April 2017

Dear Sir/Madam

**JC Decaux Pagoda**

We would like to inform you of works that are to begin on the JC Decaux advertising structure on the corner of West Cromwell Road and Earl’s Court Road.

I am the project manager who will be responsible for the works, the contract for which has been awarded to Raymond Brown Construction. I wanted to provide you with some information about what to expect and to let you know how you can get in touch with us should you have any concerns about how the works are being carried out.

**Project team**

The project will be run by:

* Project Manager: Marc Pantony
* Works Manager: Pat Devine
* Quantity Surveyor: Agnieszka Avery

**Project overview**

We have been contracted to demolish the advertising structure and construct a concrete slab and foundations for a new advertising structure that will be put in its place, with all the associated civil work.

**Project timetable**

The works are due to start 17 July 2017 and completion is planned for summer 2018.

**Nature of the works**

Works will begin with site set up including traffic management, site hoarding and office installation. Demolition will then start and is expected to last approximately 12 weeks followed by the construction of the new foundation and floor slab, which will take approximately nine weeks. The installation of the new advertising structure is programmed to start towards the end of January 2018 and continue until early summer 2018. This will be followed by landscaping which will take about four weeks and will conclude the project.

**Minimising disturbance**

We will be using the quietest practical methods of demolition and construction and will use sound matting to reduce the impact of any noise as much as possible. We apologise for any disturbance the works may cause you.

Once we start to install the new structure we will be working overnight in eight nightshifts, as the pieces are delivered. We will write to you again before then to explain the mitigation measures we will be putting in place and provide more details.

**Working hours**

Our normal working hours will be 8am to 6pm Monday to Friday with no work planned on weekends or bank holidays. High impact works will be restricted to between 9am and midday and 2pm and 5.30pm in line with the Royal Borough of Kensington and Chelsea’s Code of Construction Practice.

**Getting in touch**

Please raise any questions and queries directly with us, as follows:

* Project Manager: Marc Pantony T: 07929 283076 E: marc.pantony@rbconstruction.co.uk
* Works Manager: Pat Devine T: 07974 443493 E: pat.devine@rbconstruction.co.uk

A comments and suggestions box will be made available near the site entrance. This is also where you will find the site notice board with more information, our contact numbers and the out-of-hours emergency number.

**Considerate Constructors Scheme**

The project will be registered with the Considerate Constructors Scheme (CCS), which provides independent assurance that it is being constructed in a considerate and courteous manner. Should it be necessary, complaints may be raised through the CCS by emailing complaints@ccscheme.org.uk or by calling 0800 783 1423. More information is available at www.cscheme.org.uk.

Yours faithfully

**Marc Pantony**

Project Manager