

**Reply to:**

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Date: 12 September 2018

Dear

**Churchill Gardens and Russell House major works – phase 6 (project T168)**

Thank you to those residents able to make the meeting in August to discuss the major works at Churchill Gardens and Russell House.

As promised we would like to invite you to another meeting to outline the new major works process, set out the scope of work, explain how the scope has been developed by CityWest Homes, the next steps and talk about opportunities for you to get involved.

**Scope of work**

- External decorations
- Internal decorations
- Window repairs / replacement (where necessary)
- Structural/concrete/brickwork repairs
- Asphalt repair or renewal
- Roof works
- Timber repairs
- Communal window repairs
- Metalwork repairs
- Electrical works
- Tidy cables on exterior of the blocks
- Fire stopping works (FRA)
- New kitchen and bathroom fans, if required (tenants only)
- Estate and drainage works
- Roof access and security works
- Water tanks and associated works
- Balcony works

At the meeting there will be representatives from the CityWest Homes teams that drafted the scope of work, who will monitor the delivery of the work, leasehold operations and the contractor United Living.

## **Meeting details**

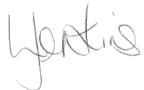
Date: Tuesday 2 October 2018  
Time: 6.30pm to 8pm (briefings will start at 6.40pm)  
Venue: Churchill Garden community hall, main hall, Churchill Gardens estate

There will be a number of briefings from the different teams and then a question and answer session. Included with this letter is the agenda the evening will follow.

If you are unable to attend the meeting and have any questions, please email me via email [ljenkins@cwh.org.uk](mailto:ljenkins@cwh.org.uk).

I look forward to seeing as many of you as possible. In the meantime if you have any questions, please don't hesitate to contact me.

Yours sincerely



**Lindsay Jenkins**  
Communications co-ordinator, Property Services