

Project Details and Leaseholder Communication



Inside
The Box
Advisory

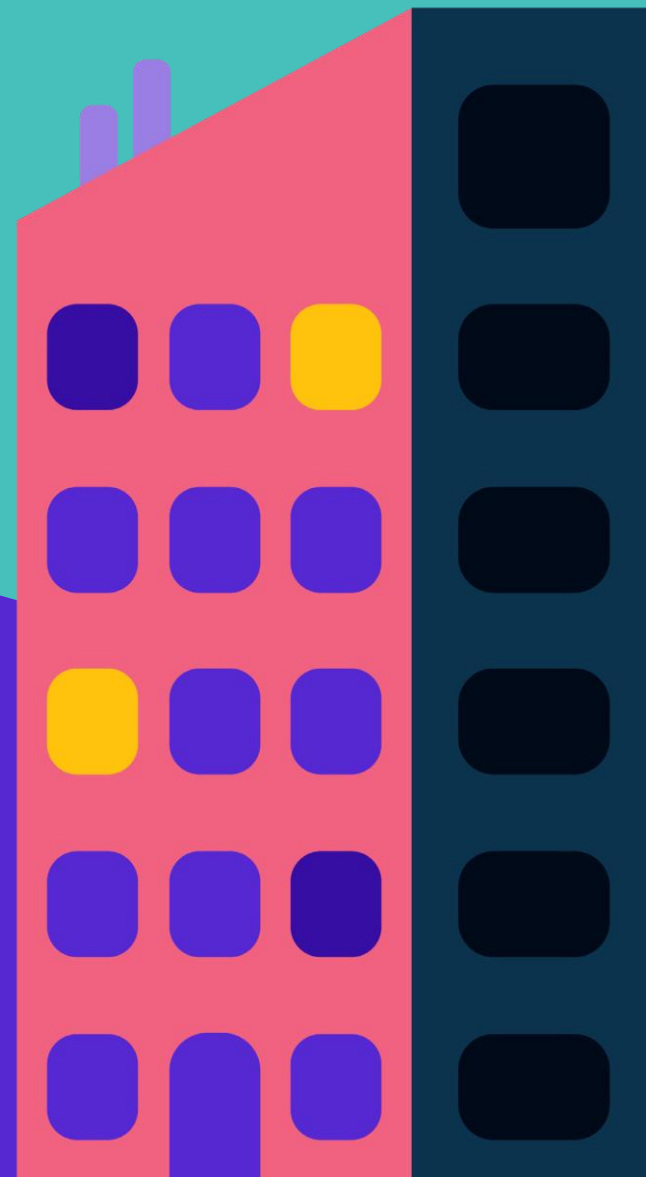




Inside
The Box
Advisory

One Warrington Gardens

Application to the Cladding Safety Scheme



Why and How

The CSS have issued new guidance on leaseholder communications. They have advised that there must be communications issued at 8 star stages of the project. These have been templated within this document to be updated, saved and issued to the leaseholders.

Organisation charts and glossaries have also been saved in this document.

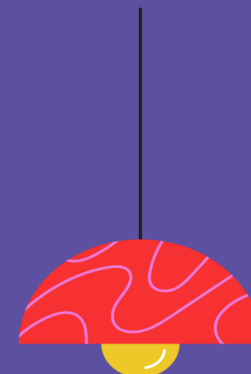
The CSS require these to be sent as a minimum requirement. As such, I have also templated a weekly update to be issued to the leaseholders.

I have also templated a GANTT chart which can be made available upon request.



