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To: Chadworth House Residents

25th January 2011

Dear Neighbour,

Re: St Luke's Community Centre, 90 Central Street, London, EC1V 8AJ

We are writing to introduce ourselves as the Principal Contractor for the construction works that will shortly be taking place at St Luke's Centre on Central Street. We have been appointed to carry out the works by St Luke's Trust, who, alongside EC1 New Deal for Communities, is funding this substantial project to build a modern community centre for people of all ages living in our neighbourhood.

The scheme comprises structural alteration and refurbishment works over three floors throughout much of the Centre. The Centre itself will remain open during the building works for normal day-to-day operations.

The work will commence on **Monday 31st January 2011**, however we have some enabling works to undertake first which include the setting up of a temporary kitchen unit in the car park area at the rear of the existing kitchen. We will also carry out some door alteration works and will have some double stacked cabins positioned in the car park at the rear of the site (we will ensure that the shutters to the any of the cabin windows overlooking Chadworth House are kept shut at all times). The works will be carried out in phases and are due for completion in November 2011.

We are aware of the environmental aspects associated with carrying out works in this residential area and we will try to keep any inconvenience to your normal daily life to a minimum. Construction works by their very nature will cause some disruption and we will make all efforts to reduce the effects of the traffic, noise and dust on the local area. Substantial vehicular movements will occur to and from site and larger deliveries will have an operative with them to guide them safely through the vehicle gates on Central Street.

Our Site Manager for the project is Mark Wimhurst. His office will be in the cabins at the back of the Centre and he will be contactable daily should there be any issues you want to discuss (please check in to the Centre Reception first if you want to speak to him). Alternatively you may wish to speak to the undersigned on our head office number.

We will install a notice board to update everyone up to date on the progress of the building works in the entrance lobby of the Centre – please come in and have a look.

Working hours will normally be 8am to 6pm Monday to Friday, although the access gates will be open from 7.30am to allow parking in the car park. Saturday mornings will only be worked during certain phases of the work.

You will find our site team to be friendly and sympathetic to your comments or concerns. We will also keep a log of any issues raised so that we can discuss these at the regular site meetings when staff from St Luke's will be in attendance.

We look forward to a good relationship with you as our neighbour and hope to make as little disruption as possible during the coming months.

Yours faithfully,

Ric Thornhill
Contracts Manager
For and on behalf of LIFE Build Solutions Limited