

Windsor Drive (HW) Man Co Ltd

68 Windsor Drive
High Wycombe
HP13 6BL

Phone:
01494 463107
Text / Mobile:
07762 003055
E-mail:
david@windsordrive.co.uk

© Windsor Drive 2021

Keep In Touch

This newsletter is one way off keeping in touch with all our owners & residents. For this reason we suggest you keep hold of your copy as it contains some useful information and contact details.

Did you know?

In over 20 years service charges have risen for most owners by just £60 per year, which is much less than inflation.

There have been only 3 increases in 20 years from £720 per flat to the current rate of £830 per flat per year. We currently offer a £50 discount for timely payers so many owners only pay £780 per year.

MANAGEMENT Co CONTACTS

David Winterburn (Director & Co Secretary) - Flat 68
Tel: 01494 463107 Mob: 07762 003055
E-mail: david@windsordrive.co.uk

Andy Cole (Director) - Flat 56
Tel: 01494 442191
E-mail: andy@windsordrive.co.uk

Terrie Smith (Finance & Administration) - Flat 103
Tel: 01494 445816 / Mob: 07720 383535
E-mail: terrie103@btinternet.com

Susan Horsnell (Committee Officer) - Flat 82
E-mail: sue@windsordrive.co.uk

Committee Members: [Keith Holland](#), [Uzma Ulla](#), [Mike Fincham](#)

Note: While the management company contacts will try to deal with an emergency at any time please try to keep general enquires to the following times - Daily 9am - 9pm.



GENERAL CONTACTS

Martyn Bradshaw (Construct & Maintain Ltd)
07798 897039 (Emergency Contact Only)

Buildings Insurance

Steve Cox , Business Account Manager

Alan Boswell Insurance Brokers Ltd
01603 218031 / 07766 715654

*** Please inform Windsor Drive (HW) Freehold Ltd before making a claim - Contact details can be found on page 5. ***

Buckinghamshire Council

Switchboard 01296 395000
Highways on call—Potholes / Streetlights etc. 0845 230 2882
Coronavirus Support 01296 395000
Noise Nuisance (Environmental Health) 01494 412 247
Waste & Re-cycling (Missed Collections) report via:
<https://www.chiltern.gov.uk/missed-bin>
Main Web site: <https://www.buckinghamshire.gov.uk>

Police

101 (Non Emergency number)
999 or 112 Emergency or Crime taking place

Ambulance / Fire

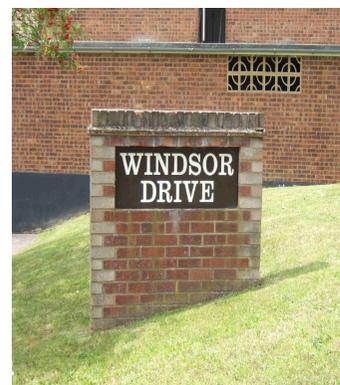
999 / 112

Windsor Drive (HW) Man Co Ltd

Issue 25

Autumn-
Winter 2022
Edition

WINDSOR DRIVE



Hello,

Welcome to the Autumn-Winter 2022 edition of your estate newsletter.

Since our last mini newsletter we have been working hard keeping the estate in good order. Read on to find out more about what has been happening and works coming up on your estate.

We do hope you all are keeping well.

David Winterburn, WD Man Co

INSIDE THIS ISSUE:

Fire Safety Review 1

Your Estate Guide 2-3

News in Brief 4-5

Waste & Recycling 6

Parking on Windsor Drive 7

Local Services Guide 7

Contact Points 8

Fire Safety Review

We are carrying out a review of Fire Safety around the estate and where necessary making some minor changes to ensure everyone is safe at Windsor Drive.