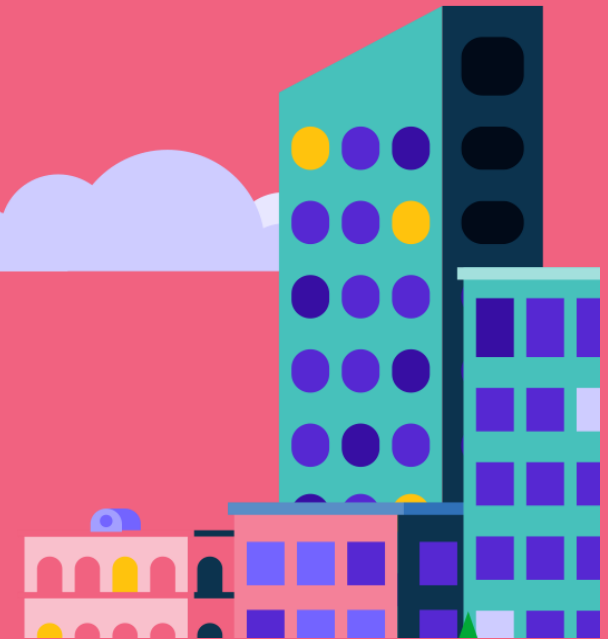
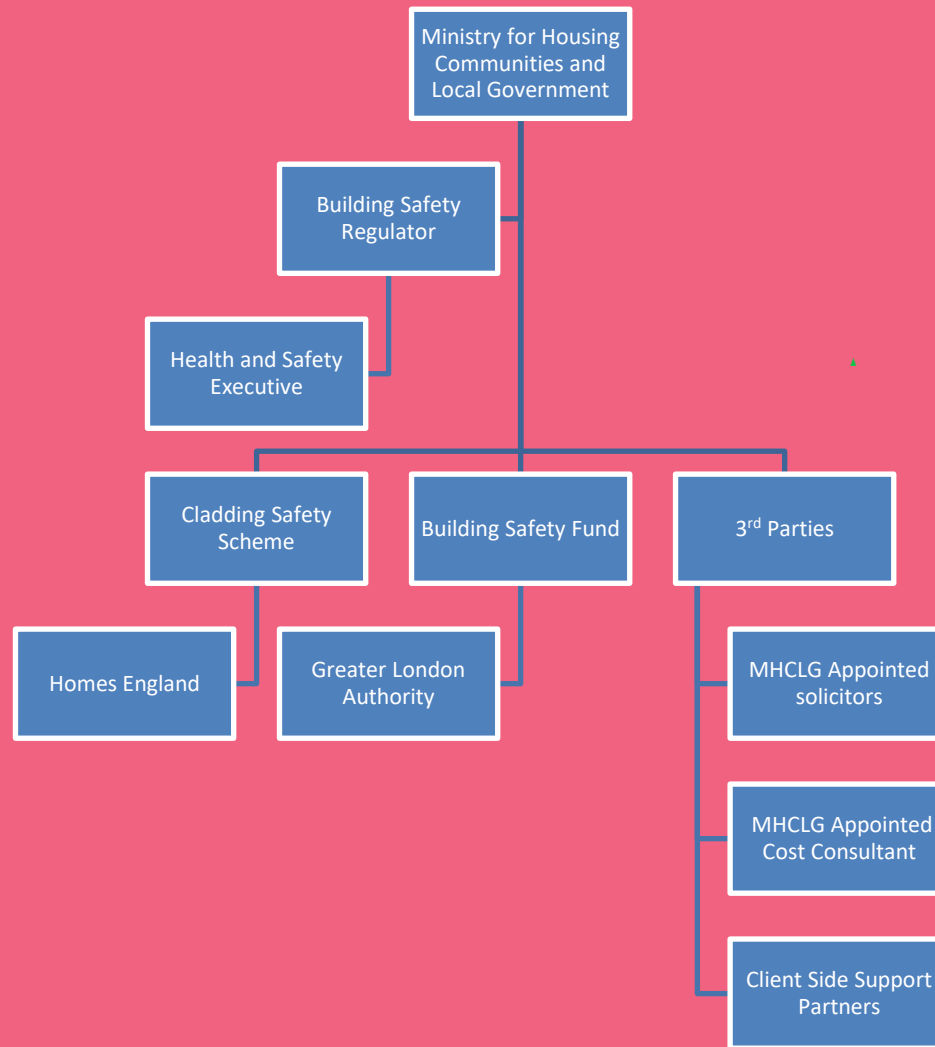
Glossary

Please refer to common terms and their meaning which will assist leaseholders in understanding frequently used terms throughout the course of the project.

