



**GOULDEN  
HOUSE**  
CO - OPERATIVE

Estate Office  
Entrance A  
Bullen Street  
Battersea  
London SW11 3HF

T 020 7924 5213  
F 020 7924 5441  
E office@gouldenhouse.org

**Date: 2nd October 2020**

Dear Resident,

### Notice of Intention – Replacement of Communal Extractor Fans with Individual Systems

We are writing to you regarding the letter from Wandsworth Borough Council (WBC) Notice of Intention – Replacement of Communal Extractor Fans with Individual Systems.

You have received this letter because as a leaseholder, you have the right to be consulted if the landlord carries out major works for which you will be asked to pay as defined under Section 20 of the Landlord and Tenant Act 1985 as amended. This consultation process for major works has three stages:

- **First stage** – a notice of intention to do the works. The Notice must generally describe the proposed works, state the reasons for considering the proposed works, and invite leaseholders to make written observations within 30 days. The correspondence address for observations should be stated within the Notice as well. The importance of the Notice of Intention is that it offers lessees with the opportunity to provide the name of a contractor from whom the WBC should try to obtain an estimate for the proposed works.
- **Second stage** – notification of estimates obtained by the landlord. At the expiration of the 30 day consultation period, at least two estimates should be obtained: one of these estimates must be from a person completely independent of the WBC. If nominations were made within the consultation period, then estimates should have been obtained from at least one of these nominations. WBC must then provide a “Statement of Estimates” which sets out the details of estimates that have been obtained and a summary of observations received within the consultation period. Any estimates that have been obtained must be available for inspection by the lessees, including estimates obtained from nominated contractors.
- **Third stage** – notification of award of contract. If, at the expiration of the consultation period, the chosen contractor did not provide the lowest estimate, then a “Notice of Reasons” must be served upon all lessees. This essentially states the WBC’s reasons for awarding the contract. It is worth noting that if a nominee is chosen to carry out the works, and they didn’t provide the lowest estimate, then although the requirements of Section 20 have been fulfilled, it would be prudent to serve a Notice of Reasons because that estimate could be tested for reasonableness by the Leasehold Valuation Tribunal (LVT) under Section 19 of the 1985 Landlord & Tenant Act.

We are currently at the first stage – a notice of intention.

The notice of intension should explain the reasons for the proposed works, its estimated cost and the summary of the work the WBC plans to carry out (the replacement of the obsolete communal extractor fan system with an individual system for each flat which will be ducted to the outside).

### Existing Extractor Fans

The existing ventilation system works using large communal extractor fans based on the roof. The fans are located above the shaft in the middle of each section of the building. The bathrooms extractor vents are ducted to the shaft, through which the air is 'pulled' and extracted by the fans located on the roof into the air above the building. The fans are extracting the odours and damp air from your bathrooms ensuring the quality of air in your household is good and your property doesn't suffer from damp and lingering odours.

The issue with the current system is that some of the fans are old and aren't working properly, or as well as they should be, which results in some of the households suffering from recurring damp, and/or lesser quality of the air. In the letter WBC has advised that the existing system is currently not meeting the building and fire regulation standards, hence they deem it obsolete.

### Proposed Ventilation System

The new system proposed by the WBC will replace the communal extractor fan system with an individual system for each flat. Under the proposed system each household should have an individual extractor fan pulling the air out of your bathroom and toilet (if separate). The extractors will be ducted to your window and/or balcony area and will extract the odours out of your household in the suggested manner. The existing roof fans and associated controls will be removed and existing ducts and grills sealed.

The notice invites you as a leaseholder to give your opinions (observations) in writing within 30 days by Wednesday 28th October 2020. Unfortunately, due to the government's advice regarding "non-essential" travel and contact with others the WBC cannot arrange a consultation meeting. Therefore, if you have any questions, concerns, objections or comments regarding the proposed works, please contact either Mr. Nick Grason (Consultant Officer) or Peter Hedges (Project Controller). Please use this opportunity to exercise your right and put your opinions and reservations regarding the proposed works forward and request any additional information that you deem necessary to satisfy your concerns.

And finally, the notice also informs leaseholders of their right to give the name (nominate) of an independent contractor to be contacted by the WBC to give a quote for the works. A nominated independent contractor can provide an estimate for the carrying out of the proposed works or an alternative work that will provide a solution to keep the existing extractor system that is also fully building and fire compliant. The landlord must have regard to any observation received by the due date and seek estimates from nominated contractors where applicable.

As per WBC letter the person(s) to email your queries are:

- Nick Grason (Consultant Officer, further contact details are on the top of the WBC letter); email: [nick.grason@richmondandwandsworth.gov.uk](mailto:nick.grason@richmondandwandsworth.gov.uk);
- Peter Hedges (Project Controller); email: [peterhedges@richmondandwandsworth.gov.uk](mailto:peterhedges@richmondandwandsworth.gov.uk)

We hope you find this letter helpful, useful, and informative. Please note if you have any questions or queries for the Committee please email directly (with your consent allowing us to contact you via email so we are compliant under the GDPR legislations) to an independent email address at: [gouldenhouse1111@gmail.com](mailto:gouldenhouse1111@gmail.com), alternatively send it to the Goulden House the Co-operative Office, FAO: The Committee.

Yours faithfully,

For and on behalf of Goulden House Co-operative Committee