</p> <p>Following a recent meeting with the residents, it was emphasised that their top priority is the implementation of an electrical gate system with a door entry system. This was</p>					



underscored by their frustration with unauthorised individuals entering the premises and utilising parking spaces for non-residential purposes, such as shopping.

Due to project delays and changing priorities over the years, only one item from the originally proposed works, which were consulted on, is being carried forward as part of the Community Benefit Fund initiative.

<b>Component to be Cleared</b>	<b>Title of Officer (Delegate)</b>	<b>Sign Off Method / Date</b>
<b>Asset Strategy</b>	Gavin Ridgewell (James Long)	By e-mail dated: 25/05/2021
<b>Property Maintenance</b>	John Hayden (Sheila Allen)	By e-mail dated: 13/07/2021
<b>Finance</b>	Kate Swanton	By e-mail dated: 22/06/2021
<b><del>Lessee Services</del></b>	<del>Andrew Pye</del> (Jayne Stretton)	<del>By e-mail dated: Enter Date</del>
<b>Cap Programme Team</b>	Kevin Regan (Daniel Witt)	By e-mail dated: 29/06/2021
<b>M&amp;E Engineering</b>	Jason Killeen (Georgina Wingham)	By e-mail dated: 19/05/2021
<b>Communications</b>	Daren Townsend (Comms Co-ordinator identified in Section 11 of Client Brief)	By e-mail dated: 21/06/2021
<b>Health &amp; Safety</b>	Matthew Curran	By e-mail dated: 19/05/2021
<b>Asbestos</b>	Matthew Curran	By e-mail dated: 19/05/2021
<b>Fire Safety</b>	David Edney	By e-mail dated: 20/05/2021



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**Westminster City Council will make all endeavours to provide the information noted below, where it is available and relevant to the project**

- **Appendix 1 – Initial Pre-construction Information (IPCI)**
  - Client site specific requirements
  - Site set up
  - Asbestos surveys
  - Fire risk assessment
  - Existing H&S file(s)
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary**
- **Appendix 4 – Risk Register**
- **Appendix 5 – Property List**
- **Appendix 6 – Stakeholder Consultation**
- **Appendix 7 – Specification / Drawings / Product & Planning Information**
- **Appendix 8 – Major Works History**



- **Appendix 9 – Total Project Cost (inc WCC costs)**

Note: The appendices are not published with this document as they are too large. If you would like details of the appendices, please contact [housing.enquiries@westminster.gov.uk](mailto:housing.enquiries@westminster.gov.uk) and quote reference AC108.

## 1.0 INTRODUCTION

AC108 is a programme of improvement works to Cherwell House, Loddon House, Wey House and Wytham House which are all on the Church Street Estate. The works will be funded by the community benefit fund created in conjunction with the Luton Street development.

A Community Benefit Fund (CBF) contribution of £2.9m was made by the developer Linkcity to WCC to implement improvement works to some blocks. The contribution was made as part of the contractual requirements for the sale and redevelopment of the site at Luton Street. In 2014, the residents of the blocks benefitting from the CBF were formally consulted regarding the proposed works. This included agreement on the scope of works based on residents' choices.

The proposed scope of works is summarised as follows:

- New audio door entry system.
- New vehicle and pedestrian gates.

It is intended that the works will be undertaken by the Service Provider appointed under the Major Works Term Programme. The purpose of this Client Brief is to provide information and direction to facilitate the production of a Project Execution Plan (PEP) (as defined within the Term Contract) by the Service Provider for further review by Westminster City Council (WCC) prior to issue of a Pre-Commencement Order (PCO).



## 2.0 KEY PROJECT DETAILS

Project Name	Church Street CBF
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Comments: N/A
Legislative constraints	Building Control approval will be required & Planning permission.
Existing planning consents	No.
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes



### 3.0 ASSET SUMMARY / CONSTRUCTION TYPE

The Church Street Estate (site 1) is located next to the popular Church Street Market in Paddington. The estate comprises of four blocks which were all constructed in 1945:

#### **Cherwell House**

Cherwell House is a large block with 53 residential properties and commercial outlets on the ground floor and basement level. The external walls are constructed from solid bricks and concrete. The block has an odd shape and spans across three streets (Church Street, Penfold Street & Salisbury Street). Some sections of the block are four-storey, five-storey and seven-storey. The block has five entrances that lead to the car parking area.

