

The Current Lessee(s)

«ADD_1»
«ADD_2»
«ADD_3»
«ADD_4»
«ADD_5»

Property Reference: «PROP_REF»

Property Address: «PROPERTY_ADDRESS»

Date: 16 September 2024

Dear Current Lessee(s),

Fire Risk Assessment Contracts x 3 – please read carefully.

This letter is **not** advising you require major works or Fire Risk Assessment works to your building and/or estate – it is consulting you on the proposed **contracts** only.

If your building and/or estate does benefit from these works in the future, you will be consulted again separately on those individual works. You will only be charged if you receive these works in the future.

Please find enclosed three Section 20 notices for the following contracts:

- Contract 1 - Fire Risk Assessment (FRA) remedial works.
- Communal Fire Door Programme.
- Fireproofing and Compartmentation Programme.

On the 16 September 2022, I sent you the first part of the Section 20 consultation process for Community Works Contractors, Contract 1 - Fire Risk Assessment (FRA) remedial works.

The notice dated the 16 September 2022 advised of the following:

To provide as and when required FRA remedial works to all Lambeth owned and managed properties, block and estates in either the North or South of the borough which will include but are not limited to; passive fire- works, new or replacement fire protection as identified in the fire risk assessment or compartment survey, fire stopping, small penetrations (mastic, pipe collars, vents), large openings (blocks, partitions, board, batts), fire safety signage, fire door installation and fire door maintenance, to the common parts e.g., stairwells, entrance halls and the estate where appropriate. The council has a duty to manage fire risks within its estates, blocks, and individual properties under the fire safety reform order of 2005. This Qualifying Long-term Agreement will ensure the Community Works Team has access to trades as and when required



when it does not have capacity to carry out the works itself.

On the 9 February 2024, I sent you the first part of the Section 20 consultation process for:

- Communal Fire Door Programme.
- Fireproofing and Compartmentation Programme.

The notice dated the 9 February 2024 advised of the following:

To provide communal fire door works to all Lambeth owned and managed properties, block, and estates in either the North or South of the borough which will include but are not limited to; replacement of communal fire doors protecting the means of escape and related passive fire safety works and;

To provide fireproofing and compartmentation works to all Lambeth owned and managed properties, block and estates in either the North or South of the borough which will include but are not limited to; passive fire- works, new or replacement fire protection as identified in the fire risk assessment or compartment survey, fire stopping, small penetrations (mastic, pipe collars, vents), large openings (partitions, board, batts).

The council has a duty to manage fire risks within its estates, blocks, and individual properties under the Regulatory Reform (Fire Safety) Order of 2005. In order to meet these obligations, Lambeth commissioned fire risk assessments (FRAs) to be completed, and subsequently there is a legal obligation on the landlord (Lambeth) to address the deficiencies identified in these fire risk assessments. These essential fire safety works identified from fire risk assessments will form part of a rolling borough-wide 5-year programme for financial years 2024/25 to 2028/29. This Qualifying Long-term Agreement will ensure the Capital Delivery Team has access to competent professional trades as and when required.

This letter includes three separate Notices of Proposal and is the second and final part of the consultation process relating to the future service charges which Lambeth Council may recover from homeowners in respect of the costs of the three new contracts.

If your property is located in a block or on an estate managed by a TMO or an RMO, works within these contracts may be directly provided by your TMO or RMO and therefore will not be supplied to you by Lambeth Council.

More information

A set of frequently asked questions can be found here: bit.ly/S20BoroughwideConsultation. If you do not have access to view documents online, please telephone 0207 926 6521.

Please do take the time to watch a short (5 minute) film which explains what a Section 20 notice is and what this means for you: bit.ly/S20Film.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.



What happens next?

Send you a Notice of Intention.	Complete
Hand over to the Project Team procuring the contracts.	Complete
Assess all bids for cost and quality to identify a preferred bidder(s)	Complete
Send you a Notice of Proposal. View this short film explaining what a Notice of Proposal is: https://bit.ly/S20Film	Complete
Mobilise the contract(s)	Anticipated September 2024

Thank you for taking the time to read this letter carefully.

Kind regards

Karen Kellaway

Karen Kellaway
Major Works Income Team Manager
Housing Capital and Asset Management
Housing and Adult Social Care
0207 926 6521
S20Consultation@lambeth.gov.uk
www.lambeth.gov.uk



Property Reference: «PROP_REF»
Property Address: «PROPERTY_ADDRESS»
Scheme Reference: COMMUNAL_DOORS_2024
Date: 16 September 2024

Communal Fire Door Programme

This notice is given following the notice of intention to enter into a long-term agreement issued on the 9 February 2024. The consultation period in respect of the notice of intention ended on the 15 March 2024.

The London Borough of Lambeth proposes to accept the tender from **Gerda Security Products Ltd** from September 2024 to August 2027, with an option to extend to 2029.

