



Westminster City Hall  
64 Victoria Street  
London SW1E 6QP

Housing Enquiries  
Tel : 0800 358 3783

Date: 19 September  
2023

**Ref: X103**

Dear Resident,

**Re: Window Inspection (X103 Marylebone Refurbishment Project)**

Following our resident meeting on 15 December 2022 and the distribution of the Q&A sheet on 13 May 2023. We have received numerous responses from residents expressing their views regarding the windows as part of the major works plan.

We want to reassure you that we have taken your feedback into consideration, and our Project Surveyor has arranged window inspections for your block. During these inspections, we will assess whether the windows will require replacement or repair.

**Window Inspection Details:**

Dates: Monday 02 October and Tuesday 03 October 2023

Time: 10:30 am to 3:30 pm.

Duration: Approximately 20 minutes.

Surveyor: Ben Beer from Playle & Partners

We will be inspecting 37 properties across 19 Balcombe Street, 22-30 Balcombe Street, 38-47 Chapel Street, Crawford Mansions, 52a-56a Crawford Street, 7-15 Homer Row and Sidmouth House.

**To Guarantee a Visit:**

Please email [salam@westminster.gov.uk](mailto:salam@westminster.gov.uk) with your full name and address, and quote 'X103 Window Inspection' in the subject line, or call the customer service line on 0800 358 3783 and leave a message for Shah Alam from the Resident Advocacy team.

Thank you for your cooperation.

Yours sincerely

Shah Alam  
Resident Advocate