#### **Loddon House**

Loddon House is a five-storey detached residential block containing twelve properties. The block has two entrances and two single staircases. The block entrances lead to flats 1-6 & flats 7-12. The external walls are constructed from solid bricks and concrete with a shallow pitched roof.

#### **Wey House**

Wey House is a five-storey detached residential block containing twelve properties. The block has two entrances and two single staircases. The block entrances lead to flats 1-6 & flats 7-12. The external walls are constructed from solid bricks and concrete with a shallow pitched roof.

#### **Wytham House**

Wytham House is a five-storey detached residential block containing twelve properties. The block has two entrances and two single staircases. The block entrances lead to flats 1-6 & flats 7-12. The external walls are constructed from solid bricks and concrete with a tiled pitched roof.

It is important that the Service Provider makes arrangements with WCC to visit the site as early as possible following receipt of this Client Brief to acquaint themselves with the site. This knowledge will be essential in order to produce a meaningful and sufficiently detailed Project Execution Plan. Please also refer to the documents in the Appendices, which will provide further information.



### 3.1 BLOCKS IN SCHEME

Block Name	No of Units	No of Leaseholders
Cherwell House	53	33
Loddon House	12	4
Wey House	12	6
Wytham House	12	7
<b>TOTAL</b>	<b>89</b>	<b>50</b>

### 4.0 PROJECT JUSTIFICATION

The aim of this project is to implement a programme of improvement works to the external communal areas of the blocks as agreed with the residents following a formal consultation in 2014. The proposed scope of works was a result of comprehensive resident engagement, which identified the measures needed to improve the blocks' appearance, security, and communal facilities for the benefit of residents of the blocks.

The proposed improvements under AC108 will provide security improvements, while efficient design and specification of materials and systems will reduce costly future repairs and maintenance.

United Living is named as the recommended service provider to carry out the works for this project under the Major Works Term Partnering Contract.



## 5.0 DESCRIPTION OF KEY WORKS REQUIRED

Note: This section covers in general the works required. It should be noted that details within appendix 8 supersede the scope as detailed in the specification.

### Works

Element	Work Required
Condition Survey	<p>Blocks: All</p> <p>Pre-existing information regarding the condition of the building and associated ancillary areas has been provided in the IPCI in Appendix 1.</p> <p>The PD where appointed (or PC where no PD duty holder is in place) is to inform the Client, where additional survey or inspections are required to develop the PCI and inform the design process.</p> <p>The PC is required to complete a pre-commencement condition survey within all areas likely to be affected by the works, which shall contain written and photographic evidence of the existing conditions.</p> <p>The PC is to identify any areas of concern that may result in additional works being necessary, together with proposed remedial recommendations, within the scope of works. The condition survey is to be agreed with WCC/WCCs Client Representative and upon conclusion of the works the PC is to ensure the condition of any areas affected by the works are handed over to WCC/WCC in no worse a condition than at pre-commencement stage.</p>
Access Required	<p>Blocks: All</p> <p>The PC is to ensure that all work at height activities are risk assessed and that the proposed method of access to facilitate the works is detailed in the CPP and fully costed in the PEP.</p> <p>Should there be any reason that specific access arrangements cannot be fully evaluated and costed for then the Service Provider should identify these together with a defined Provisional allowance within their PEP for each specific item/ area.</p>
Electrical Power	Blocks: All





