



City of Westminster

Corporate Property
Westminster City Council
64 Victoria Street
London
SW1E 6QP

Date: 21st September 2023

Dear Residents and Leaseholders

We are writing to invite you to an update meeting regarding various matters.

The meeting will take place at City Hall, 64 Victoria Street at 6pm-7.30pm on Wednesday 11th October 2023.

Attendees will include:

- Kevin Dey, Head of Health & Safety and Residential Services (WCC) - Chair
- Malcolm McMichael, Project Manager (WCC)
- Phil Owen, Head of Fund Management (WCC)
- Holly Igglesden, Business Improvement Programme Manager (WCC)
- Jennie Roos, Senior Property Manager (FirstPort Group Limited – formerly known as Blenheims)
- Chris Barnard (Atkins Realis – formerly known as Faithful & Gould)

The agenda will include:

1. Welcome and Introductions
2. Update from meeting of 25th July 2023 regarding major works with leaseholders
3. Review of window options
4. Major Works Project Plan
5. Any other business

Please confirm your attendance at this meeting by emailing the team inbox at emanuelhouseproject@westminster.gov.uk. On arrival at City Hall please sign in at reception and wait to be collected.

If you would like to join the meeting remotely, please let Holly Igglesden know via email emanuelhouseproject@westminster.gov.uk by Monday 9th October 2023.

Yours sincerely

Westminster City Council