

[REDACTED]  
Clarke Court  
Walsingham Road  
Hove  
BN3 4FW

Date: 11 September 2018  
Phone: 01273 293427  
e-mail: P&lenquiries@brighton-hove.gov.uk

Dear Occupier

### **Information about proposed external work at Clarke Court**

I am writing this letter to inform you that we are planning to carry out some maintenance at Clarke Court.

We have commissioned an independent condition survey of the building and this tells us that essential works are now required.

The building is around 45 years old and parts of the external structure require repairs to maintain the building in good condition.

We are now looking at the cost of the work and, for leaseholders, we will soon be in a position to issue Section 20 consultation notices.

However, before we do that, we are writing to all residents to update you on the project and alert you to the type of works that we are intending to undertake before we finalize our proposals.

### **The Work being proposed**

- Erect scaffold to all elevations in stages.
- Undertake concrete repairs
- Replacement of crumbling bricks
- Repointing of brickwork where required
- Overhaul existing fascias and soffits
- Renew gutters (where existing) and rainwater downpipes
- Remedial work to prolong the life of the existing roof covering.
- Renewal of non-galvanised railings to balconies and walkways
- Redecoration of previously painted external parts of the building
- Replacement of a number of timber windows to the communal stairwells

Estimated cost £350,000

Please note that the costs presented in this letter are only estimates and are likely to be subject to some variations

### Your Views

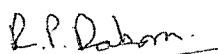
We would welcome your views before formalising our proposal for these works. You may contact us by any of the ways set out below:

Email	PandIEnquiries@brighton-hove.gov.uk
Address	P and I Enquiries Housing Centre, Unit 1 Fairway Trading Estate, Eastergate Road, Moulsecoomb, Brighton, BN2 4QL
Telephone	01273 293427

We will also be able to make arrangements for you to discuss any issues should you wish, with one of our surveyors.

We will also arrange on request confidential meetings with any leaseholders who have concerns about difficulties with payment.

Yours sincerely,



Richard Daborn  
Surveyor and Contract Manager  
Property & Investment Team