



Churchill Gardens (phase 6) and Russell House (major works project T168)

These questions were raised by residents at the meeting held at Churchill Gardens Hall on 22 January 2019.

Which blocks does the project cover?

The project covers 10 blocks on the Churchill Gardens estate and Russell House in Cambridge Street. The blocks are:

Chaucer House De Quincey House Erskine House Selden House
Gifford House Langdale House Russell House 7 Telford Terrace

Shelley House (balcony works only) Keats House (balcony works only)
Coleridge House (security works only)

What work is planned?

Below is a table which summarises the scope of the work for each block in the project.

	Scaffolding	External decs	Internal decs	Window repairs	Structural/concrete/brickwork repairs	Asphalt repair or brickwork repairs	Communal window renewal	Roof works	Timber repairs	Metalwork repairs	Electrical repairs	Tidy cables on exterior of the blocks	Fire stopping works on exterior of the blocks	New kitchen & bathroom fans if required (FRA)	Roof access & drainage works, Estate & bathroom fans	Water tanks & security works	Balcony works & associated works	
Chaucer	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
De Quincey	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Erskine	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Gifford	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Langdale	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Selden	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
7 Telford Terrace	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Russell	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Shelley																		*
Keats																		*
Coleridge																*		

Will the plans for the major works be stopped because CityWest Homes is moving back into Westminster City Council?

CityWest Homes has been instructed by Westminster City Council to continue with the major works programme as planned.

When will the work start on site?

The current start on site date is July 2019, however this may change as the design of the project is developed by United Living. We will update residents if this changes.

How long will the work take?

United Living estimate the project will take 75 weeks. There will be a programme of work block by block submitted with the service provider proposal (SPP) and shared with you when agreed with CityWest Homes. Please be assured that the overall works to your block will not take the full 75 weeks.

What are the key steps between now and starting onsite?

The stages for getting a major works project from feasibility stage to starting onsite are summarised below. We will update you at each stage, and publish the relevant documents. **We are currently between stages 3 and 4.**

1. Client brief stage: CityWest Homes has drafted a **client brief** for United Living which includes the project scope and expected timescales.
2. Project execution plan stage: United Living will then produce a plan on how they propose to deliver the project based on the requirements set out in the client brief, this is called a **project execution plan**. You will have a chance to meet the United Living project team, and ask questions during this stage.
3. Pre commencement order and detailed design stage: Subject to the observations and review, CityWest Homes will issue a **pre commencement order** giving United Living the permission to move forward with the final design of the project. This includes the development of the **service provider proposal** to be scrutinised by CityWest Homes.

Leaseholders will receive a **Section 20 Notice of Estimate** during this stage. The notice will set out the description of the works and reasons for each aspect of the works. It will detail the project costs, set out block costs and estimated individual leaseholder liabilities. Leaseholders have 37 days to make written observations. We will publish a summary of the observations and responses so everyone has the chance to see the issues raised and the responses to them.

4. Commencement order and mobilisation stage: Once the project proposals document has been agreed by CityWest Homes, United Living will receive a **commencement order** which allows them to begin mobilisation to start onsite.
5. Start onsite: As outline above, we anticipate that the work will start onsite in July 2019. Before work starts onsite United Living will write to you to introduce their onsite team, their contact details, and invite you to a meet the contractor event to be held before any works start onsite.

How can I view the appendices?

You can request a copy of the appendices by contacting Lindsay Jenkins, communications coordinator ljenkins@cwht.org.uk or phoning the contact centre on 0800 358 3783 and asking to speak to Lindsay.

Can you please highlight any changes to the scope of works that have been recommended by residents, and incorporate it in the published documents?

Yes, any changes to the scope of the works that have been recommended by residents will be made clear in the published documents.

I am a leaseholder when will I receive my Section 20 Notice of Estimate?

The Section 20 Notice of Estimate will be served after the service provider proposal document has been scrutinised and agreed by CityWest Homes, which is planned for March/April 2019. CityWest Homes will notify leaseholders if this planned date changes.

Will residents at Chaucer House be charged for the roof repair?

No, the roof repairs required to Chaucer House will not be re-charged to residents.

Can I view my window survey report?

Yes, you will be able to request a copy of the report and submit any questions to United Living.

I'm a leaseholder, can I opt in or out if you decide to replace the windows at Russell House?

No, the windows are part of the block, which Westminster City Council is responsible to maintain.

Are you painting tenants front doors?

Yes, we will be painting tenant front doors.

Can Russell House have separate meetings going forward?

Yes, any future meetings for the project will be held separately to those blocks on the Churchill Gardens estate.

I have seen contractors in my block carrying out surveys, why?

United Living is in the process of developing the service provider proposal and this requires a number of surveys to be carried out. These include roof, asbestos and concrete surveys and various others. We will endeavour to provide you with two weeks notice of these, however in some instances that might not be possible. Some surveys may require a scaffold tower to be erected; we will try to keep this to the shortest amount of time possible.