

The Resident
Burney House
Leatherhead
Surrey
KT22 7UJ

Fleet House
59-61 Clerkenwell Road
London EC1M 5LA

26 November 2020

Dear Resident

RE: Fire Safety Works - Burney House, Leatherhead, Surrey, KT22 7UJ

First Notice – Fire Safety Works
Notice of Intention to carry out Qualifying Works
Where a Public Notice is NOT required
under Schedule 4 Part 2 of the Service Charges (Consultation Requirements)
(England) Regulations 2003

It is the intention of the Southern Housing Group to carry out work to your building, which, if carried out, you will be required to contribute a share of the costs in accordance with the terms of your lease/tenancy agreement.

This Notice is not a bill or request for payment, but an invitation for you to give your observations. Please read this carefully.

The consultation process

The Legislation requires us to serve up to 3 separate notices when we carry out works that are likely to cost you or any relevant customer more than £250.00.

Below I have listed, some brief details of the 3 notices we must send you.

1. **Notice of Intention** to carry out work – this notice - the content of which is described above.
2. **Notice of Estimates** – this will set out the estimated cost of the works from 2 contractors invited to tender and ask for your observations in writing within 30 days.

3. **Notice of Reasons** - We will only send this to you within 21 days of appointing the contractor if the contractor we choose either did not provide the lowest price or was not nominated by a leaseholder.

When we intend to start the contract

We would like to start the contract at the end of March 2021, subject to the consultation process.

Why we intend carry out the work

We have carried out fire safety inspections in Burney House to ensure that our buildings and homes continue to meet fire safety regulations and recommendations. Upon investigations, we identified that Burney House is predominately a timber frame Building with compartmentation concerns in various areas.

Our findings have concluded that:

- Areas that should be protected to a minimum level are lacking the necessary materials to create proper fire barriers
- The building needs to be divided up into manageable safe zones, which will be achieved once adequate compartmentation has been installed
- Fire barriers have recently been installed within the electric riser cupboards and to a satisfactory standard, however further clarification and investigation will be required to ensure that the floor make up to which the fire protection works are sealed to will offer adequate protection
- Whilst there are some other means of fire protection in various parts of Burney House, these need to be reviewed and upgraded to bring them in line with current Building Regulations and Guidance
- Investigations lead us to believe that compartmentation is missing to the head of the party wall above the top floor flats
- Upon external investigations, it was evident that there was some inconsistency with the cavity barriers, which will need to be rectified, once works begin

Description of Work

We have drawn up a specification of necessary works. In outline the elements of this work are as follows:

- During initial inspections, we were unable to carry out all intrusive investigations, because the opening up would result in damage beyond that, which could simply be 'made good'. Deeper investigations will be carried out to confirm the amount of necessary works. The specification has accounted for all eventualities. Should investigations prove that certain elements of works are not required/additional works are required, the contract sum will be adjusted to reflect this.
- There will be scaffold and a site compound/welfare unit for the duration of the works. Residents are likely to be asked to leave their properties for the duration of the works, which will be carried out on a phased basis. This means that all residents in a certain part of the building will be asked to leave until their phase is complete. Southern Housing will assist with the de-canting process.
- Intrusive investigations will be required on the roof to ensure that compartmentation has been correctly installed above the head of the party wall. The penetration will be infilled with the existing insulation if suitable. If not, these areas will be replaced with new insulation. If investigations prove that fire barriers are incorrectly installed, roof compartmentation works will take place and roof overlay carried out if necessary.

- Investigations to the external faces of Burney House will be conducted to find all missing cavity barriers. All missing cavity barriers will be installed.
- Investigations will be made to Boilers in preparation for a metal sleeve and intumescent to be installed around the incoming gas pipe
- The external works will leave visible scars; therefore, it is proposed to over-render the rendered sections with a thin coat
- There will be an allowance for installing wall ties, where found to be defective or missing
- At least one glazed window has been found to be suffering from distortion and will be replaced with a 30-minute fire rated glass. All windows and door openings will have existing silicone sealant removed and renewed with a new, weatherproofing silicone sealant.
- Loose wires/pipes will be secured with correct clippings in line with current regulations
- The contractor will investigate the flat front entrance doors and communal doors. Any non-compliant doors will be renewed or repaired/adjusted if possible.
- Adjustments will be made to the automatic opening smoke vents to bring them in line with current regulations.
- Further compartmentation investigations will be carried out within walls and ceilings of flats and communal areas. Compartmentation will be installed in and not limited to; above fire doors, any locations of penetrations/breaches, anywhere horizontal and vertical fire barriers should be present, the lift shaft etc.
- Plasterboard to walls and ceilings will be renewed wherever necessary.
- All areas disturbed will be made good/decorated upon completion.

Inspection of documents

PDF digital copies of the description of the works will be made available on request. You are entitled to inspect the full description of the works at our offices during normal working hours which are 9am to 4pm Monday to Friday (excluding Bank Holidays). In view of the current emergency you must make an appointment in advance if you wish to do this. Please email your request burneyhouse.BSP@shgroup.org.uk or call Ranvir Sandhar on 0300 303 1773.

Our address for inspecting the documents is:

The Oasts, Newnham Court, Bearsted Road, Maidstone, ME14 5LH

Written observations

You have the right, to give us any observations you may have on the intended works in writing within 30 days. In order to make it easy to send any observations I attach a form for this purpose (Appendix 1). You may also send your observations by letter or by email. Any observations must be made within the Consultation Period (see below). We will have regard to your observations about the intention to carry out the works.

Nomination of contractors

You also have the right to propose a contractor from whom we should seek to obtain an estimate in respect of the works. If you wish to nominate a contractor in this way, you must do so in writing by the end of the Consultation period for this Notice. The contractor will have to meet certain requirements in order to be able to undertake the contract (details can be supplied upon request). These will include: -

- Public Liability Insurance
- VAT status
- Health and Safety and Equal Opportunity Policy
- Valid Unique Tax Reference
- Accounts showing adequate turnover to be able to take on the proposed works
- Trade body registration (if appropriate)
- In addition, each contractor must:

- Be able to carry out the work in the specification
- Have experience of carrying out works to occupied residential properties
- Be qualified to act as a Principal Contractor under CDM regulations.

There are regulations about the number of nominations we should seek tenders from. Generally, we will only approach 1 nominated contractor from the Recognised Tenants Association and 1 nominated contractor from all the relevant residents' nominations. We will tell you in the second notice which contractors were nominated.

The Consultation Period

The Consultation Period (also known as The Relevant Period) will last for 30 days and will end on **Thursday 31st December 2020.**

We prefer you to email any observations or nominations to burneyhouse.BSP@shgroup.org.uk or by post to Ranvir Sandhar, The Oasts, Newnham Court, Bearsted Road, Maidstone, ME14 5LH

Frequently Asked Questions

I also attach some Frequently Asked Questions which may assist you.

We have a microsite; <https://www.shgroup.org.uk/your-home/repairs/burney-house> where additional information is also available.

Yours sincerely,



Ranvir Sandhar
Building Safety Manager (North)