

Reply to:

Lindsay Jenkins
Communications co-ordinator
Property Services

Telephone: 0800 358 3783
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www.cwh.org.uk

Date: 3 October 2018

Dear

Millbank estate major works – project S159

I am writing to provide an update in regards to the upcoming major works planned to your home. Your block is scheduled for work next year and it will be carried out by our term partnering contractor, United Living.

Blocks included in the works

The blocks included in the project are Gainsborough, Hogarth, Maclise, Millais, Morland, Mulready, Reynolds, Wilkie Houses and MEMO estate office.

Summary of the scope of works:

- Brickwork repairs
- Window repairs and redecoration
- Replace flat entrance doors
- Repair communal doors
- Timber repairs
- Metalwork repairs
- External decorations
- Communal decorations and flooring
- Roof repairs
- Repair and clean rainwater goods below ground drainage systems
- FRA works

Residents meeting – 23 October 2018

We would like to invite you to a residents meeting to discuss the project. The purpose of the meeting is to provide you with information on what work is involved, how it may affect you and approximate timescales.

The CityWest Homes' project team will be there to carry out short presentations and answer any questions you may have.

The meeting will take place on **Tuesday 23 October at MEMO hall, Reynolds House courtyard, Erasmus Street, SW1P 4HP**. The meeting will start with introductions at **6.30pm** then the presentations will start at **6.35pm** and the meeting will finish at **8pm**.

If you are unable to attend the meeting but have any questions, please contact me via email ljenkins@cwh.org.uk.

Next steps

Following the update meeting United Living will develop plans for the delivery of the major work. This is called the Project Execution Plan (PEP). Once this plan is approved by CityWest Homes, we will publish it on our website and arrange another meeting with residents.

More information

You can get the latest information about this project on our website at www.cwh.org.uk/S159. Alternatively, if you have any questions, please email me ljenkins@cwh.org.uk.

Yours sincerely



Lindsay Jenkins
Communications co-ordinator