

**Alison Alexander**  
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26 June 2017

Andrew Teacher  
Head of PR  
Essential Living

Via email: [andrewt@essentialliving.uk.com](mailto:andrewt@essentialliving.uk.com)

Dear Andrew

Firstly thank you for ensuring that last week we had information about the risk assessments Essential Living have and continue to undertake to ensure safety of your new building in Maidenhead. Elected Members are keen to hear direct from Essential Living on the current position with regards risk assessment work.

I am formally writing to you, on behalf of the Chair of the Panel – Cllr Richard Kellaway and the Leader of the Council – Cllr Simon Dudley to invite you to attend for the item titled: Hotel – risk mitigation. The meeting is on 12<sup>th</sup> July 2017, at 7.30pm. The meeting will be held at the Town hall.

Please can you confirm you will be able to attend and if you will be sending any pre-reading for the panel.

I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'A. Alexander'.

**Alison Alexander**  
**Managing Director**