



CLIENT BRIEF

for

T156 Phase 1 – Mozart Estate (South) refurbishment works

Revision 1 – January 2023



Project Details

Block(s) Included in scope	Banister House, Bantock House, Batten House, Boyce House, Courtville House, Croft House, Danby House, Farnaby House, Lawes House, Leeve House, Longhurst House, McFarren House, Mounsey House, Mundy House, Naylor House, Parry Road street properties, Purday House, Lancefield Court, Wornum House		
Area / Ward Location	North	Queens Park	
Recommended Service Provider	Axis Europe		
Works Value	£8,568,762		
Delivery Year	2023/24 & 2024/25		
Project Lead	Marco Smart – Client Surveyor		
Brief description of project:	External and internal refurbishment works, fire risk assessment works, electrical works and environmental works.		
Lessee Implications	H= £46,291	L= £5,142	A= £24,845
Key Issues / Project risks	<ul style="list-style-type: none">- High lessee bills- Geographical location of blocks and site set up- Extensive number of blocks included into the scheme- Access to some of the work areas including in flats.- Supply and cost issues for materials due to Brexit and supply chain concerns.		
Programme Board Date	2nd Submission – 18/01/2023		

Executive Summary

T156 Phase 1 is a programme of internal and external refurbishment works to nineteen blocks on the Mozart Estate. This phase comprises all blocks on the southern half of the Estate, with an additional two blocks located in the northern half (Lancefield Court and Wornham House). The intention of these works is to keep safe, comply with the latest housing and building regulations and maintain the internal and external fabric and infrastructure of the buildings.



City of Westminster

Component to be Cleared	Title of Officer (Delegate)	Sign Off Method / Date
Asset Strategy	Gavin Ridgewell (James Long)	By e-mail dated: 24/02/2022
Property Maintenance	John Hayden (Sheila Allen)	By e-mail dated: 25/02/2022
Finance	Kate Swanton	By e-mail dated: 08/03/2022
Lessee Services	Andrew Pye (Jayne Stretton)	By e-mail dated: 25/02/2022
Cap Programme Team	Kevin Regan (Daniel Witt)	By e-mail dated: 11/03/2022
M&E Engineering	Jason Killeen (Georgina Wingham)	By e-mail dated: 24/02/2022
Communications	Ian Merriman (Amoy Ing)	By e-mail dated: 22/03/2022
Health & Safety	Matthew Curran	By e-mail dated: 03/03/2022
Asbestos	Matthew Curran	By e-mail dated: 03/03/2022
Fire Safety	David Edney	By e-mail dated: 15/03/2022
Sustainability	Anthony Jones	By e-mail dated: 11/03/2022

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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
 - Existing H&S file(s)
- **Appendix 2 – Condition Surveys / Repairs History / Project justification**
- **Appendix 3 – Budget Summary**
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- **Appendix 8 – Specification / Drawings / Product & Planning Information**
- **Appendix 9 – Major Works History**
- **Appendix 10 – Total Project Cost**



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 and quote reference T156.

1.0 INTRODUCTION

This project is the first phase of a major works programme to the Mozart Estate, comprising all blocks within the southern half of the estate, and two blocks located in the north. Since the regeneration of the estate between the mid-1990s and early 2000s, many of the blocks have not had any comprehensive cyclical redecorations and repairs carried out. The intention of these works is to maintain the internal and external fabric of the buildings to ensure all properties are in a good state of repair, safe and free of building and services related defects.

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	Mozart Estate Phase 1
Listed Building or Conservation Area	(Tick as appropriate) LB <input type="checkbox"/> CA <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Comments: The estate is adjacent to the Queen's Park Conservation Area.
Legislative constraints	Section 20, Planning permission, Building Control approval, Regulatory Reform (Fire Safety) Order 2005
Existing planning consents	No
Project Notifiable under CDMR	Yes
Principal Designer appointment required	Yes

3.0 ASSET SUMMARY / CONSTRUCTION TYPE



The blocks were constructed in the 1970s, and underwent significant regeneration works in the mid-1990s to early 2000s, which included reconfiguration of block layouts, addresses, removal of walkways, infilling of undercroft spaces, additions of pitched roofs and general estate-wide improvement works. The houses and blocks range from one to eight storeys in height. The large majority of blocks on the estate are three to four storeys high and are of concrete and brick construction with tiled, pitched roofs.

