

**Reply to:**

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Date: 15 November 2018

Dear

**Brunel estate ventilation and fire safety works (project X253)**

We wrote to you earlier this year to advise that we are planning to carry out works to the communal ventilation system at your block.

Our contractor, Axis, has now reviewed the works required and drafted an initial Project Execution Plan (PEP). A copy of the plan has been uploaded to our website and available for all residents to view: [www.cwh.org.uk/brunel-estate-ventilation-x253](http://www.cwh.org.uk/brunel-estate-ventilation-x253)

**What does the work include?**

In summary, the work includes:

- Replacing the communal extract fans, silencers, local ductwork, dampers and controls in the plantroom.
- Cleaning all ventilation ductwork (communal and in-flat).
- In-flat works to include replacement grille, control damper and fire dampers.
- Electrical works associated with the vents.
- Emergency lighting upgrades within the plantroom.
- Fire stopping works (communal area only).
- Replacements of tenants' flat entrance doors at Keyham House, with an option for leaseholders to purchase doors.

**I am a leaseholder when will I get my S20 Notice of Estimate?**

As part of our new major works process, leaseholders have already received our initial budget estimates for these works as part of your April and October 2018 service charge bills. We had intended to then send Section 20 notice of estimate costs to leaseholders based on Axis' PEP.

Having reviewed Axis' plan for this project however, and considering feedback from residents in other areas, we feel that it is better for the Section 20 notices to be issued later



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in the planning process. This will enable Axis to carry out more detailed surveys in order to provide an accurate cost estimate on which to base the Section 20 notice.

Over the coming weeks, Axis will start to carry out more detailed surveys of all blocks to enable them to finalise a detailed cost plan for these works. We now expect to be able to issue the Section 20 notice and formal consultation with leaseholders in February 2019 .

### **Resident update meeting: Thursday 29 November 2018**

Now we have the initial plan of works from our contractor, we would like to invite residents to meet with us to discuss the PEP. The meeting will be held on 29 November, from 6.30-7.30pm, at Warwick Community Hall, 300 Harrow Road, London W2 5HG. Please see map at the bottom of this page.

The CityWest Homes' project team and the team from Axis will be there to answer any questions you may have. The meeting will consist of a short presentation, starting at 6.45pm, followed by a question and answer session.

### **More information**

As the plans progress for this project, a further residents' meeting will be arranged before work starts onsite. You can also refer to our website at any time as this will be regularly updated with all relevant information regarding the work.

If you cannot make the meeting but have any questions, please let me know and I'll be happy to help. Please call our customer services team and ask to speak to Daren Townsend in the Property Services Team, or you can email me directly at [dtownsend@cwh.org.uk](mailto:dtownsend@cwh.org.uk)

Yours sincerely

*D. Townsend*

**Daren Townsend**

Property Services Communications

