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From: [Name]  
Sent: 01 July 2009 17:52  
To: 'Sally Bercow'  
Subject: RE: Draft List of Accommodation Requirements

Dear Sally,

Many thanks for the update last night, I amended the list (v.2 - not attached) and then went around the apartment this morning with colleagues, and this raised a few more items or questions, and so I've now developed v.3 (attached). This incorporates all of your comments and also highlights (in red) anything from the visit today, so you can easily see where and what they are. Some parts just confirm that items are, or are not already in place, and some are additional suggestions or notes for consideration.

My concern is that the list is getting longer, which isn't technically a problem, but I know that you are very mindful of the costs and only wish to do what is considered as 'reasonable'. This latest version has everything included and I think that the best way to view it, is as a shopping/wish list. If any costs come out as excessive, or there are problems with getting items from within our stores, we can always review the options and make the necessary decisions but, hopefully, I'll be more informed by the time we met on Tuesday.

If you're happy with this approach, I'll leave my team working to the attached list, as no real costs will be incurred in the next week or so (as they'll generally be researching and sourcing) and we can discuss this further on Tuesday.

Kind regards  
[Name]

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From: Sally Bercow  
Sent: 30 June 2009 21:08  
To: [Name]  
Subject: Re: Draft List of Accommodation Requirements

Dear [Name]

Thanks very much for this - it is indeed an accurate summary of our conversations to date. However, having visited earlier today and thought a bit more, I have a number of comments/changes which I would be grateful if you would consider incorporating in advance of your meeting tomorrow.

Bathroom (adjacent to entrance)  
Delete point one - we'll keep the carpet

Main bathroom  
Don't worry about another towel rail - existing one should suffice.

### Study 1 (Playroom)

Remove all current furniture.

The existing wall paper is very office/board-roomy. So, if at all possible, can the walls be redecorated - perhaps even painting over the wallpaper if that's feasible (in order to keep costs down). A wipeable paint strikes me as the best option in here as there may well be lots of sticky fingers....(!)

In terms of toy storage, wall fixed doesn't matter. In fact, I think one large, sturdy toy cupboard (or several smaller ones) would be a good idea (with lots of shelves and plastic crates inside it - ie. behind closed doors).

Can the TV be replaced with a larger one (from within stores?) and moved into a more central location (like it or not, it will be a focal point for the kids!!!). I assume it will have SKY (as the sitting room one does) and we'll need a DVD player too if possible. If that is not the norm, don't worry - we can get one ourselves.

Also, in terms of furniture, a bookcase for the childrens' books please and, if there's room, a small (corner?) desk/table where they can draw/do homework, puzzles etc etc.

### Drawing Room

Remove bench seat cushions too - I'd prefer scatter cushions (more homely)  
Ideally a bookcase in here too....

### Bedroom 3

- Leave existing wardrobe - it's fine.
- Will need to reconfigure furniture so the beds aren't side by side
- Can't remember if there are bedside tables in here - if not, they'll need a small one each please.
- Remove TV
- Small toy cupboard/bookshelf would be good....

### Study 2

- Key box is probably better here (now it's staying as a study) rather than in kitchen...
- Can we have a cupboard/cabinet from stores to keep paperwork, files etc etc in please.
- Bookcase(s) too please

### Bedroom 4

- In an ideal world, would like to redecorate as it's not really a little girl's kind of wallpaper. Maybe we can make it work though.....???
- Remove beds as [personal data]
- Remove TV (if there is one in here, can't remember?)
- As you suggest, a toy cupboard would be good....
- Need a chest of drawers (there may be one in here already, can't remember....)

I think that's it. Do give me a buzz if you need to discuss further.

Thanks again and I look forward to speaking to you soon.

Best wishes,

Sally

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From: [Name]  
To: Sally Bercow  
Sent: Tuesday, 30 June, 2009 18:43:32  
Subject: Draft List of Accommodation Requirements

Dear Sally,

Please find attached my draft list which, hopefully, summarises our discussions on Friday.

I've added a couple of minor bits and pieces, such as possible toy storage in the children's bedrooms, but please let me know if you want anything else added or removed.

<<NE PoW Accommodation Requirements v1 30 June 09.doc>>

As discussed, I'm taking a number of colleagues around the apartment tomorrow, so that they can start sorting out specifications, likely costs and samples to meet the attached, and your anticipated moving date of 30th July. Please rest assured that I will be reinforcing the need to only do what is reasonable in order to meet your needs and timescales, and to keep the costs to a minimum. Once we've collated all the information I'd like to meet with you again to go through these options and selections.

I will be using the attached list to brief my colleagues and a quick response to the draft would be very much appreciated. However, it's not a problem if you're unable to give it the necessary time at present, and do subsequently want to change anything, as we all work very closely together.

For information, I'm also progressing with the intrusive surveys and should have a better idea of what surveys will be done, and when, in the next few days. As soon as the results are back we can review them and advise you accordingly.

I hope that that summarises the current position but please do contact me if you need anything else.