A letter has been sent to every flat and flat owner about this but both for safety and good practice on the estate we need to also ensure the following:

- All stairwells must be kept clear at all times
- The bottom of the stairwells **MUST NOT** be used for the storage of buggies, bikes or other items
- Fire Doors must be closed at all times. They have a closure and if faulty please let us know via the contacts on the back page.
- The service cupboards that contain your electric meter must be kept clear at all times. No storage is permitted.
- Balconies must be kept clean and tidy. The air bricks from the front door lobbies **MUST NOT** be blocked. If yours is then please remove it now. Tenants may have to ask their landlord to carry out this task.
- Garage areas and parking bays **MUST ONLY** be used for the parking of a roadworthy vehicle. The bays may not be used for storage of car repair works.

Your Estate Guide (1)

Service Charges, Ground Rent and Buildings Insurance

The service charge year ends on 30th June 2023. By now all flat owners should have started this years payments. If paying by instalments all accounts should be fully paid by the end of May. Your statement issued in July 2022 will show the outstanding balance. Now is the time to check your payments are on track and if required make extra payments to clear your balance by 31st May 2023. Should you have any queries or issues contact our bookkeeper. That way things can be sorted out sooner rather than later without building up further arrears.

The charges are paid by all flats owners and if you are a tenant this is paid on your behalf by your landlord. Since the millennium the charges for most flat owners have only increased by £60 per year over 20 years! The current service charge year runs from 1st July 2022 to 30th June 2023. New bills and statements are issued in early July each year.

Contact our bookkeeper Terrie Smith for more information.
E: terrie103@btinternet.com / Tel: 01494 445816 Mob: 07720 383535



No Smoking in common areas

No smoking legislation has been in place since 2007. While it does not cover what you can do within your own flat it applies to all common areas.

The rule of thumb for deciding an enclosed area for the purpose of the law is 3-sides enclosed or more. For us that means all stairwells, common areas, garages, sheds etc. Please do not smoke immediately outside any of the buildings.

A golden rule for smoking outside is not within 5 metres of any building.

Did you know?

Each block at Windsor Drive is numbered.....

- 1- Flats 109 - 126
- 1A - Flats 97 - 108
- 2 - Flats 37 - 54
- 3 - Flats 1 - 18
- 4 - Flats 19 - 36
- 5 - Flats 55 - 72
- 6 - Flats 73 - 84
- 7 - Flats 85 - 96

A New Broom sweeps clean....



We have recently had a change of cleaners on the estate. Hopefully they are making some improvement in the common areas but this is where we need your help too. Please try not to walk mud into the stairwells. Not only does this make the blocks look scruffy, it makes it difficult for the cleaners and can be walked into other flats ruining carpets and flooring. Take those muddy boots and shoes off at the entrance to the block. Please let us know of any issues and help the cleaners by not putting mats outside your front door which can be trip or fire hazard plus are a nuisance to your neighbours.

Local Services Guide

The list of local trades below is provided to assist residents and flat owners. When selecting a trader its up to you to check they meet your needs and always get a quote for any works.

The management & freehold companies are unable to endorse any trader listed. Please let us know of experiences good or bad so we can update the listings. Services marked * are based on the estate, ^ currently do maintenance works on the estate & + are a resident/owner recommendation.

Used a firm worth recommending? Then let us know for this list.

Building Services

Construct & Maintain[^]

T: 07798 897039

Around the home Handyman Services

Mark Smith T: 07508 347599
E: aroundthehomes@gmail.com

Domestic & End-of-Tenancy Cleaning

Splash & Sparkle

T: 01494 355001
E: info@splashandsparkle.co.uk

Electricians

Ellis Robinson Electrical*

T: 07455 263707

Phil Brooks 01494 711949[^]

Plumbing

Apache Plumbing 01494 711700
E: enquiries@apacheplumbing.com

Aquaflow Plumbing

T: 01494 814376 / 07870 806777

End-of-life vehicles

ASM (Aylesbury) T: 01296 337711

Window Replacement

Advanced Glazing Systems +

Peter Hazell
01494 883052 / 07966 148455
E: ph01agsystems@gmail.com

APS windows 01494 814139[^]

