

**Notice under Section 20 of the Landlord and Tenant Act 1985 as amended by  
Section 151 of the Leasehold and Commonhold Reform Act 2002**

To all leaseholders of The Birches, Marlborough Road, Swindon SN3 1PT

1. This notice is given pursuant to the notice of intention to carry out works issued on 25<sup>th</sup> May 2018. The consultation period in respect of the notice of intention ended on 30<sup>th</sup> June 2018.
2. We have now obtained estimates in respect of the works to be carried out. We have selected three estimates from which to make the final choice of contractor (*see Note 1 below*).

The amount specified in the selected quotes as the estimated cost of the proposed works is as follows:-

NJ Roofing	-	£39,600
JPS Roofing & Building	-	£29,150
Fascia & Gutter Company	-	£28,000

All prices are fully inclusive and include VAT.

3. All of the estimates obtained may be inspected at [www.thebirches.info](http://www.thebirches.info) at any time. (*see Note 2 below*).
4. We invite you to make written observations in relation to any of the estimates by sending them to Jefferies Mews Management Company Limited, 15 Windsor Road, Swindon, SN3 1JP. Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will end on 25th August 2018.
5. We did not receive within the consultation period any written observations in relation to the notice of proposals given on 30 June 2018. (*see Note 3 below*)

John R Morris FCMA CGMA AIRPM  
Company Secretary

Jefferies Mews Management Company Limited, 15 Windsor Road, Swindon, SN3 1JP  
21st July 2018

**Notes:**

1. The landlord is required to select at least two estimates in respect of the matters described in a notice of intention. At least one of the estimates must be from a person wholly unconnected with the landlord. Where an estimate has been obtained from a person nominated by leaseholders, that estimate must be among those set out in the statement of estimates.
2. Where a notice specifies a place and hours for inspection:
  - a. the place and hours so specified must be reasonable; and
  - b. copies of the estimates must be available for inspection, free of charge, at that place and during those hours. If facilities to enable copies to be taken are not made available at the times at which the estimates may be inspected, the landlord shall provide to any leaseholder, on request and free of charge, a copy of the estimates.
3. The landlord has a duty to have regard to written observations made within the consultation period by any leaseholder or recognised tenants' association. 'Recognised tenants' association' is defined by Section 29 of the 1985 Act.
4. Where a landlord has received written observations within a consultation period in relation to a notice of proposed works, he is required to summarise the observations and respond to them in a notice of his reasons for making the agreement, or specify the place and hours at which that summary and response may be inspected.