

To: Helen Rowland (flat 2) - 13, Waterloo Square, Bognor Regis, PO21 1TE
Maria Fulker (flat 1) - 13, The Steyne, Flat 1 Esmonde House, Bognor Regis, PO21 1TX

From: Anne & Paul Lee (flat 3) - 13 The Steyne, Flat 3 Esmonde House, Bognor Regis, PO21 1TX

Date: 07.08.2018

Re: Proposed works to Flat 3, Esmonde House, 13 The Steyne, Bognor Regis, PO21 1TX

We are writing to give you 'requisite notice', as required in the Listed Building Consent Alterations Application process, of works we intend / need to do to flat 3, following years of neglect and deterioration, with general repairs & improvements, the resolving of various issues, and replacing of windows (not bay).

Also, pending Listed Building Consent approval, we are applying to install a 'Conservation' approved roof window to be located between the double apex, within the hidden valley, that will aid our easy, safe and rapid access to the roof area in order to perform regular inspection for any dislodged roof tiles and clear any blockages in gutters and the hidden valley drainage system, which has blocked and overflowed into our rear bedroom every time it has rained in the very short time since we completed our purchase of the property, even after clearing it of debris on each occasion!. The existing size is obviously far too small, as it not only carries our roof surface water, but the neighbouring property's also, through our loft space!. On discussion with the Conservation Officer (and again, pending Listed Building Consent Approval confirmation), and to take advantage of us replacing our rear semi-fallen ceiling, at the same time, we propose to install and seal a new 4" pipe from the hidden valley to the rear exit, to avoid further leakages from this area into the property in the future. We do not intend to ask you for any monetary contribution toward the roof window or the new pipe installation, but hope you agree it will be a valuable asset to the interest of us all and the property, as in the last month, we have re-placed two dislodged tiles and have re-sealed cracks both in one chimney and a long hole above the lead flashing to the front where the render had fallen away and the lead pulled out, all of which were also letting in rain water.

If you have any queries or doubts, please do not hesitate to contact us.

Kind regards,
Anne & Paul Lee