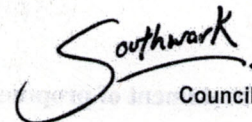


Section 20 Landlord and Tenant Act 1985

Schedule 3 - Notice of Intention



To the Leaseholder of 1 Missenden

29 April 2015



Reference: cwg-15/053P6  
Contact: Shaun Nicholson  
Tel: 020 7525 3592  
Fax: 020 8929 9387

LBS Property: 1 Missenden  
Property Ref: 32171

**Aylesbury Package 2 Warm Dry & Safe Contract**

**The Council is proposing to carry out warm dry and safe works to your block. In this notice you will find details of what works are proposed and why, how much the work is estimated to cost and details on who to contact if you have any questions.**

**Why are we writing to you?**

I am now writing to you to consult with you on the details and justification for this proposed work, and to tell you what your estimated service charge contribution will be.

Section 20 of the Landlord and Tenant Act 1985 requires leaseholders to be consulted before the council carries out any works. The Commonhold and Leasehold Reform Act 2002 introduced new requirements for this statutory consultation. The council is required by these acts to consult leaseholders on works where their contribution towards the works will amount to £250 or more. This is called Section 20 consultation.

The purpose of this notice is to provide details, justification and estimates for the proposed works and to invite leaseholders to make observations on them.

Your contribution towards this work is estimated to be **£14,198.85** and will be invoiced in March 2016. Details of the charges are set out within.

This notice is **not an invoice** and the council is not yet seeking any payments, however if you are selling your property you should advise your solicitor that you have received this notice or telephone 020 7525 1417 for more information. Further information on your service charge and payment options is provided on the enclosed sheet.

## Statement of proposed works

The contract includes

Calverton 1-31(C)
Danesfield 1-31(C)
Emberton 1-35(C)
Gayhurst 1-61(C)
Gayhurst 62-79(C)
Gayhurst 80-144(C)
Gayhurst 145-161(C)
Hambledon 1-20(C)
Latimer 1-61(C)
Latimer 62-85(C)
Latimer 86-113(C)
Latimer 114-141(C)
Missenden 1-43(C)
Missenden 44-75(C)
Missenden 76-165(C)
Missenden 166-255(C)
Missenden 256-299(C)

A total of 611 properties. A general outline of the proposed works contained in the entire contract is:

- Roof covering replacements.
- Concrete/brickwork repairs.
- Rainwater goods repairs.
- Service, bin and store door works
- Window repairs.
- Asphalt repairs.
- Fire Risk Assessment Works.
- Front entrance door Replacements.
- Smoke Detectors Installation (Offered Free For Leaseholders)
- Kitchen-Bathroom Repairs, Domestic Electrical Rewires to TENANTED Dwellings

A&E Elkins, is the council's long term partnering contractor for your area and is proposed to carry out the works. The works have been estimated to cost **£12,380,030.24**. The work is expected to take 85 weeks to complete with a 12-month defects period.

The work will be carried out under a Qualifying Long Term Agreement (QLTA), which is a contract or agreement between the council and a contractor to provide works or goods and services for a term of more than twelve months. The Council is committed to securing the best price for work that is needed. This agreement enables the Council to compete to get the best prices in the market by committing to a long term relationship with a contractor, and to take advantage of its position as a large organisation with a large amount of stock to maintain in order to negotiate the most competitive rates.

The schedule of rates costs for this contract have been established under competitive tender. They will be continually monitored to ensure that costs under this agreement are competitive.



### **Why is the council proposing these works?**

A number of blocks on the Aylesbury Estate are earmarked for demolition in the future, however while they are inhabited, the council as the freeholder of your property and as a landlord is duty bound by the terms of the lease to repair and maintain the communal parts of your block and estate. Similarly, under the terms of your lease, you have agreed to contribute a proportion of the costs incurred.

The council believes that the works outlined above are necessary because:

- The majority of front entrance doors are in a condition that fails the current fire standards, all doors to be assessed for compliance.
- The Asphalt to communal access areas and private balconies contain a number of defects (splits, blisters etc.) spot repairs to these affected areas will be carried out.
- The windows have signs of warped and twisted frames as well as missing/broken/defective ironmongery, many of the opening lights are difficult to operate and do not shut properly resulting in cold and draughty conditions and security being compromised. Most residents reported problems with the operation of the windows.
- The asphalt roof is beyond its serviceable life at the time of inspection. It is clear from the repairs that have been carried out to the roof that there are on-going issues with the roof membrane and that leaks have occurred over the years.
- The rain water goods serving the balconies and walkways are exposed and are in a mixed condition.
- Asbestos reports confirm the presence of asbestos in a number of areas.
- Storage doors are located on the external walkways and are in a mixture of repair conditions. These should be overhauled to ensure they operate correctly and that they are lockable to comply with the Fire Risk Assessment.
- To maximise the use of the scaffolding while raised, any necessary external works will be carried out.

