

## 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 2026

### Keep In Touch

This newsletter is one way of 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 25 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](mailto:david@windsordrive.co.uk)

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

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

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

Bookkeeper - Fiona Clark Tel: 07855 067498  
E-mail: [Fiona@windsordrive.co.uk](mailto:Fiona@windsordrive.co.uk)

**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 (Emergencies 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

Windsor Drive (HW) Man Co Ltd

Issue 30

Spring 2026  
Edition

## WINDSOR DRIVE



Hello,

Welcome to the Spring 2026 edition of your estate newsletter.

Since our last newsletter we are now doing the scheduled works for 2025-26 which includes decorating two blocks and a garage.

Recently the Freehold company held their AGM and as always there is lots to do!

David Winterburn, WD Man Co

### INSIDE THIS ISSUE:

*Looking after your estate* 1

*Your Estate Guide* 2

*News in Brief* 3

*Bin Stores - Food Waste* 4

*Parking on Windsor Drive* 5

*Local Services Guide* 6

*Contact Points* 7

### Looking after your estate

If there is one thing we can all be proud of at Windsor Drive is the way our estate is seen by others from outside. On gardens always look good, the buildings in good condition and clean and tidy. All of this does not happen without your help.

Health and Safety is also important and for that reason there is fencing and gates so children have a safe place to play and intruders are deterred. By following a few points below we can keep Windsor Drive safe.

**Children** - Ensure they are supervised at all times.

**Gates** - Ensure they are closed after use.

**Entrance Doors** - Ensure these are not left latched open to deter intruders.

**Report** - Intruders, drug taking and smokers to the police via the web site, 101 or in emergency 999.

**Bins** - Keep the stores tidy and DO NOT dump large items such as furniture and electricals.

## Your Estate Guide (1)

### New Bookkeeper! Welcome Fiona Clark

We welcome Fiona Clark as our new bookkeeper at Windsor Drive. She will be taking over from Terrie Smith who has spent an incredible 18 years as the management company bookkeeper and more recently had the added role of dealing with payments from flat owners for the freeholder.



Terrie will be continuing as a Director of the management company, supporting Fiona on accounts until year end and will still be doing other duties associated with running the estate.

The service charge year comes to an end on 30th June 2026 and all accounts should be cleared by 31st May 2026. If you are paying by instalments your last payment should have been received by that date.

Should you have any issues with making payments contact Fiona now:  
E-mail: [fiona@windsordrive.co.uk](mailto:fiona@windsordrive.co.uk) Mob: 07855 067498



### 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.

## Parking & Garages at Windsor Drive

### Windsor Drive we has 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, student and top-of-the-road parking but at present the council do not see this as a priority. However, you can report issues via "Fix my Street" and the more reports the more likely we are to get action. **The public road should not be used for long term parking. Pavements are for pedestrians NOT vehicle parking.**

## Local Services Guide

### Building Services

John Lovekin 07970 463888

Crystal Property Maintenance 07742 022987

### Window Replacement

APS windows 01494 814139

Warwick Windows 01494 672924

### Electricians

Phil Brooks 01494 711949

### Plumbing

Apache Plumbing 01494 711700

Aquaflow Plumbing Services 01494 814376

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

### 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

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.

## Bin Stores— Food Waste & 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 bins! Larger items i.e. Fridges, Beds, Wardrobes etc are the responsibility of residents to dispose of . Please visit [www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk) for more information on recycling. If you need assistance call/text 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**

**Red Bins - Tin Cans, Glass Jars, Foil & Plastic bottles**

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

**Food - Waste** The council plans to introduce food waste recycling for flats this spring. An extra bin will be provide in each bin store and you will be issued with a caddy (small bin) for each flat.



### Waste Guidelines

**Please try to push waste to the back of bins and flatten all cardboard. No bags in mixed recycling.**

**Missed bin collection?**

**Report via: <https://www.buckinghamshire.gov.uk>**

## Your Estate Guide (2)

### Maintaining the estate... Windsor Drive Management Co

The management company arrange many works throughout the year both scheduled such as internal and external decorations and emergency repairs. We also assist residents where possible for issues within and outside of their flat. As a 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, drugs and drinking

### We need of new members of the management team!

Some members of the management team have served over 25 years and its now time to look for new people to take over and run the estate moving forward. If we cannot do this we'll have to look at external management which adds to the service charge cost. Contact David if you can help (See back page).

### Safety around the Estate, Gardens & Garages

#### We need everyone to help ensure the following:

- All stairwells are kept clear at all times.
- Fire Doors must be kept closed at all times.
- The service cupboards **MUST BE KEPT CLEAR**.
- Balconies must be kept clean and tidy.
- Garage areas and parking bays **MUST ONLY** be used for the storage of a roadworthy vehicle.
- Do not allow toys to be left outside in the garden.
- Children should be supervised at all times.
- **Enjoy the gardens, they are here for all to share!**

### 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 window cleaners on ladders!

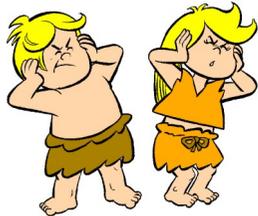
## N.I.B. (News in Brief 1)

### 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. This is to ensure any faulty lamps and switches are replaced. We do also rely on residents to report any issues too. Over the next year we will be investing in replacement of the garage bay lighting by LED's as fluorescent tubes are becoming obsolete.



Our major works for 2025-26 are now halfway through completion. The current year of works runs until 30th June 2026 and as usual there has been lots to do.

Every year there both internal and external decorations to do. This year we will be doing the following:

Block 6 (Flats 73-84) & Block 7 (Flats 85-96) will have exterior decorations done. This is only minor works to ensure the exterior and entrance doors continue to look their best.

Block 3 (Flats 1-18) & Block 7 (Flats 85-96) will have interior decorations done. This involves painting the stairwells, lobbies, handrails, doors and other woodwork. Please take care while this is done as there will be wet paint on some surfaces as this progresses. After the work is finished the carpets will be deep cleaned so the block looks its best.

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.

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

### Events for 2026

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.

### The Big Clear Up

We continue to try to keep the estate as clean and tidy as possible. As always we need the help of every resident to achieve this.

Last June we did a "Big Clear Up" and will looking to do this once again this year. However, please do not wait for the announcement but ensure you do not leave anything outside of your flat, storage cupboard or in the garage area.

If you are a tenant and do not have access to your allocated cupboard then contact your landlord or managing agent. While most cupboards are not large they do give you that little bit of extra space for storing bikes, buggies and other items.

**Thank You!**

### 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.

### Landlords

Please make sure through your tenancy agreements that new tenants are aware of the terms of the lease. This does include some important guidance which helps us all in "compact living" of flat life.

Also can you please ensure your tenants have access to the storage shed. We have on several occasions found tenants storing items outside the flat as they do not have access to the storage in the garage area.



**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: 07831-658658  
E-mail: windsordrivefreehold@yahoo.co.uk