

The Leaseholder(s)

Wandsworth Council

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Our Ref: H/LS/JC/C7555

Date: 9th July 2025

Dear Leaseholder(s),

Notice of Intention – Goulden House, Ventilation Project (Phase 2)

The Council is responsible for maintaining the structure of the block and making sure that the building is kept in a good condition. We plan to commence the works shown above during the financial year 2025/26. We are committed to involving residents at all stages of the consultation. We give leaseholders information to let them know the financial costs of major work as early in the planning process as possible. This letter contains our most up-to-date financial estimate of what the planned work will cost.

The Law (Section 20 and 20ZA Landlord and Tenant Act 1985 as amended) requires us to serve this formal Notice of Intention to consult with you on carrying out this ventilation scheme to your block. You are invited to make observations in relation to the proposed works and to suggest a person from whom we should try to obtain an estimate for carrying out the works (see below).

Why we intend to carry out the work

As you will be aware, the Council have been looking at a number of options with regard to the existing ventilation system serving your property. The systems serve the bathrooms and toilets through communal ducts that terminate in a series of roof fans.

Following investigations, it was deemed that it would not be practicable to proceed with any maintenance or repairs of the existing system and as such, the only viable option moving forward is to install individual ventilation systems to each property. Letters were sent to leaseholders on 8th November 2024 outlining the detailed process that has led us to this point. For your reference, please find enclosed a copy of Mr Crawley's letter where additional details and background on this matter can be found. A further letter from the Consultation Officer, Mr Grason summarised the investigations previously undertaken under a separate Phase 1 scheme and clarified charges and credit adjustments to all leaseholder accounts.

Building regulations require that all properties are adequately served by ventilation, however as

Interim Executive Director of Housing: Dave Worth



you are aware the existing communal system is no longer adequately operational, therefore as part of this first-stage consultation process, leaseholders have the ability to decide whether they wish for the council to install systems in their properties as part of this scheme, or to opt-out and procure the work privately rather than using the Council's contractor, with the individual leaseholder liable to pay all associated costs themselves.

Additional Information to be aware of

The new ventilation system will require connection to a mains power supply, it is important to add that the internal electrics to each property remain the responsibility of the individual leaseholder. As part of these works, the Council's contractor will test each internal electrical system and complete the final connection, although this can only be completed if the system is able to accommodate the new ventilation installation. As such, please ensure your electrics are in good working order prior to the commencement of works to avoid any possible delays. If any issues are discovered at the time, you will be required to employ and pay an electrician privately to remedy any internal faults before the final connection can be completed. Following completion of the scheme and expiry of the warranty period, individual leaseholders will be responsible for any future repairs and servicing of their new ventilation installation.

For those leaseholders that opt-out of the Council's scheme, please note that any ventilation installations undertaken by leaseholders independently will require inspection by the Council to ensure they meet all regulatory standards. The new systems will not be permitted to feed into the existing communal ducts as these will become obsolete upon decommissioning of the communal system, as such any new or existing individual systems must be installed to terminate externally. All properties must have a compliant ventilation system in place by the completion and commissioning deadline.

Actions Required

Please notify me by **Wednesday 13th August 2025**, as to whether you intend to 'opt-in', or alternatively if you plan to undertake the works independently and 'opt-out' of the Council's scheme by completing and returning the enclosed **ballot slip (this can be completed online via the QR code or returned by post using the enclosed returns envelope)**. I can also be contacted via email or telephone and please find the relevant contact details in the top right-hand corner of this letter. Please be advised that we must receive a response from every leaseholder, with one response per property.

The Council's appointed design consultant has drawn up a specification of works for this scheme and estimated the cost of the work before inviting contractors to send in their estimate of how much they will charge. This has allowed us to work out your estimated charge and the following works are proposed.

Description of Work

- Detailed survey of each dwelling and roof.
- R&D surveys in each flat and at each roof fan to locate any asbestos-containing materials, with controlled removal if identified.
- Preparation of detailed program including each fan system.
- Supply and installation of mechanical services for new extract ventilation systems, including fans, ducts and grilles.
- Supply and installation of electrical services for new extract ventilation systems, including controls, power and controls cabling, isolation, mini-trunking, and set up of controls.
- Noise and airflow measurements (with photo confirmation) and reports for existing ventilation and each different/new design.
- Strip-out of redundant equipment on roof including fans and including attendance of asbestos specialist.
- Decommissioning, removal and disposal of redundant electrical panels, cabling and controls services for roof extract plant.
- Builders works including fire-stopping, ducts and their decoration within each dwelling

and on roof areas. Protection of roof coverings and other finishes, floors, walls (inc. cleaning).

- Scaffolding to remove existing cabling to roof, to install new extract terminals for flats and to make good externally.
- Provisional sums for any additional builders work in dwellings necessary to suit particular occupants' fixtures and fittings.
- Provisional sum for any fan/ductwork, with specification revisions to suit particular occupants' fixtures and fittings.

This is only a summary of the work we plan to carry out, an electronic version of the full schedule of works as detailed in the specification can be provided upon request.