	<p>Survey/review existing electrical power supply to all installations associated with the works and where necessary replace existing/ install new wiring systems in compliance with current edition of the IEE wiring regulations and amendments.</p> <p>Design and provide a complete earthing system to all items including existing wiring and new wiring this is to meet the current edition of the IEE wiring regulations and amendments.</p> <p>Provide Electrical Installation Condition Report (EIC) and all appropriate certification associated with the works undertaken and any wiring systems connected to the new works.</p>
Gates	<p>Blocks: All</p> <p>New 2-metre-high steel vehicle gate and pedestrian gate with fob intercom system + associated works.</p> <p>All access gates and fencing should be designed and manufactured to BS5709:2018, achieving full compliance to all current regulatory standards.</p>
Door Entry System	<p>Blocks: All</p> <p>Provide new door entry system as per WCC standard Specification as located within Appendix 7. The components shall be installed in strict compliance with BS 7671 17<sup>th</sup> edition and amendments and in accordance with IEE regulations and all relevant legislation.</p> <p>Entry system will include new panel, cabling infrastructure and containment, in-flat handsets, all containment, KMS system, push to exit and fobs to residents.</p> <p>Provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 or later amendments and shall be suitably earthed.</p> <p>Cables into the property are not to be routed through the door/window frame unless agreed with WCC.</p> <p>Note – containment to be sized as such that all existing cabling (not just door entry) can be relocated from old plastic conduit and mounted within new powder coated containment.</p> <p>An Audio Access Control system should be fitted.</p>



Security Access Gates	<p>Blocks: All</p> <p>New fob access-controlled pedestrian gates to be installed as proposed within the DMA report. Works to improve security and restrict access to communal circulation areas. All access gates and fencing should be designed and manufactured to BS5709:2018 achieving full compliance to all current regulatory standards.</p> <p><b>Note:</b> Each new gate location must be provided to WCC Call Centre, WCC Mechanical &amp; Electrical team, WCC Housing and Estate Services teams. This will enable any future repairs to be reported and will facilitate better maintenance.</p>
Builders Work in Connection with the Security Installations	<p>Blocks: All</p> <p>Carry out all builders' work in connection with The Works including subsequent making good of all disturbed finishes to a standard acceptable by WCC. Cleaning and making good to brickwork and concrete surfaces are also to be included where affected by installation works.</p> <p>Provide recommendations and for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), for review and further instruction by WCC – a Provisional Sum in relation to any such works should be included at PEP stage.</p>
Maintaining the Existing Building Services	<p>Blocks: All</p> <p>Maintain the building services systems during the duration of the contract. Where services may not be functioning or operational for a period of time prior notice and resident notification shall take place</p>
Associated Fire Safety Works	<p>Blocks: All</p> <p>Review the fire risk assessment report to ensure familiarisation with the building in relation to all areas affected by the works. Ensure that the security gate/fence designs and all works carried out are fully compliant with all current regulatory requirements.</p> <p>A fire fighter access provision will need to be incorporated as highlighted in the door entry system item of work.</p>
Asbestos Management	<p>Blocks: All</p> <p>A copy of the existing management survey and any R&amp;D surveys have been supplied in the IPCI in Appendix 1 (As of August 2021).</p>



	<p>Contractor to note that all live asbestos information can be found on the Westminster City Council asbestos portal, Shine. The PD/PC is required to inform the client regarding the need to instruct any further R&amp;D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&amp;D survey will be instructed by the client through the asbestos management system and provided to the PD/PC as part of the PCI, to allow the CPP to be developed. The Service Providers Project Execution Plan needs to identify any further works, with estimated costs, for completing removal or encapsulation of ACMs to enable The Works. The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the client's requirements outlined in the WCC process and procedure documents and are deemed competent to undertake the required works.</p> <p>The SP is to ensure that any subcontractor undertaking asbestos removal works as part of The Works, fulfils the clients licence requirements and are deemed competent to undertake the required works.</p>
Other Potentially Hazardous Circumstances	<p>Blocks: All</p> <p>Where held the Client has provided relevant information regarding the existing structure(s) and materials in the IPCI.</p> <p>The PD/PC is to inform the client if during the design stage, it becomes evident that there is the potential for other deleterious materials or hazards to be present and further inspection or testing is required.</p> <p>Other materials that may be present or that need considering include but are not limited to:</p> <ul style="list-style-type: none"><li>• Lead Paint</li><li>• HAC</li><li>• Horse hair plaster</li><li>• Clay pot floors</li><li>• Calcium silicate brickwork</li><li>• RAAC planks</li><li>• Tesserae</li><li>• Vermiculite</li></ul> <p>Other hazards that may be present:</p> <ul style="list-style-type: none"><li>• Fragile roof materials</li></ul>



