



Westminster City Hall
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London SW1E 6QP

Lindsay Jenkins
Resident Advocate

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Date: 25 July 2022

Ref: Russell House

Dear Resident

Russell House Major Works (project T168b) - Invitation to residents meeting

We are pleased to tell you that we are planning a range of works to Russell House. This is known as Major Works. Major Works are large, planned works, such as repairs or renewal to the exterior and communal parts of buildings.

Proposed works

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

- Roof replacement
- Communal Walkway works
- Balcony works – tenants only
- Drainage works
- External repairs
- Window renewal
- External Decorations
- Electrical works
- Bin/Pram Shed works
- Fire Safety works
- Ventilation works – tenants only

Contractor appointed to carry out the works

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.



The Client Brief, which outlines the works is available on request, please use the contact details below.

Start and end dates of the works

The project is at the first stage of the preparatory works, and we don't have exact dates now. However, based on the current timetable, we would expect United Living to be ready to start these works in the financial year 2023/2024.

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

Major works stages

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. If you would like a paper copy of this guide, please get in touch using the details below.

Residents meeting – Wednesday 24 August 2022 at 6.30pm until 8pm

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

The meeting is being in the small bar of Churchill Gardens Community Hall.

We do hope you will be able to join us and look forward to seeing you at the meeting. However, if you are unable to attend and have any queries about the works, please get in contact using the details at the bottom of this letter.

The meeting will be recorded, so if you would like a copy of the recording, please let me know and I will send it by email.

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.



City of Westminster

You can contact me by:

- Calling Westminster City Council Housing on **0800 358 3783** (freephone) - ask to speak to me in the Resident Advocacy Team.
- Emailing ljenkins1@westminster.gov.uk, please quote reference project Russell House T168b.

Yours sincerely

A handwritten signature in black ink that reads "Lindsay Jenkins". The signature is written in a cursive style with a large initial "L".

Lindsay Jenkins
Resident Advocate
Growth, Planning and Housing