How will we pay for the Work?

Tenants and leaseholders have to pay towards the work. The tenants' share comes from the Housing Revenue Account, the account into which we pay their rent. Leaseholders pay individually and we will tell them separately about the charges.

The Council's appointed design consultant has provided an estimated cost of **£TOTAL COST** including professional and administrative fees for the proposed works to your block using their expert knowledge of the actual costs of similar projects recently carried out elsewhere and adjusted to meet the specific site issues and constraints of this project. This is to ensure a realistic estimate is available at this first stage of consultation to give leaseholders as much notice as possible of the costs they are likely to incur. The prices contained in this letter are an indication of the financial costs of the proposed scheme which are based on the draft specification of works which has been priced and produced by the appointed Consultant, Butler & Young Associates.

1) Communal Block Works (Decommissioning of Existing System)

The total estimated chargeable cost associated is **£TOTAL COMM COST**. Under the terms of your lease, you are responsible for **BLOCK PERC%** of this total. **Your current estimated communal charge is therefore £COMM CHARGE.**

2) Dwellings/Individual Property Works (Installing Individual Systems)

The total estimated chargeable cost associated is **£TOTAL DWELL COST**. Under the terms of your lease, you are responsible for **BLOCK PERC%** of this total. **Your current estimated charge for the dwellings works is £DWELL CHARGE.**

3) Your total estimated charge for Block Works in addition to the Dwellings Works is therefore £TOTAL CHARGE. It is anticipated you will receive the bill for these works in October 2026.

This estimated charge is subject to change once we have carried out a competitive tender and received actual prices from contractors. A further round of statutory consultation will then be carried out with leaseholders being written to again and provided with an updated estimated charge.

How Leaseholder Charges will work

If individual leaseholders choose to 'opt-out' and arrange for the work to be carried out privately, they will not be charged the estimated 'Dwellings' sum as outlined above (**Point 2**). Instead, leaseholders will be provided with the necessary plans for their properties and will be given time to secure a private contractor to complete their individual installations before the communal ventilation system is decommissioned. Please note that leaseholders that opt-out will still be required to contribute towards the 'Communal Block Works' (**Point 1**) associated with the decommissioning of the existing system, as well as bearing the full costs of the installation if arranged independently of this Council scheme. As part of the decommissioning works, the Council's contractor will need to close off the existing ducts within each property, as such

access will still be required to every property to undertake these minor works to the required specification.

Ways you can pay for owner occupiers

There are a number of ways to pay. If you are unable to pay in full when you receive the bill, there are several options available as described in the attached leaflet "Ways to Pay for Major Works". The option to pay by installments is no longer available to leaseholders who sub-let their properties. If you have any concerns when you receive the invoice in October 2025, please contact LBW Accounts Receivable Capita on 0203 830 1900 to discuss.

Consultation Process

We have arranged two separate consultation meetings and residents have the choice to attend either a meeting online via Microsoft Teams to speak to the officers involved and find out more about the proposed works or alternatively attend in person at an informal drop-in meeting.

The drop in meeting details are below –

Date: Thursday 24th July 2025

Time: 4:30pm – 7:00pm

Venue: Goulden House Meeting Room/Clubroom, Battersea SW11 3HF

The meeting will be held on an informal drop-in basis where residents can arrive anytime between 4.30 and 6.45pm (to ensure your queries can be resolved before the meeting ends at 7.00pm). You will be able to speak to the officers involved in the scheme on an individual basis. Unfortunately, at busy times you might have to wait to speak to the officers if they are already speaking with another resident. The Microsoft Teams meeting will be held on **Wednesday 23rd July 2025** and you can make an individual appointment. **Details on how to book are shown on the attached leaflet.**

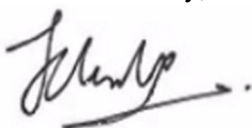
If you chose not to attend either meeting you may raise any enquiries via email, telephone or hard copy letter instead (details found in the top right-hand corner of this letter). The information provided will be no different to that given at either the online or face to face meeting and all leaseholder comments are noted as part of the consultation process. As the project is at an early stage you are invited to let me have your written observations in relation to the proposed works. Observations must be addressed to me at this office and delivered within the consultation period of 30 days beginning with the date of this notice. The consultation period will end on **Wednesday 13th August 2025**. Following this, any necessary adjustments will be made to the specification before contractors are invited to submit tenders for the work.

Nominating a person to carry out the Work

We also invite you to propose, within 30 days beginning with the date of this notice, the name of a person from whom we should try to obtain an estimate for the carrying out of the proposed works described above. Can you please provide the name, address and telephone number of the contractor you wish to nominate.

Details of future major works contracts can be found at www.wandsworth.gov.uk/housing/council-tenants-and-leaseholders/repairs-and-maintenance/major-works-to-council-properties/major-works-contracts. If you require any further information about this scheme, please contact me at the address listed on the front page of this letter.

Yours sincerely,



Mr James Clarke
Consultation Officer