	<ul style="list-style-type: none"> <li>• Unprotected roof lights</li> <li>• Unprotected flat roofs</li> <li>• Unprotected fall risks (shafts/ sumps)</li> <li>• Confined spaces</li> <li>• Insufficient safe access provision to plant and equipment</li> <li>• Noise protection zones</li> <li>• Open water</li> </ul>														
<p>Planned Preventative Maintenance (PPM) of M&amp;E Systems</p>	<p>The Service Provider is to be responsible for the maintenance of all mechanical and electrical systems for the duration of the contract. The Service Provider is to make a budget allowance based on the annual M&amp;E PPM items and associated prices listed below. Please Note: Examples below are not an exhaustive list and are for example purposes only. Service Provider to notify WCC of any additional systems not allowed for below.</p> <p>Any agreed PPM to be undertaken by the Service Provider must be removed from the Estate's incumbent maintenance contractor's PPM schedule until the element is commissioned / the contract is completed.</p> <table border="1" data-bbox="480 1032 1364 1462"> <thead> <tr> <th>Element</th> <th>Price/Annum</th> </tr> </thead> <tbody> <tr> <td>Door entry</td> <td>£ 600.00</td> </tr> <tr> <td>CCTV</td> <td>£ 125.00</td> </tr> <tr> <td>Emergency Lighting</td> <td>£ 350.00</td> </tr> <tr> <td>Fire Alarms</td> <td>£ 800.00</td> </tr> <tr> <td>Fire Extinguishers</td> <td>£ 25.00</td> </tr> <tr> <td>AOVs</td> <td>£ 125.00</td> </tr> </tbody> </table>	Element	Price/Annum	Door entry	£ 600.00	CCTV	£ 125.00	Emergency Lighting	£ 350.00	Fire Alarms	£ 800.00	Fire Extinguishers	£ 25.00	AOVs	£ 125.00
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Fire Extinguishers	£ 25.00														
AOVs	£ 125.00														
<p>H&amp;S File &amp; O&amp;M Manual</p>	<p>Blocks: All</p> <p>These buildings do not currently have a H&amp;S file –</p> <p>Create/provide a new Health and Safety File and Operating &amp; Maintenance manuals for the building and for all systems associated with The Works. The file shall be in accordance with and as detailed within the Term Partnering Contract. This is to include but is not limited to;</p> <ul style="list-style-type: none"> <li>• A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works.</li> <li>• As-built drawings, specifications, schematics, schedules etc.</li> </ul>														



	<ul style="list-style-type: none"><li>• Manufacturers details, guarantees and warranties (as applicable)</li><li>• Details of risks and hazardous materials not eliminated through design</li><li>• Site Investigation Reports</li><li>• Statutory authority consents and approvals</li></ul>
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## 6.0 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDMR)

### 6.1 CLIENT REQUIREMENTS

These requirements are in addition to the requirements imposed by any statute or statutory instrument. They form part of the client's arrangements for meeting Regulation 4 of the CDM Regulations 2015 (CDMR).

Westminster City Council will act as "The client" under CDMR.

Westminster City Council' Client Representative (CR) will lead on CDM matters and will liaise with other Duty Holders to ensure that the Clients duties are being met.

The Client requires that the SP as Principal Contractor; Designer and where the role is required Principal Designer, demonstrates that they have the skills knowledge and organisational capacity to undertake works safely and in accordance with all relevant legislation.

The client will conduct ongoing enquiries, inspect and audit the SPs performance in performance of its roles throughout the duration of the SPs contract and expects the SP to provide relevant information as and when requested and co-operate in this process.

The SP will issue the F10 notification to the HSE, following receipt of the Clients Project Brief (Inception) and will update the F10 notification as required and provide updated copies to the CWPM.

Where an accident or incident, involving a Westminster City Council or Westminster City Council employee: resident or member of the public occurs, in connection with the SPs operations the Client reserves the right to undertake its own independent investigation.

### 6.2 PROVISION OF PRECONSTRUCTION INFORMATION (PCI)

The client will compile initial PCI (IPCI) at project inception stage, relevant to the existing site or structures. This information will be passed to the SP acting as Principal Contractor, or Principal Designer where the role is required under CDMR.



The PC/PD is responsible for updating and developing the IPCI issued by the Client as the design process progresses and must inform the CR, at the earliest opportunity, regarding what if any additional information they feel is required to allow them to undertake the design and / or construction works safely.

