

All Leaseholders at Wellend Villas

Southern Housing Group  
The Oasts  
Newnham Court Shopping Village  
Maidstone  
ME14 5LH

11/4/2021

Dear Leaseholder

## **Wellend Villas**

**First Notice - Fire Risk Assessment and External Wall Survey - Appointment of Fire Safety Specialist advice including Fire Engineering and Business Planning**

**Notice of Intention to carry out Works Where a Public Notice is NOT required  
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 essential work to your building. If any works are carried out 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 the carefully.

### **The consultation process**

Government Legislation requires us to serve up to 3 separate notices in order for us to carry out survey works that are likely to cost you or any relevant customer more than £250.00.

Please see below listed, brief details of the 3 notices that must be sent 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 cost of the works that have been estimated by two or more separate consultants / contractors, that have been invited to tender. The notice asks for your observations in writing within 30 days.
  
3. **Notice of Reasons** - We will only send this notice to you within 21 days of appointing the consultant / contractor; if the consultant / 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 on July 2021, subject to the consultation process.

### 1.1.1

## **Why we intend to carry out the work**

We consider it necessary to carry out these surveys because:

Like all housing associations in the UK, over the coming years we're going to be carrying out extensive building safety surveys across many of our properties as part of our ongoing Building Safety Programme. We need to carry out building safety surveys across many of our buildings as part of our Building Safety Programme to ensure they meet current government building safety guidelines.

## **Southern Housing Group's requirement to provide safe homes for our residents is our priority.**

The Group is reviewing our buildings under the Regulatory Reform (Fire Safety) Order 2005 and new forthcoming legislation under the "Building Safety Bill".

You may already have received a separate S20 notice of intent for the Group's long-term agreement to appoint a contractor to complete the works from our Fire Risk Assessment programme. This notice of intent is to commence our Phase 2 programme of type 4 fire risk assessments and external wall surveys for blocks with 6 storeys and lower.

The Group are commencing this process by inspecting all blocks to review the internal structure to ensure that the building compartmentation and relevant fire equipment is in place in line with the block building fire strategy. The intrusive fire risk assessment will include both the common parts of a building including living space and a percentage of flats.

As part of the fire risk assessment, the Group will also be inspecting the external wall materials of your building. This will help the Group assess the building materials used in the construction of your block and provide the relevant information to residents when re-mortgaging and looking to sell your property. The inspection of your block will be included in a planned programme. The order of the programme will be complete on a risk-based approach.

## **Description of Work**

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

- 1) Type 4 intrusive FRAs (to include roof spaces, plant rooms, bin store locations), to enable SHG to confirm compartmentation between floors is 60 minutes.
  - Consideration of the suitability of the evacuation plan with regards to any vulnerable customers.
  - Review of all fire safety equipment (AOVs, emergency lighting, fire alarm systems etc.) and documentation
  - Specific consideration as to whether SHG shall need to retrospectively fit sprinklers.
- 2) Individual Type 4 intrusive FRAs for flats (around 10% flats of the total block).
- 3) The creation of floor plans for each block.
- 4) The building materials used in the construction of the block for future enquiry purposes.
- 5) A catalogue of photographs of the block, externally and internally.

### **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 lockdown measures you must make an appointment in advance if you wish to do this. Please email your request [FireRisk.Assessment@shgroup.org.uk](mailto:FireRisk.Assessment@shgroup.org.uk) or on 0300 303 1773 and ask to speak to Bradley Cooper. Our address for inspecting the documents is:-

The Oasts, Newnham Court Shopping Village, Maidstone, ME14 5LH. During working hours which are 9am to 4pm Monday to Friday (excluding Bank Holidays).

### **Written observations**

You have the right, to give us any observations you may have on the intended works in writing within 30 days. You may 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 consultants**

You also have the right to propose a consultant / contractor from whom we should seek to obtain an estimate in respect of the works. If you wish to nominate a consultant / contractor in this way, you must do so in writing by the end of the Consultation period for this Notice. The consultant / 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:-

1. Public Liability Insurance
2. VAT status
3. Health and Safety and Equal Opportunity Policy
4. Valid Unique Tax Reference
5. Accounts showing adequate turnover to be able to take on the proposed works
6. Trade body registration (if appropriate)

In addition each contractor must:

7. Be able to carry out the work in the specification
8. Have experience of carrying out works to occupied residential properties

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

### **The Consultation Period**

The Consultation Period (also known as The Relevant Period) will end on Tuesday 11<sup>th</sup> May 2021

Any observations or nominations should be sent to [FireRisk.Assessment@shgroup.org.uk](mailto:FireRisk.Assessment@shgroup.org.uk) for the attention of Bradley Cooper.

### **Frequently Asked Questions**

A list of "Frequently Asked Questions" (FAQs) has been enclosed to assist with any observations you may have.

If you have any observations that are not covered by the attached FAQs, please contact the Building Safety Team at Southern Housing Group, via the Customer Service Centre on 0300 303 1773 or by email [FireRisk.Assessment@shgroup.org.uk](mailto:FireRisk.Assessment@shgroup.org.uk).

Yours sincerely

*B Cooper*

**Bradley Cooper, Senior Building/Fire Safety Manager (Compliance)**

Address: The Oasts, Newnham Court Shopping Village, Maidstone, ME14 5LH