Full Details of Proposed Supplier

The registered office is 54 Chiswick Avenue, Mildenhall, Bury St Edmunds, IP28 7AY. The company number is 03456399.

Gerda Security Products Ltd is a member of the following professional bodies and either abides by the requisite code of practice or has obtained accreditation by the body:

- Constructionline
- CHAS
- Fire Protection Association
- Make UK
- Secured By Design (SBD)
- Fire Industry Association
- Dhf
- ASDMA

Pricing Schedule

The schedule of rates can be viewed online here: bit.ly/S20BoroughwideConsultation under section 'Fire risk assessment'. If you do not have access to view documents online, please telephone 0207 926 6521 to request these digitally or via post.

In line with Regulation 5(2) of the Service Charges (Consultation Requirements) (England) Regulations 2003 (the Regulations), and Paragraph 4(4) to 4(6) of schedule two of the Regulations, the schedule of rates is the projected yearly rate cost to be incurred by the Landlord, however it is not possible to state a leaseholder's relevant contribution, given the costs ultimately estimated to be incurred, will wholly relate to the overall estimated cost of major works consulted separately if applicable.

The schedule of rates will be uplifted each year according to the Consumer Price Index (CPI). This is in line with Regulation 5(2) of the 2003 Regulations and paragraphs 4(4) to 4(6) of Schedule 2 of the 2003 Regulations.



Connection between London Borough of Lambeth and the Proposed Supplier

For the purposes of paragraph 4(3) of Schedule 2 of the 2003 Regulations, there is no connection between the Landlord and **Gerda Security Products Ltd.**

Observations

The Notice of Intention dated the 9 February 2024 invited you to submit observations. A summary of observations received and answered is at Appendix A. Now you have more information, you may wish to get in contact again. If you do, I invite you to send in your written observation in relation to the proposed contract. Your observation (should you choose to send one in) must be delivered to the address below by the 21 October 2024. This allows for 30 days consultation and a further 5 days for postage time. In total, this is 35 days from the date of this letter and when the relevant period ends.

Below are ways you can send in an observation if you choose to.

- Online via our E-Form: bit.ly/S20eform or alternatively, scan the QR code at the end of this letter.
- Email S20Consultation@lambeth.gov.uk
- Write to: S20 CONSULTATION, London Borough of Lambeth, PO Box 734, Winchester, SO23 5DG.

If you choose to contact us, please include reference COMMUNAL_DOORS_2024 and make it clear you are sending in a Section 20 Observation. By doing this, you are ensuring it gets to the correct team quickly.

Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.



Property Reference: «PROP_REF»
Property Address: «PROPERTY_ADDRESS»
Scheme Reference: FIREPROOF_ 2024
Date: 16 September 2024

Fireproofing and Compartmentation Programme

This notice is given following the notice of intention to enter into a long-term agreement issued on the 9 February 2024. The consultation period in respect of the notice of intention ended on the 15 March 2024.

The Notice of Intention dated the 9 February 2024 invited you to nominate a contractor. We received **no nominations** for this scheme. We have now prepared two proposals in respect of the works to be provided under the agreement based on the estimates received.

A copy of both proposals can be viewed here: bit.ly/S20BoroughwideConsultation under section 'Fire risk assessment'. If you do not have access to view documents online, please telephone 0207 926 6521 to request these digitally or via post.

The London Borough of Lambeth proposes to accept the tender from **Trail Group Limited** from September 2024 to August 2027, with an option to extend to August 2029.

Full Details of Proposed Supplier

The registered office is Unit C, White Oak Technology Park, Swanley, Kent, United Kingdom, BR8 7AG. The company number is 05057190.

Trail Group Limited is a member of the following professional bodies and either abides by the requisite code of practice or has obtained accreditation by the body:

- **FIRAS**
- **FPA**
- **ISO-9001 (Quality)**
- **ISO-14001 (Environmental)**
- **NHBC Builder**> Construction methods, best practice in delivery
- **Supply Chain Sustainability School (Silver Member)**> Sustainability, climate change, carbon, energy

Pricing Schedule

The schedule of rates can be viewed online here: bit.ly/S20BoroughwideConsultation under section 'Fire risk assessment'. If you do not have access to view documents online, please telephone 0207 926 6521 to request these digitally or via post.

In line with Regulation 5(2) of the Service Charges (Consultation Requirements) (England) Regulations 2003 (the Regulations), and Paragraph 4(4) to 4(6) of schedule one of the Regulations, the schedule of rates is the projected yearly rate cost to be incurred by the Landlord, however it is not possible to state a leaseholder's relevant contribution, given the



costs ultimately estimated to be incurred, will wholly relate to the overall estimated cost of major works consulted separately if applicable.

The schedule of rates will be uplifted each year according to the Consumer Price Index (CPI). This is in line with Regulation 5(2) of the 2003 Regulations and paragraphs 4(4) to 4(6) of Schedule 2 of the 2003 Regulations.