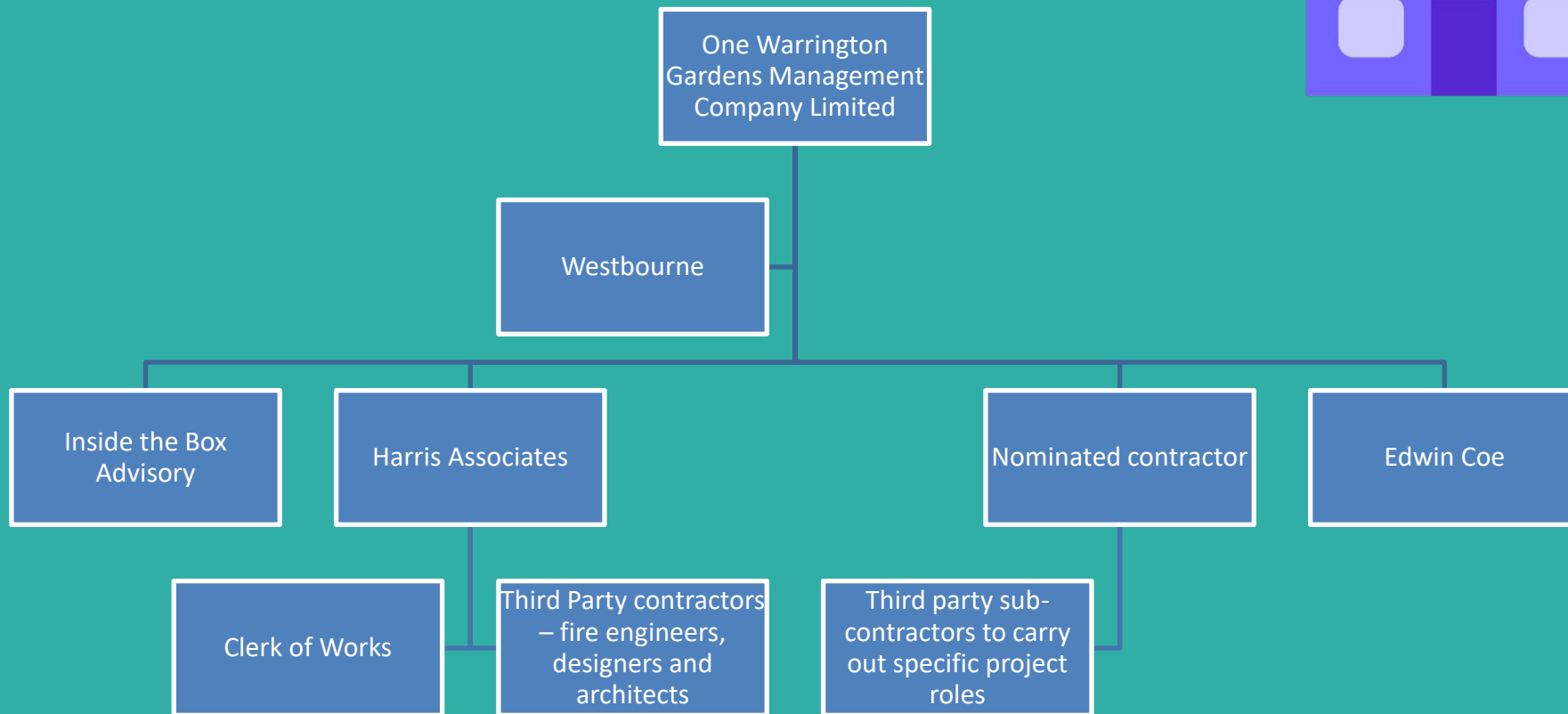


Term	Meaning
One Warrington Gardens (Freehold) Limited	Freeholder – typically the project Applicant responsible under the term of the lease
One Warrington Gardens Management Company Limited	Residents' Association/ Management Company
Harris Associates	Project Manager
ITBA	Inside the Box Advisory - Applicants' representative
Westbourne Management Company	Managing Agent
Edwin Coe	Solicitor responsible for reviewing appointments and contracts
CSS	Cladding Safety Scheme – responsible for funding for all buildings over 11m and over 18m outside of Greater London
HE	Homes England – Working partners with CSS
PTS	Pre-tender support. Funding provided early in the project to keep the project moving before full funding is received
GFA	Grant Funding Agreement – legal document to be signed by the applicant with contains the rights and responsibilities of all the parties
FRAEW	Fire Risk Assessment of External Wall System
BSA	Building Safety Act 2022 – Legislation guiding the funding and new building requirements for buildings in England and Wales
MHCLG	Ministry of Housing, Communities and Local Government
BSR	Building Safety Regulator – responsible for approving works to buildings over 18m
HSE	Health and Safety Executive – agency responsible for BSR applications
CSSP	Client Side Support – provided by the CSS or BSF to assist delayed projects

Organisation chart - Government



Organisation chart – project team



Cladding Safety Scheme Leaseholder Information Sources

Please refer to the below links that will assist you with any queries you may have

[Cladding Safety Scheme – Information for leaseholders and residents - GOV.UK](#)

[Home - The Leasehold Advisory Service \(lease-advice.org\)](#)

[Leaseholder and resident information on the Cladding Safety Scheme \(CSS\) - GOV.UK \(www.gov.uk\)](#)

[Information for leaseholders and other residents on fire safety and remediation](#)

[Check if you'll have to pay to fix safety problems with your building - GOV.UK \(www.gov.uk\)](#)

[Code of Practice for the remediation of residential buildings - GOV.UK \(www.gov.uk\)](#)

[List of developers who have signed building safety repairs pledge - GOV.UK \(www.gov.uk\)](#)

[PAS 9980:2022 Fire Risk Appraisal | BSI \(bsigroup.com\)](#)



Application Stages – Cladding Safety Scheme

Eligibility

