

22 May 2020

Dear Neighbour,

RE: Utopia Village | Office Works

Further to my letter dated 20 February, I wanted to update you on the refurbishment works taking place at Utopia Village.

As you may know, works on site were suspended for three weeks at the start of the lockdown in March. Work re-commenced only when our client was satisfied that re-opening the site was consistent with Government guidance, and the appointed contractor, Stanway Interiors, had put in place a robust set of new procedures to safeguard the health and safety of the workforce and the local community. These new procedures have meant that the work on site is progressing slower than previously anticipated.

Please be reassured that as a project team, we are monitoring the site closely to ensure compliance with the revised procedures. We remain absolutely committed to ensuring the ongoing safety of those both on site, and in the areas surrounding Utopia Village.

As a result of the delay in progressing works on site, it has become necessary to extend the construction programme. During this extension, we are now adapting the scope of works to incorporate a cosmetic refurbishment of the second floor existing offices (as well as works to the ground and first floor as mentioned in my previous letter) in the building to the north west of the mews. This work centres on improving the interiors, replacing and upgrading defunct and inefficient mechanical and electrical installations, and some exterior cosmetic upgrades to improve the general look and feel of the building. We expect that the overall result will be that completion of the works is pushed back to the end of August.

We are very conscious of the need to keep all disturbance to the neighbourhood to a minimum, particularly when most of you are working or studying from home, and students are in the midst of end of year exams. To that end we have requested that the on site team do not start works too early in the day, and are cognisant of the quietness of the area as they go about their day.

If you do have any questions or queries regarding the works, please do not hesitate to contact me either by email or telephone per my details below.

Yours faithfully,



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