3.1 BLOCKS IN SCHEME

Block Name	No. of units		
	Leasehold	Tenant	Total
<i>South</i>			
Banister House	4	12	16
Bantock House	4	10	14
Boyce House	6	16	22
Danby House	1	11	12
Farnaby House	12	40	52
Leeve House	6	6	12
Lawes House	0	4	4
Longhurst House	1	11	12
Mcfarren House	4	6	10
Mundy House	3	7	10
Naylor House	7	56	63
Purday House	4	10	14
Batten House	6	16	22
Courtville House	7	14	21
Croft House	4	28	32
Mounsey House	4	19	23
Parry Road street properties	0	10	10
<i>North</i>			
Lancefield Court	4	14	18
Wornum House	7	7	14

3.2 INDIVIDUAL BLOCK DESCRIPTIONS

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.

Banister House is a three-storey block built in 1972. The block is of brick/block cavity wall construction with a pitched and hipped slate roof. Windows are double glazed uPVC units.



Flats are accessed via two communal entrance stairwells located at each side of the building leading to communal walkways at first and second floor level. To the rear are private balconies.

Bantock House is a four-storey block built in 1972. The block is of brick/block cavity wall construction with a pitched and hipped slate roof. Windows are double glazed uPVC units. There is one communal entrance stairwell located to the east side of the building providing access to the front is a communal walkway at second floor level. To the rear are private balconies.

Batten House, Croft House, Courtville House, Mounsey House are four adjoining four storey blocks each with detached single storey block to the front containing two units, built in 1972. The blocks are of concrete frame and brick/block cavity wall construction with flat main roof and lower slate pitched roofs and private balconies to the front elevation. The blocks are accessed from Third Avenue via car parking areas leading to communal entrances and stairwells. The Parry Road street properties back onto the block to the rear. Windows are double glazed u-PVC units to flats and single glazed metal pivots to communal areas.

Boyce House is a four-storey block built in 1972. The block is of concrete frame and brick/block cavity wall construction with flat main roof and lower slate pitched roofs and private balconies to the front elevation. There are two communal entrance stairwells, located to the north and south sides. There are private balconies to the rear, and private gardens to the front and rear. Windows are double glazed u-PVC units to flats and single glazed powder coated aluminium to communal areas.

Danby House is a three-storey block built in 1972. The block is of brick/block cavity wall construction with a pitched and hipped slate roof. There are two communal entrance stairwells to the sides of the building leading to a communal walkway at first floor level. There are private balconies to the rear. Windows are double glazed u-PVC units.

Farnaby House is a purpose built six storey block of built in 1972. The block is of concrete and brick construction with pitched tiled roof and uPVC windows. Ground/first floor maisonettes have individual street access via private gardens. Upper-level flats and maisonettes are accessed via four sperate enclosed stairwells and corridors, each with lift access.

Leeve House is a three-storey block built in 1976. The block is of brick/block cavity wall construction with a pitched and hipped slate roof. There are two communal entrance stairwells to the sides of the building leading to a communal walkway at second floor level. There are private balconies to the front and rear. Windows are double glazed u-PVC units.

Lawes House is a two-storey block located on Lancefield Street. The block is of brick/block cavity wall construction with a pitched slate roof. Private gardens are located to the front and rear. Windows are double glazed u-PVC units.



Longhurst House is a purpose built four storey block which contains twelve maisonettes. The block is of concrete and brick construction with a pitched tiled roof and uPVC windows. Ground/first floor maisonettes have individual street access via private gardens. Upper level maisonettes are accessed from the second floor via semi enclosed stairwells and an exposed asphalt walkway.

Macfarren House is a purpose built four storey block of ten maisonettes, built circa 1970. The block is of concrete and brick construction with a pitched tiled roof and aluminium windows. Ground/first floor maisonettes have individual street access via private gardens. There are six maisonettes on the 2nd and 3rd floors, which are accessed by an exposed asphalt walkway at 2nd floor level, which is served by a single open escape staircase.

Mundy House is a purpose built four storey block of ten maisonettes built in 1976. The block is of concrete and brick construction, with a pitched tiled roof and uPVC windows. Ground floor maisonettes are accessed individually from the street via private gardens. Second floor maisonettes are accessed via one stairwell and exposed asphalt communal walkway.

Naylor House is a purpose built eight storey block of 63 flats and maisonettes, built in 1976. The block is of concrete and brick construction with a curved metal-clad main roof and uPVC windows. Maisonettes at ground floor level are accessed individually from the street via private gardens. Upper level flats and maisonettes are accessed via two enclosed stairwells and corridors with lift access.

