



City of Westminster

Westminster City Council
64 Victoria Street
London SW1V 6QP

Housing Enquiries
Tel: 0800 3583783

Date: 05 January 2024

Ref: T169

Dear Resident,

Lilestone Estate Major Works Project Execution Plan Update (project T169)

We wrote to you on 28 October 2022 about the next steps in anticipation of the **Project Execution Plan** for Eastlake House, Tadema House and Stanfield House. The project was initially set to start in 2023; however, unexpected circumstances have caused delays in moving this forward to the final stage.

Our contractor, United Living, has assessed the necessary works and developed a Project Execution Plan. This plan outlines the initial plans for delivering the project based on the works identified by Westminster City Council. The Council's Commissioning Team is currently in the process of reviewing the Project Execution Plan.

The work that we will carry out includes:

- Roof repairs
- Window replacement
- Installation of new extractor fans
- Internal and external repairs and redecoration
- Tarmac repairs and resurfacing to car park area
- Repair raised brick planters.

The next steps

Once the Project Execution Plan has been approved and signed off, we will issue a pre-commencement order to the contractor. This gives the contractor permission to move forward with the final design details of the project and this is called the Service Provider Proposal (SPP).

We will write to you again once the PEP and SPP has been approved by the Commissioning Team. The letter will also include an invitation to meet with the contractor, United Living. During this meeting, you will be given the opportunity to ask questions, share your concerns and learn more about the project.



Information for leaseholders

Once the Council has approved the PEP, the Leasehold Operation Team will issue the Section 20 Notice of Estimates.

The notice will set out the description and reasons for each aspect of the work. It will detail the project costs and estimated individual leaseholder liabilities. Leaseholders will have 37 days to make observations.

More information

You can view the full scope of works and previous correspondence on the project's webpage:

<https://www.westminster.gov.uk/lilestone-estate-major-works-project-t169/outline>

If you have any questions or concerns around the planned works, please email me at residentadvocates@westminster.gov.uk quoting '**T169 Lilestone Estate**' in the subject line.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shah Alam'.

Shah Alam
Resident Advocate