E: info@apswindowcompany.co.uk

Warwick Windows - Doors -

Conservatories T: 01494 672924
E: info@warwick-windows.com

Taxis

Arrow Taxis T: 01494 474764

Neales Cars-Buses-Coaches

T: 01494 522555

Tiger Taxis 01494 461111

TV Services

Atlas Direct, High Wycombe

Aerials / Satellite / CCTV
T: 01494 444060

Waste & Recycling

There are two bin stores provided on Windsor Drive. The smaller store at the top of the road is mainly for residents from Flats 1–36 while the larger store at the bottom of the hill is for all other flats. It is appreciated that for some the bin stores are a way from home and this is because for your safety they have to be at least 5 metres from any building.



The following is a guide to on-site facilities. If a bin is full bin then use another!

Blue Bins - Mixed Paper and Cardboard (No Bags!)

Red Bins - Tin Cans, Glass, Foil & Plastic bottles (No Bags!)

General Waste - This should be deposited in the **green & black bins**. Nothing larger than a black sack full should be deposited.

In all bins please try to push waste to the back and sort/flatten all cardboard before placing in the bins. It makes more room for your neighbours and your help is appreciated.

Missed bin collection?

Report via: <https://www.chiltern.gov.uk/missed-bin>

Large & Bulky Waste

Take to the recycling centres at either High Heavens, Booker or Amersham. Alternatively book a bulky waste collection for items such as beds, cabinets, fridges, washing machines and any other large items via:

<https://www.wycombe.gov.uk/pages/Recycling-and-waste/Special-collections/Book-a-bulky-waste-collection.aspx>

If you are moving out then please make arrangements before you leave to dispose of any large unwanted items.

IF YOU DUMP LARGE ITEMS IN THE BIN STORE OR ELSEWHERE ON THE ESTATE THEN YOU OR YOUR LANDLORD MAY BE INVOICED FOR THE COST OF REMOVAL!
(A WASTE TRUCK COSTS AROUND £200 EACH TIME)

Your Estate Guide (2)

Maintaining the estate... Windsor Drive Management Co

The management company are here to look after your estate. We arrange many works throughout the year both scheduled such as internal and external decorations and emergency repairs where for example there has been damage to the building, a water leak in the garage, stairwells or roof.

Beyond arranging and managing the work that takes place throughout the year we also assist residents where possible for issues within and outside of their flat. As guide these are the issues we deal with and those better sorted out between neighbours or by the police:

Management Company:

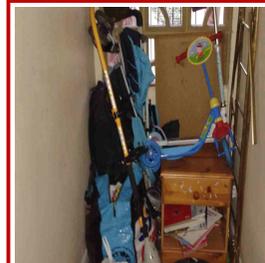
- Maintaining the Buildings / Car Parks / Garages
- Common areas / Gardens / Cleaning

Better dealt with between neighbours:

- Water leaks from the flat above
- Noise (Council may be able to assist too)
- Anti-social issues from a neighbour (e.g. Parking, items left etc)

Better dealt with by the Police:

- People hanging about on the estate and in the garage areas
- Anti-social behaviour on and off the estate
- Smoking, in particular in relation to drugs and drinking



Balconies, Air Vents, Common and lobby areas

Some of our 1st and 2nd floor flats have a small balcony. These balconies are separated by a set of bricks similar to our picture on the left except a lot of "junk" is in the way!. We are aware that some vents have been blocked by residents either with wood (making it dark in the lobby) or plastic sheeting. If yours is currently blocked please unblock it, the vents are for fire safety!

Also the lobby areas both outside the flats and the stairwells must not be used for storage at any time. This is part of our fire & safety policy which means **all areas must be kept clear.**

Did you know?