Parry Road Street Properties

- *1-53 Parry Road:* This comprises four or three storey terraced blocks (nos 1-11, nos 13-29, nos 31-41 and nos 43-53) which back onto Mounsey, Courtville, Croft and Batten Houses. Construction is of brick/block cavity walls with some exposed reinforced concrete beams at first floor level. Roofs comprise balconies to the aforementioned blocks. Windows are predominantly double glazed timber.
- *30 & 32 Parry Road:* Single storey block comprising two dwellings constructed of brick/block cavity walls with pitched and hipped slated roofs. Windows are double glazed timber. Private gardens to front and rear.
- *36 & 38 Parry Road:* Two storey terraced block comprising two dwellings constructed of brick/block cavity walls with pitched and hipped slated roofs. Windows are double glazed timber. Private gardens to front and rear.
- *44 & 46 Parry Road:* Two storey terraced block comprising two dwellings constructed of brick/block cavity walls with pitched and hipped slated roofs. Windows are double glazed timber. Private gardens to front and rear.

- *48 & 50 Parry Road:* Two storey terraced block comprising two dwellings constructed of brick/block cavity walls with pitched and hipped slated roofs. Windows are double glazed timber. Private gardens to front and rear
- *72 & 78 Parry Road:* Two single storey buildings each comprising one dwelling constructed of brick/block cavity walls with pitched and hipped slated roofs. Windows are double glazed timber. Private gardens to front and rear

Purday House is a purpose built three storey block of flats built in 1976. The block is of concrete and brick construction, with a pitched tiled roof and uPVC windows. Ground floor flats are accessed individually from the street via private gardens. Two stairwells at either end of the block lead to an exposed asphalt walkway providing direct access to first floor flats, and to second floor flats via individual external steps.

Lancefield Court is a three-storey block built in 1951. The block is of solid brick construction with reinforced concrete balconies with pitched and hipped slated main roof. Windows are double glazed u-PVC units. There are two communal entrance stairwells, located to the east and west sides. To the front is a communal walkway at first floor level and private balconies to the rear. Ground floor flats are accessed individually from the street via front private gardens with private gardens to the rear.

Wornum House is a four-storey block built in 1976. The block is of brick/block cavity wall construction with a pitched and hipped slate roof and reinforced concrete balconies. Windows are double glazed uPVC units. There are two communal entrance stairwells located to the east and west sides of the building providing access to the communal walkways at second and third floor levels. To the rear are private balconies and private gardens to front and rear.

4.0 PROJECT JUSTIFICATION

The aim of the project is to undertake internal and external repairs and redecorations to the building fabric, roof repairs, upgrade of the lateral mains, fire safety related upgrades and environmental improvements where required. The requirement for these works is from the need to maintain the state of repair of the buildings and reduce uneconomical reactive repairs.

Since the regeneration of the estate between the mid-1990s and early 2000s, many of the blocks have had no comprehensive cyclical redecorations and repairs carried out. An initial condition survey was carried out in April 2021 by WCC Client Surveying Team of all blocks on the estate. The survey concluded that the blocks located in the southern half of the estate are most in need of major works, with the addition of two blocks in the north. These blocks have therefore been prioritised for Phase 1.

Furthermore, independently commissioned condition surveys of all aforementioned blocks were carried out in July 2021 by Playle & Partners. These surveys show that the



majority of components in these blocks require repairs and renewal to maintain their state of repair and prevent further deterioration. Various elements have reached or are nearing reaching the end of their working life and are beyond economical repair.

In summary, the condition survey inspections confirmed failures and defects to the following elements within the blocks:

- Roofing
- Concrete, render, brickwork and pointing
- Window hardware and double-glazed units
- Flat entrance doors
- External decoration
- Internal decoration
- Internal flooring
- Balcony walkway asphalt
- Metalwork
- Above ground drainage
- Estate-wide external works (tarmac and paving repairs, vegetation removal etc.)
- Fire-stopping to through-floor service penetrations
- Communal and emergency lighting
- In-flat ventilation

Axis Europe 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 blocks and associated ancillary areas has been provided in the IPCI in Appendix 1 & 2.</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 Pre-Construction Information 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>
Temporary / Pilot Works	<p>The Servicer Provider to submit product proposals for any temporary/pilot works necessary to facilitate the works in the Client Brief.</p>
Access Required	<p>Blocks: All</p> <p>Work at height will be required to complete roof repairs, window repairs, balcony works and external brickwork and concrete repairs/cleaning. 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> <p>Access will also be required into the residents' properties to undertake a number of the works elements described.</p>



