



Westminster City Hall  
64 Victoria Street  
London SW1E 6QP

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Date: 5 August 2022

**Project ref: T168**

Dear Resident

### **Churchill Gardens Phase 6 Major Works (Project ref - T168) – Survey Appointments**

We are pleased to tell you that the development of the major works planned at your block is well under way. Our major works term contractor United Living, need to carry out surveys in your home and to the block, these surveys are important to form the final design of the project.

#### **Surveys in your home**

The surveys are expected to take up to one hour to complete.

- **Flat entrance doors (FED)** – if you are a tenant, we will be replacing your flat entrance door, therefore we need to carry out a survey of your existing door and frame. The architrave will be removed and put back during the survey.
- **Windows** – a survey of all your windows is needed to establish the level of repair required.
- **Measured survey** – this involves taking measurements of your home to produce an accurate floor plan of the block.

#### **Surveys to the block**

- **Fire Risk Assessment** – a survey of the communal areas will be carried out by Ace Construction Ltd.
- **Structural Engineer survey** – this involves a visual inspection of all areas of the block. This survey is expected to take two hours and will be carried out by Stephen Wilson Partnership.



**Survey dates and appointments**

The surveys will be carried out over three days on Thursday 8th, Friday 13th and Thursday 15th September 2022.

The contractor will be moving between blocks, so unable to offer specific appointments. You can choose between the morning slot, **9am to 1pm** or the afternoon slot, **1pm to 5pm**.

To book your survey appointment, please contact Phuong Doan, Resident Advocate by:

- Calling Westminster City Council Housing on **0800 358 3783** – ask to speak to Phuong Doan in the Resident Advocacy Team.
- Emailing [residentadvocates@westminster.gov.uk](mailto:residentadvocates@westminster.gov.uk) and quote project T168.

When you get in touch to make the appointment, please choose your preferred day and slot.

Please note that members of the resident advocate team will also be calling residents to book appointments.

Yours sincerely

**Phuong Doan**  
Resident Advocate  
Growth, Planning and Housing