The CR will inform the PD/PC regarding any specific requirements or restrictions regarding works in occupied premises and the PD/PC must ensure that these requirements are adopted and reflected in the construction phase plan (CPP).

### **6.3 DESIGNER'S DUTIES**

Those fulfilling the role of Designer under CDMR are required to consider in their design the safety of construction, maintenance, high level cleaning activities, demolition and use of a workplace of any structure for which they have prepared a design. The production of "Design Risk Assessment" is not deemed by the Client as an acceptable method of demonstrating that adequate consideration has been given to design safety issues.

The Design Safety Hazard Register (SFD 041B) issued by the client at inception stage, which forms part of the initial PCI, should be developed by the PD (where appointed) and Designer(s) to capture how hazards associated with the project have been addressed through the design process, or highlight where additional controls will be required to address any residual risks.

### **6.4 PRINCIPAL DESIGNER'S DUTIES**

Where the SP is contracted to act as PC, PD and Designer, they must be able to demonstrate to the Client, that the team or individual acting and PD has sufficient independence and separation from those acting as PC and Designer(s) to fulfil the PD function and client requirements detailed below, on behalf of the Client.

The PD is required to ensure the Designers fulfil their duties, monitor and report on the performance and effectiveness of the designer(s).

When it becomes apparent that the SP does not have the skills, knowledge and experience or organisational capability to undertake the role of PD, WCC reserve the right to rescind the appointment and appoint an external consultant to act.

The PD is required by the client to:

- Attend design team meetings (DTMs) to ensure that hazards during construction; occupation and demolition are adequately controlled via the design process. Discussions and outcomes are to be recorded and retained for audit purposes.
- Maintain a "Project Hazard Register" (PHR) to record and track any safety issues raised during the design process. Design and construction invariably occur



concurrently and therefore the PD must design safety management is effectively managed throughout all stages of the project. The Client does not require numerical risk assessment of issues, although the PD must ensure that design options are suitably assessed for their respective risk and the outcomes clearly understood by the Design team and CR if appropriate.

- Complete “design safety reviews” (DSRs) this exercise may be completed at the end of DTMs during the design process, but should be continued throughout the project at key stages of design development. The PD is to determine the format and regularity of the DSRs, with due consideration to the Clients Requirements agreed within the Project CDM Plan. \*
- Ensure the Design Team suitably develop/finalise the Maintenance Access Strategy during the detailed design in accordance with, BS85602020+A12018 – Code of Practice for the design of buildings incorporating safe work at height for inclusion in the H&S file, to demonstrate that the Designer(s) have given sufficient consideration to access for cleaning and maintenance of the completed structure or installed plant and equipment. A model document is available from the Client.
- Monitor and report the safety of the construction site, to assist the Client in fulfilling the duty to make reasonable efforts to establish appropriate H&S arrangements are in place. The purpose of this regime is to verify that the CPP is being implemented not to duplicate the PCs own safety managements arrangements. Any actions resulting from the PDs monitoring, will be actioned by the CR.

\*Where the design may impact on future maintenance, i.e. high-level plant, the PD should seek to consult with WCCs Head of M&E services as part of the DSR process.

## 6.5 THE CONSTRUCTION PHASE PLAN (CPP)

The PC (where no PD is in place) is required to submit an appropriately developed CPP to the CR at least **one month** before the intended start date.

Site preparation or site work is not to commence until the CPP has been accepted by the CR following completion of SFD 041D.

Where the SP is also acting as PD, the PD is to review the adequacy of the CPP prior to issue of the CPP to the CR providing a copy of their review and recommendation.

Where the PD confirms the CPP is adequately developed the CR will confirm acceptance in writing via signature and return of SFD 041D.

CPPs will not be deemed adequately developed unless they fulfil the requirements as outlined in SFD041D.

## 6.6 HEALTH AND SAFETY FILE (HSF)



The production of the H&S file must be initiated in the early stages of the design process by the PD, to ensure that relevant information is available to the Client at practical completion to allow the Client to fulfil its statutory duties, prior to occupation/ reoccupation.

WCCs CR will regularly review the development of the H&S file with the PD/PC to ensure it is being developed.