Flat Roof Reinstatement	<p>Blocks: Croft House</p> <p>Strip back to deck and renew roof covering in line with and in accordance with the Roof Report Survey in Appendix 2 and the performance specification located within Appendix 8. The 20 year insurance backed guarantee is to be re-instated following completion of the works.</p> <p>Renewal works are to include all associated works to roof falls, alteration and creation of compliant upstands, roofing details and junctions, termination bars, flashings, outlets, grilles, and associated decoration.</p> <p>All cables and services are to be maintained throughout the project. Cables are to be fixed in cable runs and reinstated on completion of works.</p>
Pitched Roof repairs	<p>Blocks: All (Excluding Naylor House)</p> <p>The roof coverings are believed to be generally in a good condition but the service provider must identify required works through a condition survey arranged by the service provider and attended by WCC, who will agree to scope of works. Anticipated that these works are likely to include:</p> <ul style="list-style-type: none">• Replacement of damaged and/or missing components including (but not limited to) roof tiles, ridge/ hip tiles, SVP's, SVP cowl/ guards.• Inspection and minor repairs/ replacement of damaged roof timber components (structural and non-structural);• Repairs to box gutter coverings;• Repairs/ replacement to any damaged or missing flashings, soakers and the like, including repointing of same where necessary;• Clean all roof coverings using proprietary techniques including removal of all algae, moss and the like;
Lightning Protection	<p>Blocks: All</p> <p>Ensure existing lightning protection is operational throughout the course of the works. Ensure the roof termination network, bonding and down conductors are complete at all times during the works. If any lightning protection systems are required to be lifted or rerouted as part of the installation of the new roof systems, all lightning protection system works to comply with BS EN 62305</p>



Communal Walkways	<p>Blocks: Banister, Bantock, Danby, Leeve, Longhurst, McFarren, Mundy, Purday, Lancefield, Wornum</p> <p>Full renewal of external asphalt deckings where necessary (repair and localised replacement of where possible - final scope to be agreed with WCC following contractor's survey). Allow for corrosion treatment and making good where required. The service provider is to renew the waterproof granular paint system.</p>
Rainwater Goods	<p>Blocks: All</p> <p>Test and undertake repairs and full cleaning of rainwater goods including replacements of elements which are beyond repair. Test upon completion to ensure all rainwater goods systems are free of leaks and are discharging correctly.</p>
Below Ground Drainage	<p>Blocks: All</p> <p>CCTV drainage survey required with which an agreement will be made between contractor and WCC establishing the extent of associated works required. The Contractor is to provide suggest proposals that would allow access to all main drain runs on the site to ascertain locations and condition. The contractor is to review the proposal to install/allow for rodding eyes at the down service connections between the rain water pipes and the fall to the drain.</p>
Movement Joints	<p>Blocks: All</p> <p>Movement joints and mastic sealant works – rake out and replace with new where required.</p>
Glazing & Window repairs	<p>Blocks: All</p> <p>Repairs and overhauls to all internal and external communal and individual property windows, panels and glazing. All new glazing elements to comply with relevant Approved Documents.</p> <p>Where outward opening windows are installed adjacent to pedestrian access e.g. balcony walkways, Service Provider to adhere to Part K of building regulations and ensure all windows have restricted opening to 100mm. Where windows are not required for escape purposes and can be accessed for cleaning from ground floor or walkway, permanent 100mm restriction is required.</p>



	Extent of work to be agreed pre-commencement. Replacement of damaged/missing window ironmongery where required, particular to communal stairwells.
External Decoration	<p>Blocks: All</p> <p>External decorations to all previously decorated surfaces. Including rainwater goods, soffits, bin storage rooms, storage sheds, railings and boundary walls.</p>
External Repairs	<p>Blocks: All</p> <p>Extensive render, concrete and brickwork facing and pointing repairs where necessary on all external areas. The extent of the pointing at high level and across the blocks may be extensive and may require phasing of works.</p> <p>Extensive concrete / render repairs to exposed communal balcony walkway soffits. To include improved drip detailing to prevent further damp-related deterioration of surfaces.</p> <p>Provide a plan for potential phasing of pointing and external repairs work and align against working at height requirements and proposal.</p> <p>Clean external facades including grilles and areas of masonry.</p>
Timber Repairs	<p>Blocks: All</p> <p>Joinery and resin repairs to all defective timber elements (including items such as window, panels and doors). Painting all previously painted timber surfaces, including strip and preparation where required.</p>
Metal Work Repairs	<p>Blocks: All</p> <p>Decoration of all previously painted metalwork including external boundary treatments. To include full preparation (strip where necessary) and repairs and replacement of missing or defective elements.</p>
Communal Flooring	<p>Blocks: All (excl. Lawes House and Parry Rd. street properties)</p> <p>Repairs to existing non-covered flooring (including replacement of any components beyond repair) to ensure surfaces are safe, cleanable, maintainable and free of defects.</p>



