



City of Westminster

Westminster City Hall
64 Victoria Street
London SW1E 6QP

**To the residents of Hall and
Braithwaite Towers**

Amoy Ing
Property Services Communications Team

Tel: 0800 358 3783
housing.enquiries@westminster.gov.uk

Date: 29 August 2019

Ref: X254

Dear Resident,

Planned ventilation, fire safety and emergency lighting works - Hall and Braithwaite Towers (project X254)

Thank you for your patience while we worked with our service provider, Axis, to finalise the plans for the major works to your home.

Axis has completed the detailed planning for the project and Westminster City Council has agreed their Service Providers Proposal. A copy of Axis' proposals has been uploaded to our website and available to view:
www.westminster.gov.uk/yourhousing/x254

What does the work include

Westminster City Council is planning on carrying out ventilation, fire safety and electrical work. A detailed table of works is enclosed.

Residents' meeting – Tuesday 10 September 2019

We are holding a residents' meeting to give you the chance to ask questions about the planned work. Representatives from Axis and Westminster City Council will be there to discuss the work involved, how it may affect you, the key milestones and the approximate timescales.

The meeting will take place on the evening of **Tuesday 10 September** at the **City of Westminster College, Paddington Green Campus, Paddington Green, London W2 1NB**. Please ask at reception for the Boardroom Suite.

The meeting will start promptly at 6.30pm and end 8pm. There will be a short presentation by Axis at 6:45pm, followed by a question and answer session.



What can I do if I cannot make this event

We do hope that 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 questions about the planned works, I will be happy to help. Please quote reference '**project X254**'.

Please contact me by:

- Calling Westminster City Council (Housing) on **0800 358 3783** (freephone) – ask to speak to Amoy Ing in the Property Services Team
- Emailing me via aing@westminster.gov.uk, quoting reference X254

Yours sincerely

Amoy Ing
Property Services Communications team