

WINDSOR DRIVE



Hello,

Welcome to the Spring 2024 edition of your estate newsletter.

Since our last newsletter we have been working on the scheduled works for 2023-24 and done some roof repairs where a leak has been reported.

Recently the Freehold Company held their AGM and as always there has been lots to do!

David Winterburn, WD Man Co

INSIDE THIS
ISSUE:

*Safety around
the estate* 1

*Your Estate
Guide* 2

News in Brief 4

Bin Stores 6

*Parking on
Windsor Drive* 7

*Local Services
Guide* 7

Contact Points 8

Safety around the estate

Keeping the estate safe and tidy is one of the top priorities. We do a minimum monthly check round all the blocks to look out for any damage and item left lying around that could cause a fire or Health & Safety Hazard.

We need everyone to help ensure the following:

- All stairwells are 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 in the cupboard or outside in the lobby..
- Balconies must be kept clean and tidy. The air bricks from the front door lobbies **MUST NOT** be blocked. If yours is then 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 or other repair works.

Your Estate Guide (1)

Service Charges, Ground Rent
and Buildings Insurance

The service charge year ends on 30th June 2024. If paying by instalments accounts should be fully paid by end of May. Your statement issued in July 2023 shows the balance for payment this year. Now is the time to check your payments are on track and if required make extra payments to clear your balance by 31st May 2024. Should you have any issues with making payments contact our bookkeeper now.

The charges are paid by all flats owners and if you are a tenant this is paid by your landlord. Since the millennium the charges for most flat owners have increased far less than inflation The next service charge year runs 1st July 2024 to 30th June 2025. New bills and statements will be issued early July 2024.

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



Cleaning & External Mats

The cleaners work hard to keep our stairwells looking clean and tidy. Hopefully they are doing a good job where you live. However, 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.

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:

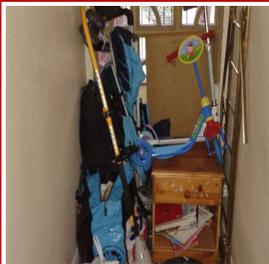
- Maintaining the Buildings / Car Parks / Garages
- Common areas / Gardens / Common Area Cleaning

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!



Noise can easily be heard in an adjoining flat. Please try and keep noise to an absolute minimum, no shouting, no loud music and keep D.I.Y. to daytimes only.

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. 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.

New for 2024 in the Garage Areas

The current sodium lighting is coming to the end of its life. Our electrician has done a fantastic job on repairing these old fittings with not only replacement bulbs but repairing damaged lenses as well.

However, the sodium bulbs will soon be near impossible to buy. They use 150 watts per fitting so are expensive to run. They will be replaced by intelligent LED strip lights. The 21st century has arrived!

The new lights will run on low all day but when someone or a vehicle enters the garage they turn to full brightness and remain on for around 5 minutes after no movement is detected then return to standby mode. The electricity saving will be significant. A trial of these is being done in Block 6 (Flats 73 - 84) if you want to see them. They will in other blocks soon.

Old (Block 5)



New (Block 6)



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

Events for 2024

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 2023-24 are now nearing completion. The next year of works runs from 1st July 2024 to 30th June 2025 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

Our gardeners, Ideal Gardening Solutions have been in place since July 2020. They have a wide experience of doing works on estates such as ours and are making a positive impression at Windsor Drive.

We have replaced the boarding as you enter the estate after this was damaged by vehicles.



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

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 the gardens are for you to enjoy! Keeping the gates and doors closed helps with security on the estate.

Bin Stores—Keeping them tidy!

There are two bin stores provided on Windsor Drive. The smaller store at the top of the road (Right) is mainly for residents from Flats 1—36 while the larger store at the bottom of the hill is for all other flats (Bottom Left).



Residents are reminded to put their black bin bags in the dustbins provided as this helps reduce the likelihood of vermin/ rodents ripping bags open.

Also larger items i.e. Fridges, Beds, Wardrobes etc are the responsibility of the residents to dispose of and not to be discarded at the bins stores. Please visit www.buckinghamshire.gov.uk for more information on recycling. If you need assistance regarding removal / disposal information call/text us on 07762 003055

REMEMBER IT IS YOUR RUBBISH AND YOUR RESPONSIBILITY TO HELP KEEP OUR ESTATE TIDY

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.

Missed bin collection?
Report via: <https://www.buckinghamshire.gov.uk>

Parking & Garages at Windsor Drive

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 and the owners of any such vehicle may be liable for full costs arising from any incident as a result.

As far as possible commercial vehicles should not be brought onto the estate. It is however appreciated it is sometimes necessary.

We are aware of school drop-off issues and student parking but at present the council do not see this as a priority. However, 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.

Local Services Guide

Building Services

John Lovekin 07970 463888

Crystal Property Maintenance 07742 022987

DJ Coles Property Services 07747 783015

Window Replacement

APS windows 01494 814139

Warwick Windows 01494 672924

Electricians

Phil Brooks 01494 711949

Ellis Robinson Electrical 07551 237446

Plumbing

Apache Plumbing 01494 711700

Aquaflow Plumbing Services 01494 814376

End-of-life vehicles

ASM (Aylesbury) 01296 337711

Taxis

Arrow Taxis 01494 474764

Neales Cars-Buses-Coaches 01494 522555

Tiger Taxis 01494 461111

TV Services

Atlas - Aerials / Satellite / CCTV
01494 444060

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

Please note the Management or Freehold Companies cannot endorse any of the trades people listed above. The list is provided to assist residents and you should ensure they meet your requirements before allowing any work to be undertaken or using a service.

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 2024

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 23 years service charges have risen for most owners by far less than inflation.

There have been only 4 increases in 20 years from £720 per flat to the current rate of £895 per flat per year. We currently offer a £50 discount for timely payers so many owners only pay £845 per year.

MANAGEMENT Co CONTACTS

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

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

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

Committee Members: [Mike Fincham](#), [Roger Legge](#)

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

John Lovekin (Emergency Contact Only)
07970 463888

Buildings Insurance

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 0845 230 2882
Noise Nuisance (Environmental Health) 01494 412 247
Waste & Re-cycling (Missed Collections) report via the Web site: <https://www.buckinghamshire.gov.uk>

Police

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

Ambulance / Fire

999 / 112

NHS Helpline

111