	<p>Replacement of existing floor coverings including associated components to ensure flooring is safe, cleanable and maintainable</p> <p>Step nosings to be contrasting (new nosings where floor coverings are being replaced) with relevant light reflectance value (LRV).</p>
External Landscaping Works	<p>External Landscaping works to all areas around project site including repairs to boundary walls, tarmac, slabs and vegetation across all blocks.</p>
Internal Decoration	<p>Blocks: All (excl. Lawes House and Parry Rd. street properties)</p> <p>Redecoration of all previously decorated internal surfaces.</p> <p>Class 0 performance required to walls, ceilings, strings and soffits including necessary preparations, in accordance with Approved Document B requirements.</p>
Internal Repairs	<p>Blocks: All (excl. Lawes House and Parry Rd. street properties)</p> <p>Repairs to internal fabric finishes ensuring they are sound, consistent and ready to receive redecoration.</p>
Electrical Lighting	<p>Blocks: All (excl. Lawes House and Parry Rd. street properties)</p> <p>Survey / review existing lighting systems and, where necessary, replace existing/ install new systems to comply with current regulatory requirements and CIBSE recommended levels (minimum illumination of 200lux in all plant room spaces required).</p> <p>The Lighting installation is to include emergency lighting provisions in accordance with BS 5266 Emergency Lighting requirements.</p> <p>Provide Electrical Installation Certificate (EIC) and all appropriate certification associated with The Works undertaken.</p>
Electrical Power	<p>Survey/ review existing electrical power supply installations associated with The Works and where necessary replace existing/ install new systems in compliance with current regulatory requirements.</p> <p>Small Power (240V) provision (minimum 1no double switched socket outlet) is to be provided in reasonably 'close proximity', and ideally 'within', all plant room spaces for future maintenance and essential repair operations.</p>



	<p>Provide a complete system of earthing and supplementary bonding installation to all items associated with The Works to meet the current edition of the IEE wiring regulations.</p> <p>Provide Electrical Installation Condition Report (EIC) and all appropriate certification associated with The Works undertaken. Replace existing containment systems for both power and lighting wiring.</p> <p>Provide supplementary earth bonding to external metallic containment.</p>
BT Cables	<p>Blocks: All</p> <p>Engage with BT to tidy and provide new containment which shall be metal powder coated. Installed in line with BS EN 50085-1:2005 or any later amendments and shall be suitably earthed.</p>
Boiler Flues	<p>Blocks: All</p> <p>Survey/review and identify existing boiler flues, which need to be extended to protect the building fabric. Extend the flues where required.</p>
Builders Work in Connection with the M&E 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.</p> <p>Provide recommendations for any builders-work style items felt necessary (such as any minor building-fabric style repairs or decorative items associated with The Works areas), submit 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>
Fire Safety Works	



	<p>Due to the length of time before commencement of works, WCC have decided to omit Fire Safety Works from this Client Brief. These works will be completed as part of another project prior to T156.</p> <p>The service provider is expected to review all live fire risk assessment information on the Westminster City Council portal, Shine, to get a clear understanding on outstanding works and produce further report outlining defects and refer to responsible persons at WCC.</p>
Environmental Works	<p>Blocks: All</p> <p>Each tenanted scheduled property (to be agreed with WCC) is to have a Nuaire humidistat Cyfan fan installed in to both the kitchen and the bathroom (usually located in glazing) and a Nuaire Flatmaster2000 PIV in the hallway in accordance with the specification noted below.</p> <p>In the event that a property has a suitable existing fan in either kitchen or bathroom or both then there is no need to replace the existing fan/fans. The contractor's approved ventilation installer is required to undertake a survey in each property ahead of installing ventilation equipment to confirm suitability of property and any existing extract fans.</p>
Asbestos Management	<p>Blocks: All</p> <p>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&D surveys as the design develops and the areas where intrusive works will be required are confirmed. The R&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>
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">• Lead Paint• Hazardous Area Classification (HAC)• Horse hair plaster• Clay pot floors• Calcium silicate brickwork• Reinforced Autoclaved Aerated Concrete (RAAC) planks• Tesserae• Vermiculite <p>Other hazards that may be present:</p> <ul style="list-style-type: none">• Fragile roof materials• Unprotected roof lights• Confined spaces• Insufficient safe access provision to plant and equipment								
Planned Preventative Maintenance (PPM) of M&E Systems	<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&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><tr><th>Element</th><th>Price/Annum</th></tr><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></table>	Element	Price/Annum	Door entry	£ 600.00	CCTV	£ 125.00	Emergency Lighting	£ 350.00
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
H&S File & O&M Manual	<p>Blocks: All</p> <p>These buildings do not currently have a H&S file</p> <p>Create/provide a new Health and Safety File and Operating & Maintenance manuals for the building and also 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"> • A detailed future Planned Preventative Maintenance (PPM) programme/ regime associated with The Works; • As-built drawings, specifications, schematics, schedules etc. • Manufacturers details, guarantees and warranties (as applicable) • Details of risks and hazardous materials not eliminated through design • Site Investigation Reports • Statutory authority consents and approvals 	
CCTV	<p>Blocks: All (Where applicable)</p> <p>The SP is to ensure that any existing CCTV on the site is not obscured during the course of the works. Where scaffolding or other such necessary measures to complete works will obscure an existing camera, the SP is to price for providing, erecting and maintaining and an alternative CCTV system covering the same location as the existing system for the duration of the works.</p>	
Asset Tagging	<p>Blocks: All</p> <p>Appoint an asset tagging company (Mitags or approved equivalent) to supply, install and carry out the installation, programming and commissioning of asset tags to new items upon completion of works.</p> <p>All main plant & equipment components associated with the works are to be scheduled by the Service Provider within their PEP. The Service Provider is to provide a proposed Asset Tagging Register of all components for review and approval by WCC.</p>	