This is the initial stage and involves completing the initial eligibility submission which is submitted to the CSS online to allow them to assess the building and the FRAEW.

Stage 1 – legal due diligence

This involves submitting details of the building, the lease, and the legal set up to establish whether the building is eligible legally to receive funding.

Pre-tender support

In order to carry out a full contract tender submission (as required by the BSF), we will apply for advance funding, known as pre-tender support or PTS. The CSS review the scope of the works outlined in the FRAEW and make an offer of pre-tender support. In order to receive the pre-tender support, the applicant is required to sign a Grant Funding Agreement and we are required to provide bank details to receive payment. Both these actions have been completed and funds have been received, therefore completing this stage.

Stage 2 application – Compile works package

This will require the applicant to go out to a competitive tender and provide information relating to the works package to the CSS. The full tender can take around 3 months at least and will provide at the end a fully itemised works programme along with project costs. This will be submitted to the CSS and reviewed internally, along with various appointment documents and key project information. Once the CSS are satisfied with the information they have received, the project will be passed to a cost consultant for final approval. The cost consultant is appointed on behalf of the CSS and is the party with the full and final authority to determine the funding that will be awarded to us.

FAB Approval

Once the CSS and cost consultant have interrogated the tender submission and stage 2 application, the project will be passed to MHCLG who will give the final approval at a Financial Approval Board meetings, which are held every fortnight.

Signing of Legal Documents

Once final FAB approval has been received, we will be provided with a set of documents which will need to be completed to allow the CSS to release funding to us. We will work closely with solicitors at this stage to ensure that the legal documents are completed correctly.

Final accounts

At the end of the project, we will submit final accounts to the BSF and receive a final balancing payment to close out the project.



