|  |
| --- |
| «Title» «Initial» «LastName»«Address1»«Address2»«Address3»«Address4»«PostCode» |

25th June 2021

Dear «Title» «LastName»;

**Banstead Wood Management Co Ltd (BWMCL) – Major works at Rendel House and Storage Units**

This notice is to accompany the statement of estimates in relation to the proposed external and internal decoration of all blocks at Rendel House and the storage units issued on 22nd June 2021 (copy attached). Also, a letter from the Directors of BWMCL explaining the issues that they were presented with, and the decisions made is attached.

Smith Baxter has been employed by BWMCL to prepare the specification of works, tender analysis and to oversee the project from start to finish. There has been a slight delay in issuing this Statement of Estimates because the original estimates for all the works was considerably higher than initially anticipated. The reason for this is: the project now includes extensive remedial roof works to 28-29 Rendel and drainage works to the ground floor terraces in addition to the routine internal and external decorations, as well as high scaffolding costs. If the works were to proceed as one project, then the service charge for Rendel External would need to increase considerably which would result in the 2021/22 annual service charge for leaseholders of Rendel being more than £6,000. The directors were concerned about this and after many site meetings with the surveyor, James Sheppard, it was agreed to list the works in a priority order and split them into two phases (Phase 1 & Phase 2), as detailed in the attached Statement of Estimates and explained in the attached Directors letter.

Splitting the works into phases will allow the estate to collect the required funds of £140,000 over the next two years in 2021/22 & 2022/23. It will also mean that Rendel residents will have a break from having scaffolding around their building this year, except for the urgent works to 28/29 Rendel and other roof work. It is anticipated to start Phase 1 in this calendar year, subject to weather and guidance from the Government concerning the Covid-19 restrictions.

As with the last major works at Rendel, the Directors of BWMCL, Heritage and Smith Baxter would like to offer a site meeting to Rendel leaseholders to discuss the planned works in more detail. This meeting will be held providing there is sufficient interest from leaseholders to discuss these works. Therefore, please note your interest for the meeting by emailing kb@heritage-management.co.uk by close of business Friday 2nd July 2021. If there is a small group of leaseholders wishing to discuss the work, a meeting may be held via Zoom instead.

The estimates in respect of the proposed works are listed in the notice attached. The directors of BWMCL will make a final choice of contractor at the end of the consultation period on **28th July 2021.** The Directors will take into consideration all written observations received within the given period before appointing a contractor to carry out the works.

Please note that these works are to be funded from four different charging sectors including Rendel External, Rendel Internal, 28-29 Rendel Internal and Estate A.

Should you have any queries or require any assistance please do not hesitate to contact me.

Yours sincerely,



Katy Brown MIRPM AssocRICS

HERITAGE MANAGEMENT LIMITED

Duly authorised agent of Banstead Wood Management Co Limited

|  |
| --- |
| «Title» «Initial» «LastName»«Address1»«Address2»«Address3»«Address4»«PostCode» |

25th June 2021

Dear «Title» «LastName»;

**Section 20 Notice – Banstead Wood Management Co Ltd**

**Statement of Estimates in relation to proposed works at: Flats 1-42 Rendel House, Elizabeth Drive, Banstead, Surrey SM7 2FA**

This notice is given pursuant to the notice of intention to carry out works issued on 8th January 2021. The consultation period in respect of the notice of intention ended on 13th February 2021. One written observation was received in connection with the consultation process asking whether the external works are essential and if so when and how long they will take to complete. The observation was responded to as follows: The planned works are necessary and in accordance with the lease to ensure BWMCL fulfil its repairing obligations in maintaining the building and keeping it in a good work order. At the time of the response the start date ~~of~~ and the length of the works was unknown.

Smith Baxter Surveyors have been employed by the Directors to produce specification of works, obtain tenders and oversee the proposed works. Suitable contractors were invited including C&N Building Services, Woodgrove Contractors, Inside and Out Ltd and Brush Strokes from whom Smith Baxter sought tenders for the internal and external decoration of Rendel including 28-29 Rendel and the storage units. Brush Strokes were unable to submit a cost for any of the roofing works or drainage works. Given that Brush Strokes tender for decorating was still the highest, even without the inclusion of the high-cost items (roof and drainage), their tender has been discounted from the tender analysis. Only the remaining three contractors were invited to revise their estimates splitting the works into two phases as detailed below. The estimates received for these works are as follows: -

|  |  |
| --- | --- |
| **CONTRACTOR** | **ESTIMATES** |
|  | **PHASE 1** | **PHASE 2**  | **TOTAL for PHASES 1 & 2** |
| C&N Building Services | £92,955.00+VAT | £144,310.00+VAT | £237,265.00+VAT |
| Woodgrove Contractors | £107,484.00+VAT | £135,629.00 +VAT | £243,113.00+VAT |
| Inside & Out Limited | £107,740.00+VAT | £148,850.00+VAT | £256,590.00+VAT |

The **Phase 1** includes estimates for preliminary works, scaffolding for external works, internal and external decoration of the storage units, all internal works to all Rendel blocks, external work to 28-29 Rendel, drainage to the terraced balconies and repairs to leaking roof at Rendel. The **Phase 2** includes estimates for preliminary works, scaffolding and for external work to the rest of the Rendel (excluding decoration of the balcony wooden windows and doors frames and the water tower).

In addition to the above contractor’s cost, Smith Baxter will levy a charge of 8% of the contract sum (plus VAT and expenses). Heritage have levied an administration charge for completing the legal procedure under section 20 Notice at £840+VAT. A further contingency of 5% to the contract sum will be added to the contractor’s cost to cover any unforeseen circumstances.

All of the estimates obtained may be inspected at the offices of Heritage Management Limited, Paxton House, Waterhouse Lane, Kingswood, Surrey KT20 6EJ, by prior appointment (Tel: 01737 850260), or you can request an electronic copy via email.

We invite you to make written observations in relation to the estimates by sending them to Banstead Wood Management Co Ltd, c/o Heritage Management Limited, Paxton House, Waterhouse Lane, Kingswood, Surrey KT20 6EJ. Observations must be received within the consultation period of 30 days from the date of the notice. The consultation period will end on **28th July 2021.**

Yours sincerely,



Katy Brown MIRPM AssocRICS

HERITAGE MANAGEMENT LIMITED

Duly authorised agent of Banstead Wood Management Co Ltd