



18<sup>th</sup> March 2014

Dear Neighbour

**RE: NEW SUPPORTED LIVING ACCOMMODATION UNITS AT BURTONS WAY / KINGFISHER DRIVE, SMITHS WOOD VILLAGE CENTRE**

We are pleased to inform you that we, E. G. Carter & Co Ltd, have been appointed principal contractor to build the new supported living accommodation buildings above.

The construction period will be approximately 45 weeks and will begin on Monday 24<sup>th</sup> March 2014. Throughout this time we will do everything we can to be good neighbours and do our utmost to ensure that any disruption is kept to a minimum.

Due to the nature of the construction processes, the project will generate a certain amount of noise but we will obviously try to keep this to an acceptable level for everyone.

Our resident Project Manager (Trevor Stevens) will always be more than happy to update you with forthcoming works happening on the site and any general queries that you have with regarding the project.

From time to time we will also be circulating a newsletter that will keep you informed on the progress of the scheme.

We believe we have the procedures in place to be able to undertake our works without disrupting your regular routines too much. I hope I can rely on your cooperation and tolerance as work progresses.

Should you have any concerns or matters that you wish to discuss, please do not hesitate to contact Trevor, who will be on site, or myself (the undersigned).

A contact list is attached to this letter.

Thank you.

Yours sincerely  
p.p. E G CARTER & CO LTD

A handwritten signature in black ink that reads "JPalmer".

Jerry Palmer CONTRACTS MANAGER – MAJOR WORKS



## **Contact List:**

Please note:

We will endeavour to respond to telephone calls and reported issues within 24hrs, or the next working day. Health and Safety issues will be dealt with as quickly as is practicably possible.

Monday to Friday – 8.00AM to 5.00PM

PROJECT MANAGER: TREVOR STEVENS – 07766 137222  
CONTRACTS MANAGER: JERRY PALMER – 01452 529194

Out of Hours and Weekends:

JERRY PALMER – 07725 132156  
TREVOR STEVENS – 07766 137222

Email Addresses:

[trevorstevens@egcarter.co.uk](mailto:trevorstevens@egcarter.co.uk)

[jerrypalmer@egcarter.co.uk](mailto:jerrypalmer@egcarter.co.uk)

Head Office

E. G. Carter & Co Ltd  
Bybrook House  
Lower Tuffley Lane  
Gloucester  
GL2 5EE

Tel: 01452 529194  
Fax: 01452 301187  
Email: [mail@egcarter.co.uk](mailto:mail@egcarter.co.uk)  
Website: [www.egcarter.co.uk](http://www.egcarter.co.uk)