

20/10/2015

The Occupants in the vicinity of:

The Co-operative Food Store
21 Market Place, Snaith, Goole, East Yorkshire, DN14 9HE

Dear Sir/Madam,

We would like to take this opportunity to introduce ourselves and inform you of the works due to be carried out at the above Co-operative Food Store. We are the main contractor carrying out the refurbishment works on your local Co-operative store, as part of the Co-operative Group's commitment to improve their stores.

The aim of the project is to improve the general image of the store and increase the range of products available. The improvements will include; new signage, new shelving, new/refurbished refrigeration cases, better lighting, a new kiosk and both internal and external decorations to improve the overall shopping experience in store.

To ensure the store's services are available for as long as possible and to minimise the closure period it will be necessary for some of the work to be executed outside of normal daytime hours.

We are committed members of the Considerate Constructors Scheme and we will make every effort possible to avoid any unnecessary nuisance to both the staff and customers of the store and also to you, the residents. We apologise in advance for any noise and disruption we may cause during the works. In consideration for your wellbeing we will complete the works as quickly and as safely as possible.

As socially responsible representatives of the Co-operative Group, we will endeavour to engage positively with the local community during works and aim to add value through voluntary activities/charity work where possible.

To keep you informed of the project we have enclosed with this letter an outline schedule of works. We have programmed the work to minimise disturbance but unfortunately there will be periods of some disruption, although we are sure you can appreciate this cannot be completely prevented.

If you have any concerns or queries regarding the work ahead and wish to talk to anybody at M3, please contact our main office on 0114 272 8484 or the scheme Project Manager, Matt Boomeat matthew.boome@m3-ltd.com.

Yours faithfully,

M3 Ltd

Schedule of Works

The works will commence on

26th October 2015

Date	Type of Disturbance	Detail
26/10/2015	<i>Start on Site date</i>	There will be slight alterations to layout and movement of merchandise. Store staff will be on hand to assist where you have difficulty locating products and services. Most of this work will be done at night to minimise disruption to your shopping experience.
11/11/2015 – 27/11/2015	<i>Store closes</i>	The store will be stripped of all fixtures, fittings and refrigeration cases. There will be external works including the removal of plant and surrounding timber fencing.
		Lorries will be delivering sporadically and have been scheduled to avoid rush hour. Nominated traffic representatives from site will manage traffic flow during this time.
		Drilling will be taking place although we will impose a curfew to minimise disturbance in line with local council guidance, or in some circumstances will be agreed with local residents where considered justified.
		M3 are committed to ensuring all operatives on site are mindful of neighbours with regards to noise levels, parking and delivery schedules. A traffic management plan will be designed in order to enforce this.
16/11/2015	<i>Installation of refrigeration cases</i>	The new refrigeration cases will be delivered to store. A nominated representative from site will be on hand to ensure traffic disruption is kept to a minimum.
11/11/2015 – 27/11/2015	<i>Post Office Works</i>	Works will be on-going throughout this time to refurbish the post office area, these works will be carried out during the day time.
18/11/2015	<i>Installation of fixtures</i>	The fixtures are to be re-installed into the store. A traffic management plan will be in place to ensure all noise and disruption is kept to a minimum during this process.

Launch Day

Friday 27th November 2015