Star Stage 1 – Application Submitted

We can confirm on behalf of the applicant, One Warrington Gardens Management Company Limited, that an application has been made to the Cladding Safety Scheme in order to remediate the external wall system at One Warrington Gardens.

The FRAEW has been submitted for review, with the following items listed being considered for eligibility

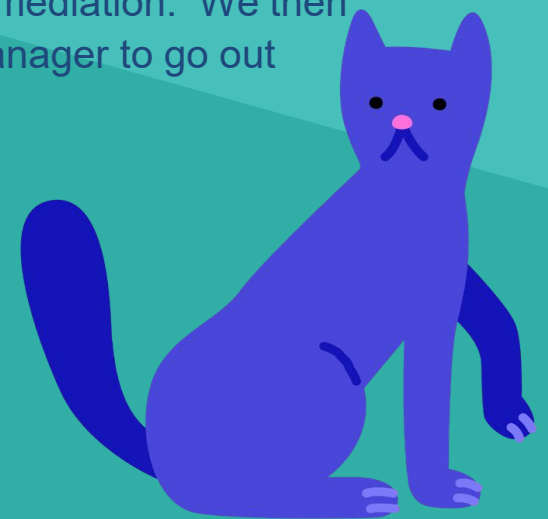
- ETICS render and EPS foam insulation

The FRAEW can be made available upon request.

No interim measures have been made available.

The CSS have reviewed the FRAEW and determined these items are eligible for remediation. We then proceeded to applying for Pre-tender support. This funding will allow the project manager to go out to the market for tender and submit stage 2 of the application.

A copy of the fire strategy can be made available upon request.



Star Stage 2 – Eligibility and Acceptance

We can confirm that the CSS have approved eligibility for the following wall types at One Warrington Gardens.

- ETICS render and EPS foam insulation

A copy of the eligibility letter issued by the CSS can be made available upon request.

We have applied to the CSS for Pre-Tender Support and the Project Manager has completed the tender specification and then approached at least 4 contractors who satisfy the Project Manager Pre-Qualification Questionnaire.

The CSS Leaseholder page and surveys are available via the link below.

[Cladding Safety Scheme – Information for leaseholders and residents - GOV.UK](#)

We will continue to update leaseholders on a weekly basis, as well as providing updates at the 8 Star Stages as specified by the CSS.

To date there are no ineligible works that have been identified.

Star Stage 3 – Design Stage

We can confirm that the following parties have been appointed to complete the design.

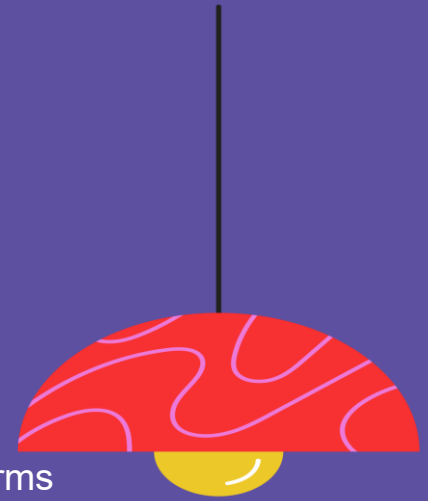
- Harris Associates
- Part B
- CDM

A tender return has been submitted and Clarke Facades have been identified as the preferred contractor. Clarke are carrying out the Pre Contract Services Agreement requirements, which forms part of a two-stage tender programme. Once this is complete, a submission will be made to the relevant authorities.

A GANTT chart for the project programme can be provided upon request.

A project design team will be set up with the Project Manager, Property Manager, Inside the Box as well as the relevant members of the design team.

We can also confirm that a document library will be set up to include copies of the tender specification identifying the works that are required and once the tenders have been received and analysed, the analysis will also be made available. Reports and recommendations from the design team will be saved alongside the tender specification and analysis, and the FRAEW.



For any queries regarding building safety – please contact

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