

# Birse Civils

Our Ref: C2566/GP/JF/1656

**Birse Civils Limited**  
**South East Region**

22 December 2011

Questor House  
191 Hayley Road  
Dartford  
Kent  
DA1 1PU

[REDACTED]  
Essex County Council  
County Hall  
Chelmsford  
Essex  
CMI 1QH

Tel [REDACTED]  
Fax [REDACTED]

[www.birsecl.co.uk](http://www.birsecl.co.uk)

Dear [REDACTED]

## *Sadlers Farm Programme to Completion*

At the project board meeting held on 7th December 2011 and at the meeting of today's date between you, [REDACTED] and myself, we discussed in detail the programme to completion for the above project.

The Project team have reviewed the programme and incorporated all of the issues that have come to light in recent months to provide a robust programme to completion by 9<sup>th</sup> May 2012.

This completion date has been achieved through careful re-sequencing of the works and will be closely monitored and any slippage will be mitigated through the following measures;

- Additional resources
- Longer working hours (under artificial lighting if necessary)
- Weekend working
- Alternative surfacing materials to mitigate against cold weather working

The above measures coupled with transparent and open communication will equip the project team with the necessary measures to ensure that the programme is maintained.

To this end we produce a fortnightly single page project update which will capture all areas of programme, progress and other key KPI's associated with the timely completion of the project.

Birse Civils Limited are totally committed to delivering the Sadlers Farm Project by the 9<sup>th</sup> May 2012 and I personally will do everything in my power to ensure that this date is met.

Yours sincerely

[REDACTED]  
[REDACTED]  
For and on behalf of Birse Civils Limited

