

Westminster City Hall  
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London SW1E 6QP

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Tel : 0800 358 3783

Date: 1 November 2022

**Ref: X103**

Dear Resident,

### **Marylebone Refurbishment Works (Project X103) - Invitation to residents meeting**

We wrote to you recently on 24.11.22 and have invited you to attend an Introductory Meeting to find out more about the planned works to 19 Balcombe Street, 22-30 Balcombe street, 38-47 Chapel Street, Crawford Mansions, 52a-56a Crawford Street, 7-15 Homer Row and Sidmouth House.

I would like to inform you that the meeting that was arranged on Thursday 08 December has now been cancelled. **The rescheduled date for the Introductory Meeting is below:**

#### **Residents meeting**

We are holding a meeting to outline the works proposed, ask for your feedback, answer questions, or address any concerns you may have.

#### **Details of the meeting**

**Date:** Thursday 15 December 2022

**Time:** 6:30pm to 7:45pm

**Location:** London Business School, Sammy Ofer Centre, 117 Marylebone Road, London NW1 5PT

**Room:** SO.E1.03 and SO.E1.04

Please arrive on time at the welcome desk where we will provide a short fire safety briefing before we start the meeting. If you are unable to attend and have any queries about the works, please get in touch using the details at the bottom of this letter.

#### **What works are you proposing?**

We have carried out some initial inspections of your building to establish what needs to be done. Based on these inspections, the works proposed include:

- Internal and external repairs and redecorations to the building fabric.
- Window replacements.
- Flat roof repairs (Balcombe Street, Chapel Place and Sidmouth House).

- Environmental improvements, where required.
- Communal flooring replacements/repairs, where required.
- New door entry system.

### Who is doing the work?

At the start of 2018, we entered a ten-year partnering contract with two contractors to deliver major works across the City. The contractor appointed to deliver the works in and around your home is United Living.

### When will the works start?

The project is at the first stage of the preparatory works, and we do not have exact dates now. However, based on the current timetable, we would expect United Living to be ready to start these works in Spring 2024.

We will write to update you at each stage, hold meetings and publish the relevant documents on our website for your information.

### Find out more

Major works projects need a considerable amount of organising before they start. There are several stages that need to happen before the works start, including formal consultation with leaseholders via a Section 20 Notice of Estimate. We have produced a guide to major works to explain what to expect at each stage of a project, including our commitments to you and how you can help or get involved.

You can read the guide by visiting [www.westminster.gov.uk/housing/major-works](http://www.westminster.gov.uk/housing/major-works). If you would like a paper copy of this guide, please get in touch using the details below.

### Next steps

After the meeting we will send a summary of the key points raised for the benefit of those not able to attend.

If you would prefer to receive updates about these works via email, rather than post, please get in touch to ensure you are added to our email update list. Please be assured that your email will only be used for the purpose of updates about these works.

You can contact us by:

- Calling Westminster City Council Housing on **0800 358 3783** (freephone) - ask to speak to Shah Alam in the Resident Advocacy Team.
- Emailing [housing.enquiries@westminster.gov.uk](mailto:housing.enquiries@westminster.gov.uk), please quote reference 'project X103'.

Yours sincerely



Shah Alam  
Resident Advocate