Kind regards

[Name]  
Deputy Director & Head of Projects

Parliamentary Estates Directorate  
1 Canon Row, London, SW1A 2JN

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From: [Name]  
Sent: 08 July 2009 18:44  
To: Sally Bercow  
Subject: Speaker's Accommodation

Dear Sally,

Please find attached a spreadsheet (with two tabs) which details the work to be carried out to the accommodation, as previously discussed and reviewed yesterday.

As you will see, the work has been arranged into two distinct projects, as follows:

- Speakers Accommodation Requirements - works required by yourselves prior to occupation.
- Speakers Accommodation Maintenance - works required as part of the ongoing and routine maintenance of the Palace of Westminster, but to be carried out prior to occupation, to minimise disruption.

With regards to re-decorations, the work has been allocated as follows:

- Rooms that require decoration, but have been redecorated within the last five years - these costs are allocated to your list of required works (this applies to the main study).
- Rooms that require decoration, but have not been redecorated within the last five years, - these costs are allocated to the ongoing and routine maintenance, as this is the usual redecoration cycle.

The budget cost of your required work is £11, 929.30 (including a 10% contingency, excluding VAT). There is an opportunity to reduce this further if the works to the utility room are reduced (to be discussed on Tuesday 14th July).

The budget cost of the maintenance work is currently £11, 500 (including a 10% contingency, excluding VAT), although this will rise by approximately 5-8K + contingency, as we are still awaiting some costs.

Once works are complete, we will be able to provide you with the final, exact costs.

I would welcome the opportunity to discuss this in more detail with you both, either prior to, or at our next meeting on Tuesday 14th July at 9.30 am.  
Please let me know if you wish to make a separate arrangement for this.

Kind regards

[Name]

[Name]  
Deputy Director & Head of Projects

Parliamentary Estates Directorate  
1 Canon Row, London, SW1A 2JN

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From: [Name]  
Sent: 23 July 2009 15:01  
To: [Name]  
Cc: [Name]  
Subject: Hob guard

Hi [Name],

Have bought a hob guard online from Mothercare on [Name] procurement card...

[Name]

[Name]  
Principal - Interior Design & Furnishing

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From: [Name]  
Sent: 31 July 2009 17:34  
To: Sally Bercow  
Cc: [Name]  
Subject: Financial Costs

Sally,

Please find attached the spreadsheet detailing the costs incurred to date.

There are two tabs to the spreadsheet:

- The Project Works tab which details the items requested by yourselves and amounts to £20,659.36 (this still contains a provisional sum of £3,600 for the new window locks, as we are unable to get a final cost from the German manufacturers).
- The Maintenance Works tab which details the work we needed to carry out as part of our routine maintenance within the Palace, and amounts to £24,922.90.

Please ensure you split the spreadsheet before issue, to avoid any confusion.

I hope the move went OK and you weren't too inconvenienced by the temporary loss of hot water (I've been assured that the last time this happened was 15 years ago, which is no real comfort, but it does reinforce the need to consider de-centralising your heating from the main Palace system!).

Please contact me if you need any further information or clarification on the figures.

Kind regards

[Name]

[Name]

Deputy Director & Head of Projects

Parliamentary Estates Directorate  
1 Canon Row, London, SW1A 2JN

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From: [Name]  
Sent: 03 August 2009 15:15  
To: [Name]  
Cc: [Name] Sally Bercow  
Subject: Financial Costs for Speakers Accommodation

[Name],

As discussed this afternoon, please find attached a copy of the spreadsheet for issue this evening. Please print a couple of copies and hand to Mr Bercow as soon as possible.

I have removed the project reference at the top of the spreadsheet and separated, and removed, the list of work which was undertaken as routine maintenance.

[attachment]

Please contact me if anything else is needed.

Kind regards

[Name]

[Name]

Deputy Director & Head of Projects

Parliamentary Estates Directorate  
1 Canon Row, London, SW1A 2JN

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From: [Name]

Sent: 06 August 2009 14:42  
To: Sally Bercow  
Cc: [Name]  
Subject: Completion of works week beginning 10 August

Dear Sally,

I hope this email finds you settling comfortably into your new home.

As you know there are a few outstanding works remaining to the apartment, outlined below. We understand that you are away next week, and as such suggest we come in to complete these works to minimize disruption to your family life. Are you content for us to access the apartment next week on Tue-Wed to undertake these works? I should add they will all be supervised directly by myself or [Name].

1. Installation of second phase conservation blinds in the Drawing Room, Dining Room and Playroom (proposed date Wed 12 August)
2. Fitting of new window locks throughout (proposed dates 11-12 August)
3. Polish of wall panelling throughout (proposed dates 11-12 August)

With luck, the lampshades will be delivered by the beginning of next week, so I would look to install those too on one of these two days.

I would be grateful if you could confirm how you would like us to proceed regarding access arrangements, or if you are content for [Name] and I to manage access on these specific dates.

All best  
[Name]

[Name]  
Principal - Interior Design & Furnishing

Parliamentary Estates Directorate  
1 Canon Row  
London SW1A 2JN