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.

6.4 PRINCIPAL DESIGNER'S DUTIES

Where the SP is contracted to act as PC, Designer and PD, 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 monitor and report on the performance and effectiveness of the designer(s) and report on performance as requested by the Client.

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. *
- Produce a "Project Access Safety Strategy" in accordance with BS8560 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.

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.

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.

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, eg 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, (eg 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 in all likelihood 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)

In 2021, approval was given for Westminster City Council to retrofit its existing housing stock to an average of an EPC B and to a net zero standard. Moving forward, WCC want to ensure that all service providers and their respective supply chains have appropriate environmental and retrofit standards in place including PAS 2035.

In order to meet the WCC carbon reduction target. Where possible, the service provider will be expected to consider various elements such as:

- Floor and wall insulation
- Secondary glazing and additional draught proofing measures
- Installation of PV panels where roofs are replaced.

WCC will expect the service provider to consider all these measures as the project progresses and for these measures to be considered within the PEP and SPP. Meetings will take place with the Commissioning and Sustainability Teams to consider these options.

8.0 MAJOR WORKS HISTORY & LESSONS LEARNT

Recent Major Works to note

Year	Project Number	Works Carried Out
2018	Z261	Removal of old door entry system and installation of KMS system (Batten House, Courtville House, Mounsey House)
2016	T291	Fire stopping works (Naylor House)
2014	R117	Lateral mains and communal lighting (Naylor House)
2011	Q124	Redecoration of previously painted surfaces within communal areas. Pre-decorative repairs in communal areas. Roof renewal / repair (Batten House, Croft House, Courtville House, Mounsey House, Naylor House)
2011	R804	Lift controller renewal and essential works to three lifts within Farnaby House and two within Naylor House.
2010	4495697	Remove defective/obsolete door entry equipment & replace with new door entry access control equipment & management system (Longhurst House)
2007	F191/1	Major refurbishment works, including window replacement to Batten House, Courtville House, Croft House and Parry Road

Please refer to Appendix 9 for full Major Works History.

Lessons Learnt From Previous Projects

Building works – Various

- Careful consideration on the design of window units
- Unique scaffolding and access design to windows and doors to blocks across the estate
- Advanced survey, ordering and appointment booking system required for window renewal works
- Careful management of internal access to properties for consequential works to residents' properties (reinstatement of window blinds/curtains, cills and reveal repairs).
- Careful management of asbestos removal.
- Careful consideration to laying of new communal floor system.

Various projects

- Advanced survey, ordering and appointment booking system required for door entry
- Careful management of internal access to properties for consequential works to residents' properties
- Careful management of asbestos removal.
- Early engagement with residents is highly recommended to ensure that a good response is received when sending out appointment letters - we will hold a minimum of two meetings prior to commencement of the works.
- Some residents will need/request evening/weekend appointments. This should be noted and incorporated within the scope.
- A flyer to be issued/left with residents explaining how the system works and what tests can be done to check the system is working before calling the repairs team. This will be included in the end of works/FAQ sheet, following the issue of practical completion.
- There is a very high chance not all flats will be accessed on the first visit or even when the contractor has left site. The contractor should consider where to store excess materials for fitting later should this be the case.
- Save all calculations, drawings and relevant documentation in the appropriate location such as the H&S file.
- Ensure the containment material is as WCC standard and as agreed with WCC.
- Ensure there is spare capacity for future works and in line with the WCC requirements.
- Ensure fire stopping has been carried out to the WCC requirements.

