

## Windsor Drive (HW) Man Co Ltd

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### 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.

### Local Services Guide

#### Cleaning

Absolute Cleaning Services UK  
01494 842020 /  
07900 354174

#### Electricians

Phil Brooks  
01494 711949

#### End-of-life vehicles

ASM (Aylesbury)  
01296 337711

#### Window Replacement

APS windows  
01494 814139

## MANAGEMENT Co CONTACTS

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

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

Terrie Smith (Director & Bookkeeper) - Flat 103  
Tel: 01494 445816 / Mob: 07720 383535  
E-mail: [terrie103@btinternet.com](mailto:terrie103@btinternet.com)

Mike Fincham (Committee) - Flat 74  
E-mail: [mike@windsordrive.co.uk](mailto:mike@windsordrive.co.uk)

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Join our What's App Group on 07762 003055.  
See our new look Web Site at: [windsordrive.co.uk](http://windsordrive.co.uk)



WhatsApp



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facebook

## GENERAL CONTACTS

### Building Maintenance Issues

07762 003055

### Buildings Insurance

Contact Windsor Drive (HW) Freehold Ltd on 07961 007351 to make a claim - Contact details can be found on page 3.

### 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.buckinghamshire.gov.uk/waste-and-recycling/report-a-missed-bin-collection/>  
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 28

Summer  
2024  
Mini Edition

## WINDSOR DRIVE



Hello,

Welcome to the Summer 2024 estate newsletter.

We are at the start of a new year for our service charges, ground rent and buildings insurance. For flat owners this newsletter will have come along with your annual invoices.

**\* Enjoy the read and retain for future reference\***

David Winterburn, WD Man Co

### Looking after your block

We carry out re-decoration of the stairwells in each block every four years. This year it is the turn of Blocks 2 & 6 (Flats 37-54 & 73-84). Look out for a fresh look!

The external doors to the blocks should be kept closed at all times. The latches are provided to assist residents in getting bulky items in and should not be left open especially overnight. Doing so can attract unwanted visitors both human and animals to enter the blocks. If there is heavy rain the carpets can also get soggy if the doors are left open. If you are a ground floor resident please do your bit to help. **Thanks!**

**Also can we ask you do not leave items in the lobbies, bottom of stairwells, in service cupboards (electric meter) or block venting from the balconies. This is all part of our fire and safety policy. ALL AREAS MUST BE KEPT STERILE!**

### Waste & Re-cycling

There are two bin stores at Windsor Drive. The smaller store at the top of the road is for Flats 1—36 while the larger at the bottom of the hill is for all others. 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.**  
**Missed bin collection? - Report via: [www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk)**

**DO NOT DUMP LARGE ITEMS—furniture, Mattresses, Electrical items etc in the bin stores. These MUST be taken to a local re-cycling centre.**

## Your Estate Guide (1)

### Service Charges, Ground Rent and Buildings Insurance



The service charge year starts on 1st July 2024. If paying by instalments all accounts should be fully paid by the 31st May 2025. Your statement issued in July 2024 will show the outstanding balance for payment this year. Should you have any queries or issues with making payments please contact our bookkeeper now. That way things can be sorted out sooner rather than later without allowing further arrears to build up.

The charges are paid by all flat owners and if you are a tenant this is paid by your landlord. This year service charges have remained the same at £895.00 per flat. The service charge year runs from 1st July 2024 to 30th June 2025. New bills and statements are included with this newsletter for flat owners.

Contact our bookkeeper Terrie Smith for more information.  
E: [terrie103@btinternet.com](mailto: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.**

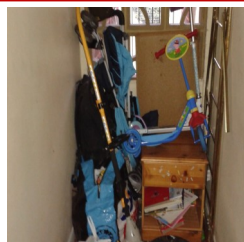


### A New Broom sweeps clean....

Our cleaners clean each stairwell every 2 weeks.

Please try not to walk mud in as not only does this make the blocks look scruffy, it makes it difficult for the cleaners.

Our annual garage clean has just taken place. Please try and keep your bay clean & clear by sweeping it occasionally and not storing items other than your car in it.



### Balconies, Air Vents, Common and lobby areas

These areas must be left clear at all times. No items

left outside the front door, no locks on any fire door or cupboard and no blocking of the vents.

**All areas must be kept clear for safety**

## 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.



**Noise** - 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 this to an absolute minimum.

**Washing** - Don't let the washing hang out! Under our lease we are not allowed to put washing to dry outside the flat. If you are doing this please refrain from doing so and dry it inside.

**Storage** - All storage should be inside the flat or in your shed in the garage area. If you are a tenant and do not have access to the shed ask your landlord or agent.

### 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: [windsordrivefreehold@yahoo.co.uk](mailto:windsordrivefreehold@yahoo.co.uk)

### Dogs, Pets and Wildlife

Dogs and other pets are not specifically banned under the lease and some tenancy agreements. However, if a pet causes a nuisance the freeholder has the right to ask for that pet to be removed. On that basis please keep your pet under control at all times and clear up any mess.

**Please do not feed birds by throwing bread and other food out. It makes the estate look untidy and attracts vermin!**

### Children and playing on the estate

For safety we highly recommend that children only play in the enclosed (fenced) areas of the estate. Roads and car parks can be dangerous areas so please avoid these.

Children should be supervised at all times. There have been several instances of children "chalking" on walls & pathways. Please can we ask this is not done and if it does happen as with any waste you clear up as a courtesy to others on the estate.