



# City of Westminster

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

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**Date:** 3rd February 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 Monday 27<sup>th</sup> February 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)
- Lindsey Brown, Senior Property Manager (Blenheims)
- Councillor Boothroyd, Cabinet Member for Finance and Council Reform

The agenda will include:

1. Welcome and Introductions
2. Update from meeting of 24<sup>th</sup> November 2022 regarding major works with leaseholders
3. Update from meeting of 17<sup>th</sup> January 2023 regarding service charges with residents' association
4. Offer of sale of the Freehold
5. Major Works Project Plan
6. Any other business

Please confirm your attendance at this meeting by emailing the team inbox at [emanuelhouseproject@westminster.gov.uk](mailto: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](mailto:emanuelhouseproject@westminster.gov.uk) by Thursday 23<sup>rd</sup> February 2023.

Yours sincerely

Westminster City Council