### **Your estimated service charge**

Attached to this notice is a calculation spread sheet that summarises the works and costs proposed for your building. Leaseholders *do not* pay for any items in the non-rechargeable column. The below apportionment method is explained in more detail later in this notice.

You have a 4 bedroom property and are therefore assigned 8 units. There are a total of 303 units allocated to your building. The cost of rechargeable works to your building is £461,771.09. Your proportion of the cost of works to your building is:

$$\frac{8}{303} \times £461,771.09 = £12,191.98$$

Your estimate for this contract is therefore:

Major works to your building	£12,191.98
Estate costs	£ 0.00
	<hr/>
	£12,191.98
Professional fee @ 5.87%	£716.07
	<hr/>
	£12,908.05
Administration fee @ 10.00%	£1,290.80
	<hr/>
<b>Estimated Service Charge</b>	<b>£14,198.85</b>

Please note: The council is not yet asking for money and this is not an invoice.

#### How do leaseholders make legal observations?

Section 20 allows leaseholders to submit written observations regarding the proposed works in this contract, within 30 days from the date of this notice. If you would like to make such observations, they should be addressed to:

Mr Shaun Nicholson  
Capital Works Team  
Home Ownership Services  
153-159 Abbeyfield Road  
Rotherhithe  
London SE16 2BS

Or email: [Shaun.Nicholson@southwark.gov.uk](mailto:Shaun.Nicholson@southwark.gov.uk)

Observations must reach the capital works team by **Wednesday 3<sup>rd</sup> June 2015**. For your convenience an observation form is attached to this notice. Observations do not have to be made using this form.



Prelims		£1,002,913.78
Pre-Commencement Fees		£186,574.47
Central Office Overhead		£115,034.63
Profit		£575,173.13
Design Fees		£186,359.90
Scaffolding		£822,928.00
Measured Works		£9,489,046.34
Total		£12,380,030.24
Block Scaffolding		£64,689.00