Connection between London Borough of Lambeth and the Proposed Supplier

For the purposes of paragraph 5(5b) of Schedule 1 of the 2003 Regulations, there is no connection between the Landlord and **Trail Group Limited**.

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If you choose to contact us, please include reference FIREPROOF_2024 Alternatively, you may find it easier to call and speak with someone directly. Our friendly team are here to answer any questions you have. You can call the team directly on 0207 926 6521 Monday to Friday 9am to 5pm.

More information

A set of frequently asked questions can be found here: bit.ly/S20BoroughwideConsultation. If you do not have access to view documents online, please telephone 0207 926 6521.



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Scheme Reference: FIREPROOF_ 2024
Date: 16 September 2024

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Connection between London Borough of Lambeth and the Proposed Supplier

For the purposes of paragraph 5(5b) of Schedule 1 of the 2003 Regulations, there is no connection between the Landlord and **Trail Group Limited**.

Observations

The Notice of Intention dated the 9 February 2024 invited you to submit observations. A summary of observations received and answered is at Appendix A. Now you have more information, you may wish to get in contact again. If you do, I invite you to send in your written observation in relation to the proposed contract. Your observation (should you choose to send one in) must be delivered to the address below by the 21 October 2024. This allows for 30 days consultation and a further 5 days for postage time. In total, this is 35 days from the date of this letter and when the relevant period ends.

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More information

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Appendix A:

A summary of Observations received in response to the proposed Communal Fire Door Programme contract.

Observations were received in response to the letter dated the 9 February 2024 and a summary of these, along with the responses, are below. An updated set of frequently asked questions can be found here: bit.ly/S20BoroughwideConsultation.

The buildings around [...] are grade 2 listed and in the past works have been attempted which breach this - if this contract is agreed, please ensure there isn't an attempt to 'upgrade' the front doors ignoring the grading of the building.

I can confirm that we are aware of the listed status of converted street properties on [...] and that any works will be carried out in line with the buildings' grade II listed status'.

What will the scheduled works look like?

At present, the consultation notice sent to you is in relation to Lambeth entering into a contract with contractors, and not for any specific works to your building. These contracts will only affect you if your building has a fire risk assessment advising works are required in the years 2024/25 – 2028/29. If that is the case, we will write to you again sending you another Section 20 notice. The notice will give you a description of the works and explain why they are needed. The notice will also advise you of your estimated contribution. To carry out these works, we firstly need a contractor, and that is why we are writing to you now, to let you know Lambeth is starting the process of entering into two new contracts.

Will they affect my property for certain?

These contracts will only affect you if your building has a fire risk assessment advising works are required in the years 2024/25 – 2028/29.

A summary of Observations received in response to the proposed Fireproofing and Compartmentation contract.

What is fireproofing?

Fireproofing is the use of fire-resistant materials in a building to prevent structural collapse and allow safe egress of occupants in case of fire. The fire-resistant ratings of various materials and constructions are established by laboratory tests and usually specified in terms of the hours a material or assembly can be expected to withstand exposure to fire.

What is compartmentation works?

Compartmentation is a type of passive fire protection. It works by dividing your building into fire-resistant compartments, which delay the spread of smoke, flames, and toxic fumes long enough for occupants to evacuate, and emergency services to respond.



A summary of Observations received not specified to which contract they were in relation to.

What is the monitoring framework?

The council recognises the need for strong contract management and has expanded a contract scrutiny and cost management team to assess payment applications and apply a governance structure across all contracts. The council is confident this team and governance structure, together with embedding a performance management framework and financially linked KPIs, will allow it robustly to manage the intended long-term contracts.

Why were these two aspects of fire safety chosen? Why not others?

The Capital Delivery Team have been allocated with the responsibility to deliver a communal fire risk assessment package of works. Lambeth's inhouse fire safety team are responsible for commissioning fire risk assessments, and subsequently there is a legal obligation on the landlord (Lambeth) to address the deficiencies in a timely manner. The principal area of works to be completed will be the replacement of communal fire doors and Fireproofing and Compartmentation that do not meet with the current fire safety standards and/or building regulations due to the high-risk nature of these works i.e., fire safety works protecting the means of escape for both residents and the rescue services.

Why is it a QLTA, rather than a Section 20? These sound like one-off works, rather than continuing maintenance.

Please do take the time to watch a short (5 minute) film which explains what a Section 20 notice is and a QLTA: bit.ly/S20Film. These will be one off works to each building but, overall, there will be a programme of works to cover 2024/25 – 2028/29. It may be the case, that the fire risk assessment for your building determines no works are necessary and therefore, there will be no works or charges.

If this goes under a QLTA, will the costs appear in the day to day service charges? If so, under which category?

The works will be billed via a final account invoice so not with the day-to-day service charges. If your building does have works, you will be informed about time scales and the billing time frame.

