



City of Westminster

Resident Advocate Team
Westminster City Council
64 Victoria Street
London
SW1E 6QP

Customer Reference –
AE108 Foss House Roof Works

Date: 26 February 2024

Foss House,
Carlton Hill,
London NW8 9UY

Dear Resident,

AE108 Foss House Roof Works

Due to the current condition of the roof at Foss House, roof renewal works will need to be undertaken. Westminster City Council has a statutory duty to carry out these emergency works to the roof, instead of waiting carry out these works during our next cyclical programme.

The roof works will be a renewal of the existing roof system. These works will be carried out by Morgan Sindall, our repairs contractor appointed under the Minor Projects, Repairs and Voids Contract.

We would like to carry out a home visit to your property, to discuss the works further. The home visit will be carried out by the Client Surveyor and Resident Advocate, the planned date:

- **Thursday 5th March 2024**
- **Between 11am - 1pm**

Get in touch. Please confirm if this date and time frame is convenient, if not another appointment can be arranged.
If you have any questions regarding the display event, please contact Paula Forrester from the Resident Advocacy Team by:

- Calling Westminster City Council Housing on **0800 358 3783** (freephone) - ask to speak to Paula Forrester in the Resident Advocacy Team.
Emailing residentadvocates@westminster.gov.uk, please quote reference: ‘

Yours sincerely

P Forrester

Paula Forrester
Resident Advocate

Foss House Roof Work

AE108