Specification Item	Re-chargeable	General	Drainage	Roof	Asbestos	Windows	Front Entrance Doors	Communal Doors	Other non-rechargeable	Total Non-rechargeable	Total	Description of Works
Page 2 Item A-B	3240.03	3240.03								0.00	3240.03	Provisional - Temporary works: unclipping of wires, rectify on completion. Carefully take down satellite dish(s); extend cable and resile on scaffold; protect, remove and refix on striking scaffold.
Page 4 Item A	750.00			750.00						0.00	750.00	Provisional - Allow to temporary un-clip all existing cabling to roofs & re-fix upon completion
Page 4 Item B - C	91904.40			91904.40						0.00	91904.40	Preparation of existing roof coverings prior to applying overlay system, including repairs and making good ready to receive new system, apply and install Pluvitec felt overlay roofing system, Gull-shield system 15yr roof covering (uninsulated). Provide 15-year insurance backed guarantee upon completion
Page 5 Item A, C - E, G	488558.80					488558.80				0.00	488558.80	Mechanically overhaul, service, ease and adjust metal casement or pivot sash in situ. Remove broken top storm bolts and supply and fix new catch. Supply and fit new side spring loaded safety catch or equivalent. Apply mastic draught proof and releasing agent to opening sashes. Rates include for application of mastic and releasing agent and return visits to trim off excess material and make sure windows are operational
Page 5 Item B, F	2496.00							2496.00		0.00	2496.00	Balcony Doors - Remove broken sash fasteners, supply and fit new satin chrome cockspurs. Supply and fit draught excluders
Page 6 Item A	0.00								115.80	115.80	115.80	Non Rechargeable - Carefully remove security gate/girille from existing door and/or frame and either hand to Resident for their own disposal or obtain written authorisation from Resident and dispose of security gate/girille.
Page 6 Item B - C	39180.00						39180.00			0.00	39180.00	Install 30 Minute fire rated front entrance door and frameset
Page 6 Item D - I	68660.00							68660.00		0.00	68660.00	Install 60 Minute fire rated front entrance door and frameset
Page 7	1300.00		1300.00							0.00	1300.00	Carry out a complete and comprehensive CCTV surveys of all rainwater downpipes to block complete. Report detailing any defects and relevant commendations to rectify any faults found. High pressure water jetting unit / electro mechanical coring machine to clear any blockages to allow clear, usable footage to be obtained
Page 8	9158.63	9158.63							3203.75	3203.75	9158.63	Communal Walkway Repairs
Page 9 Item A	0.00								15000.00	15000.00	15000.00	Periodic Test landlords electrical system and provide report (NICEIC)
Page 9 Item B	0.00									0.00	0.00	Provisional Allowance for remedial works to intake areas
Page 10	23270.40				23270.40					0.00	23270.40	Removal of asbestos based insulation board to riser door and panel above door and carry out an environmental clean within the cupboard located at the above address. Works to be carried out using fully controlled conditions with 4 stage air testing carried out. Thermal Insulation to pipework where contaminated insulation has been removed
Page 12 Item A	10000.00				10000.00					0.00	10000.00	Risk Provisional Sum - Additional Asbestos Removal
Page 12 Item B	4000.00		4000.00							0.00	4000.00	Risk Provisional Sum - Repairs to rainwater goods and above ground drainage
Page 12 Item C	5000.00	5000.00								0.00	5000.00	Risk Provisional Sum - Urgent repairs to private balcony surfaces
Page 12 Item D	2000.00					2000.00				0.00	2000.00	Risk Provisional Sum - Hack out and reglaze broken panes with 6.4 laminated safety glass, replace front glaze beads with beads or putty if beads are redundant
Page 12 Item E	7500.00	7500.00								0.00	7500.00	Risk Provisional Sum - Additional works identified during works phase
Page 12 Item F	5000.00			5000.00						0.00	5000.00	Risk Provisional Sum - Adaptations to Lightning Protection in conjunction with Roof Works
Page 12 Item G	1000.00	1000.00								0.00	1000.00	Risk Provisional Sum - Emergency response and call out charges in connection with scaffold alarms
Page 12 Item H - I	2709.00						2709.00			0.00	2709.00	Risk Provisional Sum - Extra over for fire rated glazing to FED's
Additional Works - Provisional	0.00								17350.00	17350.00	17350.00	Additional Works - Provisional - Decorations to communal walkways and staircases
Bll 20 - Electrics	0.00								496.02	496.02	496.02	Periodic electric testing
Bll 20 - Electrics	0.00								453.48	453.48	453.48	Extra over for installation of electrical isolators
Bll 20 - Electrics	0.00								358.89	358.89	358.89	Supply and install house service cut out in either 60/80A or 100A rating
Bll 20	0.00								7873.35	7873.35	7873.35	Installation of LD2 Enhanced alarm System (internal fire alarms)
Bll 19	0.00								221804.94	221804.94	221804.94	Internal Works - Non Rechargeable
Totals measured works	326,027.26	25,896.66	5,300.00	97,654.40	33,270.40	50,858.80	41,889.00	71,156.00	265,656.23	265,656.23	592,683.49	
Prelims	34,458.39	2,737.27	560.17	10,321.26	3,516.41	5,375.35	4,427.32	7,520.60	28,183.36	28,183.36	62,641.75	
Pre-Commencement Fees	6,479.09	514.68	105.33	1,940.67	661.18	1,010.71	832.45	1,414.07	5,599.22	5,599.22	11,778.31	
Central Office Overhead	3,952.39	313.97	64.25	1,183.85	403.33	616.56	507.82	852.62	3,232.64	3,232.64	7,185.03	
Profit	19,761.96	1,565.83	321.26	5,919.27	2,016.67	3,082.78	2,539.08	4,313.06	16,163.22	16,163.22	35,925.17	
Design Fees	6,403.00	508.64	104.09	1,917.68	653.41	998.84	822.68	1,397.47	5,236.99	5,236.99	11,639.99	
Scaffolding	64,689.00	5,138.71	1,051.60	19,376.19	6,601.38	10,091.20	8,311.44	14,118.48	0.00	0.00	64,689.00	
Totals	461,771.09	36,681.76	7,506.69	138,313.52	47,122.77	72,034.23	59,329.79	100,782.32	324,771.66	324,771.66	786,542.75	



### Further information

The detailed estimates for these works as well as the information contained within this Section 20 notice are available for inspection at the Home Ownership Unit, 153-159 Abbeyfield Road, Rotherhithe, London, SE16 2BS Monday to Friday between the hours of 10am and 4pm. No appointment is necessary to view the estimates - however if you would like to discuss this contract in detail or to arrange a more convenient time to inspect the estimates, please telephone to make an appointment. Alternatively a copy of the detailed estimates can be sent out but this may incur an administration charge of £25.00. A copy can be sent out by email free of charge where possible.

Attached to this notice is a collection of frequently asked questions and answers. If you have any further questions regarding the contents of this notice, please contact me at your earliest convenience.

Yours sincerely

*Shaun Nicholson*

Mr Shaun Nicholson  
Capital Works Team  
Home Ownership Services  
Tel: 020 7525 3592  
Email: [Shaun.Nicholson@southwark.gov.uk](mailto:Shaun.Nicholson@southwark.gov.uk)