It is expected that the PD will identify and agree with the PC the scope and content requirements of the HSF, but the format and content is to meet the Client requirements as detailed in Appendix 16.

The PD where appointed is required to review the HSF, prior to handover to the client and ensure that it is complete. Where no PD is in place the responsibility for reviewing the file, rests with the Clients Client Representative.

## 7.0 CARBON NEUTRAL 2030 CHALLENGE

On 18 September 2020 Westminster City Council (WCC) voted to become Carbon Neutral by 2030 and the whole city to follow suit by 2040.

Service provider to focus on three key elements that can influence reducing carbon emissions:

- **The quoted works**

Building Regulations Part L requires that if elements such as roofs, windows, heating systems are replaced they must meet current building regulation performance values, e.g. U Values. This is by no means a prescriptive list.

Prior to any product being purchased that will influence the carbon emissions of a building, (whether it be homes, communal parts, or boiler/tank rooms), the service provider is required to prove Building Regulation compliance, (e.g. the insulation used in reroofing a flat roof), furthermore you are required to prove that you have mitigated such issues as cold bridging, thermal breaks. This proof can be as simple as U-Value calculations before and after, ideally some sample EPCs can be produced.

On this project, the service provider will be required to produce EPCs for all tenanted properties where the energy performance has been improved by your works. The energy performance pre and post works scheduled highlighting savings on tonnes of carbon per property per year, this is for all tenures on the project, you are not required to complete EPCs for leasehold properties, the energy performance can be pro-rata similar tenanted properties on the project, it must be clearly stated if pro-rata.

- **Compound, site set up and working practices.**





Whilst it is appreciated that likely the main source of energy will be electricity taken from a WCC communal supply and that the service provider will have no opportunity to purchase “Green” electricity. However, within the service providers control is how that energy is used, service provider is required.

- To demonstrate that intelligent controls for heating and hot water have been employed.
  - All pipework is to be lagged including cold water services.
  - All lighting is to be LED and intelligently controlled to limit waste use when areas are unoccupied.
  - Lights are to be switched off in rooms/buildings not in use.
  - PCs and laptops set to power saving settings.
  - Windows and doors are not to be left open unnecessarily.
  - A+ rated or better white goods are to be used.
  - Monthly reporting of electricity use to WCC Project Manager is required, with any variation in usage explained.
- **Vehicles and the vehicles of tradespersons and suppliers**
    - No vehicle is to idle on site, in particular delivery vehicles.
    - It is required that staff and tradesman commute and travel between site by either foot, cycle or public transport, if this is not possible then lift sharing is preferred.
    - Electric or Hybrid vehicles are required to be used, (NB Term contractors as part of their tender have committed to using electric vehicles)

## 8.0 MAJOR WORKS HISTORY & LESSONS LEARNT

Major Works to note:

Year	Project Number	Works Carried Out
1996	N/A	External redecorations and associated repairs
2005	G109	Replacement of windows & doors and external repairs & decorations.
2015	S164	Church Street communal decorations
2017	Z900	Lisson Green Football Pitch refurbishment

Please refer to Appendix 9 for full Major Works History.



## **Lessons Learnt from Previous Projects**

### **S164 – Church Street Communal decorations**

1. Allow residents to be involved in deciding the full range of options, before undertaking a ballot for any resident choices.
2. Well-developed samples (onsite / digital) to be available where any resident choices.
3. Transparency in any ongoing service charge liabilities for leaseholders for maintenance or routine upkeep.

### **W251A – Lillington & Longmoore Security Works (Phase 0 & 1)**

1. Early consultation with planning is important – actual work and time on site was minimal, however the planning process was triple the time on site.
2. Drawings are to be agreed and signed off by WCC representatives prior to submission to planning – some of the as build designs were not kept to on site and this was not fed back to WCC.

### **W266 – Fleming Court Security Works**

1. Clear resident communication and early consultation is essential.
2. Access is required to all properties to install the new intercom system. Service Provider and WCC to work closely to ensure that every effort is made to get 100% response.
3. Due to high level of ASB to Fleming Court there was a strong focus on getting the works to site quickly. Service Provider to focus on the turnaround of planning and design stages.