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.

Table A – Material Design Requirements – General Works



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Element	Design Requirements	Desired Manufacturers	Guarantee / Warranty Requirement	Pricing Methodology
Decoration	All substrates to be tested for damp and other contaminants such as lead, asbestos etc to ensure suitable for application of paint. Site specific specification to be provided	<ul style="list-style-type: none"> Dulux Crown 	Standard manufactures warranty.	Schedule of Rates
Decoration (Class 0)	Cross cut paint samples to show paint adhesion must be carried out by specialist prior to specification. All substrates to be tested for damp and other contaminants to ensure suitable for application of paint. Site specific specification to be provided.	<ul style="list-style-type: none"> Integra Tor-Coatings Crown (Timonox) Dulux (Pyroshield) 	Certification of Class O paint.	Schedule of Rates
Windows (Aluminium)	Detailed drawings and windows schedules and site specific specification will be provided and made available to the Contractor.	<ul style="list-style-type: none"> Smart 	Frame – 25 Years Glazing (DG) – 10 Years	As per business case to be provided
Fire Doors / Front Entrance doors (FEDs)	All Doorsets to be third party certified and where FED secure by design (SBD) and to meet requirements of WCC Fire Door Performance Specification. Door schedule to be provided and included within FRA plan. Contractor must note planning restrictions where installing doors in conservation areas or to listed buildings.		20 Years (10 years for ironmongery)	As per business case to be provided
Flat Roofing (Felt)	Core samples to be taken at various intervals across each roof. Sample to go down to substrate to be inspected to ensure sufficient for replacement proposed e.g. screed replacement required). Full site specific drawings and specification to be produced.	<ul style="list-style-type: none"> Bauder Langley Iko 	25 Years	As per business case to be provided
Rainwater goods (where replaced)	To include design to current regulations. All internal pipework design and drawings to be produced where full of part of internally located drainage is proposed.	<ul style="list-style-type: none"> Marley / Alutec Alumasc 	Standard manufactures warranty.	As per business case to be provided



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Asphalt Works Generally	Existing asphalt to be completely stripped where areas to be replaced – no overlays required unless instructed by Client. All repairs to be logged individually (location, size and cost).	<ul style="list-style-type: none"> n/a 	Standard manufactures warranty.	Schedule of rates
Brickwork and Concrete Repairs	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"> Mapei Sika 	Standard manufactures warranty.	Schedule of rates
Timber Repairs (resin)	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"> Repair Care 	Standard manufactures warranty.	Schedule of rates
Metal repairs	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"> N/A 	Standard manufactures warranty.	Schedule of rates
Window and door repairs and overhaul	Each window and door is to be surveyed and a schedule of repairs is to be compiled with an itemised spreadsheet – all repairs are to be signed off by the Client representative.	<ul style="list-style-type: none"> N/A 	Standard manufactures warranty.	Schedule of rates
Extract Fans	Full site specific proposals to current standards and regulations. Layout drawings, schematics, specifications, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Nuaire As per standard/agreed schedules & Specifications 	Minimum 2 Years manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Light Installation	Full site specific proposals to current standards, British Standards, CIBSE guidance and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Fittings = Thorlux As per WCC standard/agreed schedules & Specifications 	5-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



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	Minimum of IP65 rating. Key switch provided for testing.			
Electrical Fittings Generally	Full site specific proposals to current standards and regulations. Layout and wiring/ circuit drawings, schematics, specifications, fittings schedules, technical submittals and calculations to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Fittings = Luc Bright Trent / Thorlux Consumer Boards – Wylex Ltd As per WCC standard/agreed schedules & Specifications 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Cabling for all of following Lateral Mains Commercial Domestic Plantroom	<p>All SWA/LSF cabling will be Zero Halogen, Low smoke (OHLS) cable complete with Stranded copper conductors and a protective armour layer,</p> <p>Final circuit cabling is to be a minimum of 2.5mm² copper stranded, table 6491B, LSF sheathed with the CPC with the same CSA as the phase conductor.</p> <p>The circuits are to have the cables in the distribution board numbered using Critchly cable markers, white with black numbers to identify the circuit.</p>	<ul style="list-style-type: none"> All sub main cabling will be manufactured by Draka UK or approved equivalent. ALL sub main cabling will be tested and approved by LPCB and BASEC. All final outgoing cables will be manufactured by Draka UK or approved equivalent. 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Wiring Containment	<p>Powder coated, steel and complete with security screws</p> <ul style="list-style-type: none"> Conduit Trunking Tray Basket 	<ul style="list-style-type: none"> Flytec systems Ltd Legrand 	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Walkways/ Access Routes	Full site specific proposals to current standards and regulations. Layout drawings, construction details (sections and plans), specifications and technical submittals to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none"> Walkways = Quantum Aluminium (Min 600mm wide) or alternative specification (as deemed appropriate) As per WCC standard/agreed schedules & Specifications 	2-year manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied
Builders work in connection (BWIC) including	Full site specific proposals to current standards and regulations.	N/A	N/A	Schedule of Rates



