

Ms. Marina Coleman  
St Vincent's Catholic Primary School  
St Vincent Street  
London  
W1U 4DF

**Howard de Walden  
Management Limited**  
23 Queen Anne Street  
London W1G 9DL  
Tel +44 (0)20 7580 3163  
Fax +44 (0)20 7436 8152  
enquiries@hdwe.co.uk  
hdwe.co.uk

2<sup>nd</sup> August 2018

Dear Ms. Coleman

### **Partial Demolition and Redevelopment of 110 Marylebone High Street, London, W1**

Further to our previous meetings and communications regarding the works at 110 Marylebone High Street, I would like to formally notify you of their impending commencement.

The proposed works have been tendered and the Estate have appointed Neilcott Construction to carry out the works, commencing 17<sup>th</sup> August 2018 for a duration of approximately 61 weeks. As previously discussed, site setup to St Vincent Street has been accelerated to ensure measures are in place to protect the school from the site. These works will take place from 13<sup>th</sup> August, and will be in line with previous discussions.

The works will generally comprise partial demolition of the rear areas of 110 Marylebone High Street and the elevation on St Vincent Street, extending and rebuilding of these areas, structural alterations to the existing structure above and below ground, creation of a new substation on Cramer street, new M&E installations, installation of non-loadbearing partitions, and weather proofing of the existing and new structure. During the demolition and structural elements, works will be noisy and disruptive. However, the contractor will be required to adhere to Westminster City Council's requirements in respect of noisy works, and will endeavour to keep noise and general inconvenience to a minimum. For the duration of works, a hoarding will be in place to separate the construction site from neighbouring areas to contain as much of the dust and debris within the confines of the site as possible.

Externally scaffolds will be erected over the course of the works, along with a tower crane to the rear of the site. All scaffolds will be sheeted to prevent the transfer of dust and debris to neighbouring areas as much as possible. The tower crane will only extend outside the site confines over Marylebone High Street and Bourne House. All other properties will not be affected by oversailing.

Despite the contractor's best endeavours, it is possible that you may, as a result of the proximity of the works, be subject to some inconvenience during the course of the contract in the form of dust and noise etc. The contractor is well aware of the requirements of the Estate and Westminster City Council in

**Directors**

A J Hynard *Chief Executive*  
SW Baynam *BSc FRICS Managing Director*  
M Kildea *MCT Finance Director*  
PM Bakker *BSc (Hons) MRICS*  
FC Barnes *ACA*  
J Bellingham *FCIPD*  
J Best  
SA Boullier  
H Chohan *LLM (London) Solicitor*  
N Darling *ACII CIP*

JA Fisher *BSc (Hons) MRICS*  
P Griffith  
JR Hancock *MA DipArch (Cantab)*  
T Hartley *FIRPM MRICS MSc MBA*  
C Kennedy  
R O'Halloran  
DA Russell *BSc (Hons) MRICS*  
IL Sands *BA (Hons) MSc MRICS*  
R Farrant

**Registered Office**  
23 Queen Anne Street  
London W1G 9DL

**Registered number**  
2866352 England

connection with maintaining privacy and security, and minimising inconvenience and disruption to adjoining owners, and will endeavour to ensure that such requirements are adhered to. Please note that in recognition of potential dust transfer, the contractor will be required to clean down the road and pavements to the front and rear of your property regularly during the course of the works and following deliveries/waste transfer.

Over the course of the works, the contractor will be providing all neighbours with regular updates on works and future works through a monthly newsletter. This will be provided in a hard copy format through the doors of local neighbours.

The contractor's Site Manager will introduce himself to you prior to the works commencing, providing principal and emergency contact numbers, and will maintain regular contact throughout the works. Please do not hesitate to advise the Site Manager of any concerns you may have in connection with the works in the first instance. I will also endeavour to maintain communication with you during the course of the contract, so should you prefer to discuss any concerns with me, please feel free to do so.

In the meantime, whilst site setup is underway, please contact the Site Manager, Angelo Desiderio of Neilcott Construction on 07985 811320 should you have any queries.

As a final point, it is your own responsibility and may be a requirement of your insurers, to advise them of the impending building works. You should consult with your own insurance advisers concerning your personal or business insurance requirements, including contents cover, for the duration of the works.

I hope the above provides sufficient information in respect of the proposed works but should you have any queries in connection with this matter or in the event that you experience any problems during the course of the works, please do not hesitate to contact me on 020 7290 0914

Yours sincerely



Simon Cole  
**Building Surveyor**

cc.	Matthew Thomas	-	Neilcott Construction
	David Jenvey	-	Vey Associates
	Residential	-	HdWE
	Nick Darling	-	HdWE
	Paul Bakker	-	HdWE
	David Russell	-	HdWE
	Karen Scarborough	-	Westminster City Council