## **9.0 WARRANTIES / GUARANTEES & MINIMUM DESIGN REQUIREMENTS**

### **General Design Requirements**

Design responsibility requirements are identified within the Term Brief. All works are to be undertaken in accordance with UK/ EU current standards and regulatory/ statutory requirements.

All design related information provided by WCC is issued for Information Purposes only and is in no way to form any part of the Service Providers Design. Should the Service Provider wish to engage with any third party previously employed by WCC in this respect then permission must be sought from WCC in the first instance.

Design information required will include, but is not limited to, the following:



1. Drawings and schematics in advance of commencement agreement.
2. Materials & Workmanship specifications in advance of commencement agreement.
3. Calculations and equipment selection rational (including relevant Technical Submittals) must be provided and agreed at pre-commencement stage.

General guarantee/ warranty and design expectations for all materials and equipment are as follows:

1. Product failure liability cover.
2. Consequential damage cover to building fabric and contents where a product has failed.
3. Workmanship of the approved Service Provider/ Installer where relevant.
4. Design liability for the contents of the system supplier’s specification, advice and any other detailed drawings supplied.

Values of cover and cost parameters of guarantees and warranties must be presented to the Client Representative with the Service Providers Business Case for elements of work.

Table A below outlines the key design expectations of the Client in relation materials/ equipment.

<b>Table A – Material Design Requirements – General Works</b>				
<b>Element</b>	<b>Design Requirements</b>	<b>Desired Manufacturers</b>	<b>Guarantee / Warranty Requirement</b>	<b>Pricing Methodology</b>
<b>Concrete Repairs</b>	Each repair to be identified on elevation plan, backed up by itemised spreadsheet – all repairs to be signed off by Client representative.	<ul style="list-style-type: none"> <li>• Mapei</li> <li>•</li> </ul>	10 Years	Schedule of rates
<b>Walkways/ Access Routes</b>	Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), specifications and technical submittals to be	<ul style="list-style-type: none"> <li>• Walkways = Quantum Aluminium (Min 600mm wide) or alternative specification (as deemed appropriate)</li> </ul>	2-year manufacturer’s warranty	Business Case to be provided where Schedule of Rates cannot be applied



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	provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> <li>As per WCC standard/agreed schedules &amp; Specifications</li> </ul>		
<b>Main entrance doors, gates and fencing</b>	<p>Full site-specific proposals to current standards and regulations.</p> <p>Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage</p> <p>All MED's to be steel and with a minimum of two mag-locks</p>	<ul style="list-style-type: none"> <li>Multisteel Ltd.</li> <li>As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Builders work in connection (BWIC) including decorative works and fabric repairs.</b>	<p>Full site-specific proposals to current standards and regulations.</p> <p>BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.</p>	N/A	N/A	Schedule of Rates
<b>Electrical Fittings Generally</b>	<p>Full site-specific proposals to current standards and regulations.</p> <p>Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals, and calculations to be provided and agreed at pre-commencement stage.</p>	<ul style="list-style-type: none"> <li>Fittings = Thorlux / Luc Bright Trent</li> <li>Consumer Boards – Wylex Ltd</li> <li>As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Wiring Containment</b>	<p>Powder coated, steel and complete with security screws:</p> <ul style="list-style-type: none"> <li>Conduit</li> <li>Trunking</li> <li>Tray</li> <li>Basket</li> </ul>	<ul style="list-style-type: none"> <li>Flytec systems Ltd</li> <li>Legrand</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
<b>Main entrance doors, gates and fencing</b>	<p>Full site-specific proposals to current standards and regulations.</p> <p>Layout drawings, schematics, specifications, technical submittals and</p>	<ul style="list-style-type: none"> <li>Multisteel Ltd.</li> <li>As per WCC standard/agreed schedules &amp; Specifications</li> </ul>	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied.