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decorative works and fabric repairs	BWIC Layout detail drawings and specifications to be provided and agreed at pre-commencement stage.			
FRA works	Full site specific proposals to current standards and regulations. Fire Strategy Report & Drawings (if required), Layout Drawings and Details, Specifications and Technical Submittals to be provided and agreed at pre-commencement stage.	<ul style="list-style-type: none">As per WCC standard/agreed schedules & Specifications	Standard manufacturer's warranty	Business Case to be provided where Schedule of Rates cannot be applied



10.0 MILESTONE PROGRAMME

Milestone	Start Date	End Date	Duration (calendar days)	Action
Handover to Commissioning Team				
Asset Strategy Handover to Commissioning Team	30-Jan-23	30-Jan-23	1	AS
Project Launch	30-Jan-23	13-Feb-23	14	CT
Issue 2-wk notice to Service Provider (SP) ahead of Client Brief issue	6-Feb-23	6-Feb-23	1	CT
Client Brief Issue Stage				
Issue Client Brief CDM Brief and initial PCI to SP	20-Feb-23	20-Feb-23	1	CT
Project Execution Plan (PEP) Stage				
PEP production by SP & Issue to Client	20-Feb-23	6-Apr-23	45	SP
PEP Review & Value Engineering (VE) period	6-Mar-23	20-Mar-23	14	CT
F10 submitted by SP to HSE (where applicable) - Copy to client	21-Mar-23	21-Mar-23	1	SP
Pre-commencement Order & Detailed Design Stage				
Issue 2-wk notice to SP ahead of Pre-C Order issue	24-Mar-23	24-Mar-23	1	CT
Prepare & Issue Pre-commencement Order to SP	31-Mar-23	7-Apr-23	7	CT
SP (acting as PD) reviews the initial PCI info and informs the client where additional PCI is required.	7-Apr-23	14-Apr-23	7	SP
Outstanding PCI is attained by the client and passed to the SP	14-Apr-23	21-Apr-23	7	CT
SP prepares & issues proposals document to client	21-Apr-23	31-Jul-23	101	SP
Proposals Review & VE period	31-Jul-23	28-Aug-23	28	CT
Prepare & Issue Notice of Estimates (NOE's)	28-Aug-23	4-Sep-23	7	CT
NOE Consultation period	4-Sep-23	17-Oct-23	43	CT
Commencement Order & Mobilisation Stage				
Issue 2-wk notice to SP ahead of Commencement Ord	17-Oct-23	18-Oct-23	1	CT
Prepare & Issue Commencement Order to SP	18-Oct-23	25-Oct-23	7	CT
WCC Project Team Handover to SP	27-Oct-23	6-Nov-23	10	CT
Meet the Contractor Letter issued	6-Nov-23	6-Nov-23	1	SP
Contractor Mobilisation period	6-Nov-23	4-Dec-23	28	SP
Construction phase plan (CPP) is approved	4-Dec-23	5-Dec-23	1	CT
Start on Site	11-Dec-23	11-Dec-23	1	SP
Contract Period	11-Dec-23	8-Dec-25	728	SP

11.0 RESIDENT CONSULTATION

A residents meeting for T156 took place on 14th September 2022, please refer to Q&A document in Appendix 6 for further review. Westminster City Council and Axis will write to residents to keep them updated throughout the development of the project. This will include the formal section 20 consultation for leaseholders. Before work starts onsite Axis will hold a meet the contractor session to give residents to chance to meet the onsite team, find out how the works may affect them, the timescales for completing the work and who to contact while works are onsite.

Key resident issues / concerns to note:

Unauthorised storage unit placed on roof at croft house. Housing team notified and have stated this would be resolved, however prior to works starting surveys should be undertaken to identify if any reinstatement works are 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).

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 in order that WCC can issue appropriate Notice of Estimates (NOE's) to any Leaseholders. Once the NOE's are issued a 37-day (calendar days) period is required 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.

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.

KEY ESTATE CONSIDERATIONS

Given the large number of blocks in this scheme, it will be necessary for the SP to undertake the works in two or three sub-phases. Please see Appendix 2 for suggested phase priority list based on the blocks' condition as recommended by the consultant.

Other project(s) of note:

None identified.