External windows are cleaned three times a year in February, June and October. Our contractor uses a pole-fed treated pure water system to clean each window from the ground. It's much safer than the old days of window cleaners on ladders.

N.I.B. (News in Brief 1)

Dogs and other pets on the estate

Dogs and other pets are not specifically banned under the terms of our leases and tenancy agreements. However, there is provision that if a pet causes a nuisance to another resident the freeholder has the right to ask for that pet to be removed from the estate.

On that basis please keep your pet under control at all times and clear up any mess.

Noisy Neighbours!

Living in flats we are literally on top of each other! For this very reason noise be it from raised voices, music, D.I.Y can easily be heard in an adjoining flat disturbing your neighbour.

Please try and keep noise to an absolute minimum, no shouting, no loud music and keep D.I.Y. to daytimes only so everyone can enjoy an evening at home.

If you do find there is noise from a neighbouring flat try and have a careful word with them. A friendly chat can usually resolve the issue. At the management company we'll help where we can but noise is an issue best dealt with by neighbours. The council may be able to help too—see the back page for contact details.

Did you know?

The lighting is checked every two weeks throughout the year by our electrician. The same cycle is used for cleaning of the stairwells. This is to ensure any faulty lamps and switches are replaced and stairwells are kept clean and tidy. We do also rely on residents to keep the stairwells clear of junk and not to walk in unnecessary dirt.

Parking & Garages

On Windsor Drive we have plenty of parking if used to full advantage!

Every flat has one allocated parking space which you should use in preference to other areas. There are a few places where it is not possible to get two cars in adjoining bays (The spaces were designed when cars were a lot narrower!). If this applies to your space then please try and share with your neighbour. The un-numbered spaces in the parking areas are for residents and visitors only.

The spaces are NOT for long term storage of SORN'ed vehicles or for carrying out car repair works.

Un-insured vehicles may also not be kept on the estate. As far as possible commercial vehicles should not be brought onto the estate.

We are aware of school drop-off issues and student parking. If you have a problem it may be worth contacting the school.

The public road should not be used for long term parking as this generates unwanted interest and restricts spaces.

N.I.B. (News in Brief 2)

Events for 2022-23

When we are able to are you interested in

- a social event
- garage sale
- BBQ / Big Lunch
- Zoom Meet Up's

Something else?...with a chance to meet your neighbours? If so contact David using the contact details on the back page.



Our major works for 2020-21 are now nearing completion. The new year of works runs from 1st July 2021 to 30th June 2022 and as usual there will be a lot to do

Our Annual Garage Clean will be completed in the next couple of months to clear leaves, dust and cobwebs. Please help us keep the garage areas that way by occasionally sweeping out your bay.

Gardens

The new gardening contractors, Ideal Gardening Solutions have been in place since July 2020. They have a wide experience of doing gardening and ground works on estates such as ours and are beginning to make a positive impression at Windsor Drive.

We have now shingled the bed by Block 3 as you enter the estate and put in a new garden area at the top of the estate by the Amersham Road. This ensures there is a safe play and recreation area for those living in Flats 97-126.

More minor improvements are in the pipeline but in the meantime if you have any comments on the gardens then let us know.

Did you know?

The gardeners visit the estate throughout the year. During the summer there are extra visits to keep the estate in tip-top condition. Each year the lawns are cut a minimum of 18 times and trees are usually pruned every two years. All year round they are there for you to enjoy! Keeping the gates and doors closed helps with security on the estate.



Windsor Drive (HW) Freehold Ltd

Estate, Land & Buildings owners

The freehold company are responsible for permission to....

- Sub-let a flat
- Replace windows
- Fit any external structure (e.g. Aerial or dish)
- Make any alterations
- Extend your lease

Contact details...

Windsor Drive (HW) Freehold Ltd,
PO BOX 988, Naphill,
High Wycombe, HP14 4ZN
Tel: 07961 - 007351
E-mail: windsordrivefreehold@yahoo.co.uk