

# D. C. CONSTRUCTION LTD.

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9<sup>th</sup> October 2018

Mr. Ash Tadjrishi  
Felixstowe Town Council  
Felixstowe Town Hall  
Undercliff Road West  
Felixstowe IP11 2AG



Dear Ash

## Felixstowe Town Hall – Brickwork and structural repairs to roof area

We confirm that we have completed the works in the roof space and they have been inspected by Bob Portway, who I am sure will be producing a report regarding the work done.

Our quotation dated the 19<sup>th</sup> July 2018, was for the sum of £24,240. We devised an easier way of doing the works around the brick arch and the making good under the plate and, as a result of this, we are able to give you a discount on the price of £3,000. I hope you find this satisfactory and we, therefore, enclose our invoice for the sum of £21,240 plus VAT.

Whilst writing, we were asked to have a look at the broken roof tiles, mainly on the rear elevation. We did this in conjunction with Bob and we would recommend, at this stage, that no action is taken.

We could see that there are four tiles broken and a broken hip bonnet. The roof has clearly been previously stripped and re-felted and, internally, there is a modern roofing felt which seems to be in very good condition. This should prevent any ingress of water.

The cost of scaffolding etc. to replace the four tiles and one hip bonnet would be disproportionate to the risks taken by leaving them and, therefore, that is why we recommend no action at this stage. However, this situation should be monitored by yourselves on a regular basis and should there be more tiles break, then clearly action would be required.

Please do not hesitate to contact me if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to read "David Clements".

David Clements

Copy to: Bob Portway, Stroud Associates



Accredited Contractor  
CHAS.co.uk



Registered house builder