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	calculations to be provided and agreed at pre-commencement stage All MED's to be steel and with a minimum of two mag-locks			
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**10.0 MILESTONE PROGRAMME**

Milestone	Start Date	End Date	Duration (calendar days)	Action
<b>Handover to Commissioning Team</b>				
Asset Strategy Handover to Commissioning Team	28-Jun-24	28-Jun-24	1	AS
Project Launch	28-Jun-24	18-Jul-24	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	25-Jul-24	25-Jul-24	1	CT
<b>Client Brief Issue Stage</b>				
Issue Client Brief CDM Brief and initial PCI to SP	26-Jul-24	26-Jul-24	1	CT
<b>Project Execution Plan (PEP) Stage</b>				
PEP production by SP & Issue to Client	26-Jul-24	6-Sep-24	30	SP
PEP Review & Value Engineering (VE) period	6-Sep-24	18-Oct-24	30	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	21-Oct-24	21-Oct-24	1	SP
<b>Pre-commencement Order &amp; Detailed Design Stage</b>				
Issue 2-wk notice to SP ahead of Pre-C Order issue	21-Oct-24	21-Oct-24	1	CT
Prepare & Issue Pre-commencement Order to SP	30-Oct-24	8-Nov-24	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	8-Nov-24	19-Nov-24	7	SP
Outstanding PCI is attained by the client and passed to the SP	19-Nov-24	28-Nov-24	7	CT
SP prepares & issues proposals document to client	28-Nov-24	3-Jan-25	30	SP
Proposals Review & VE period	3-Jan-25	12-Feb-25	28	CT
<b>Commencement Order &amp; Mobilisation Stage</b>				
Issue 2-wk notice to SP ahead of Commencement Order	12-Feb-25	13-Feb-25	1	CT
Prepare & Issue Commencement Order to SP	13-Feb-25	20-Feb-25	5	CT
WCC Project Team Handover to SP	20-Feb-25	3-Mar-25	7	CT
Meet the Contractor Letter issued	3-Mar-25	4-Mar-25	1	SP
Contractor Mobilisation period	4-Mar-25	11-Apr-25	28	SP
Construction phase plan (CPP) is approved	11-Apr-25	14-Apr-25	1	CT
Start on Site	14-Apr-25	15-Apr-25	1	SP
<b>Contract Period</b>				
	15-Apr-25	13-Nov-26	98	SP



## 11.0 RESIDENT CONSULTATION

In 2014, the residents on the Church Street Estate site 1 were formally consulted regarding the proposed works to the blocks by the Westminster City Council Regeneration Team. This included agreement on the scope of works based on residents' choices and budget costs. Leaflets confirming this information were issued to residents in 2014 (see Appendix 8).

The Regeneration and Housing Teams at Westminster City Council will write to residents and the Residents' Association, to keep them updated throughout the development of the project. This will include meeting residents to outline the consultation carried out in 2014 and the next steps.

During a meeting with the residents on 22/02/2024, it was conveyed that the proposed plans from 2014 are now considered outdated. The residents emphasised that their priority is to have two new gates, one on each side, with an integrated door entry system. Three pictures were sent to the RA to obtain the residents' preference, and they expressed a liking for the gates used at the Blandford Estate.

### **Key resident issues / concerns to note:**

Since there have been several years since the consultation was carried out, there is the risk the conditions of the areas highlighted for improvement works may have changed. Also, residents' priorities may have changed.

The Westminster Regeneration and Housing Teams will engage with residents and outline the consultation undertaken to date and the agreed outcomes. The Regeneration Team will carry out a 'sense check' of the agreed outcomes with residents, and lead on any further engagement if required.

## 12.0 SUMMARY

Following a full review of this brief and a visit to each block, the Service Provider will produce a Project Execution Plan (PEP).

The PEP will need to identify a detailed plan of action throughout the Pre-commencement Stage to ensure that all required works will be appropriately assessed and fully costed prior to a Commencement Order being issued.

The works are varied and on a large scale, every element is required to be carried out and will be subject to adherence to a pre-agreed quality management process.



Following a full review of this brief and a visit to the site, the Service Provider will produce a Project Execution Plan (PEP).

Prior to issue of a Pre-commencement Order the Service Provider will need to identify a detailed cost estimate within the PEP for The Works before a Pre-commencement Order can be issued. The PEP will need to identify a detailed plan of action throughout the Pre-commencement Stage to ensure that all required works will be appropriately assessed and fully costed prior to a Commencement Order being issued.

### **KEY ESTATE CONSIDERATIONS**

As mentioned previously, the works under AC108 have been promised to the residents since 2014. It is essential that a clear communication and consultation strategy is put in place to ensure the successful delivery of the project.

#### **Other project(s) of note:**

N/A.