



## *Summer 2014 Newsletter*

### Hawkers and Circulars

Recently and more frequently various people have been found on site attempting to deliver magazines or collect contributions to various charities. They have been asked to leave but are often reluctant to. Advice from Thames Valley police is always to say 'no thanks'. If they are selling reply 'we do not buy at our front door'. Under no circumstances should they ever be allowed into your property or any form signed and returned to them. Giving a stranger your bank details is a risk. Even a comment to them about a neighbour not answering the door 'because they are at work' or 'they are away on holiday' gives a chance thief encouragement to persist or return. If you decline and politely ask them to leave Braybank it helps protect us all.

### Parking

As happens from time to time following changes to occupancy there are more cars on the estate than normal. This presents potential problems and conflicts which hopefully can be avoided. If therefore everyone conforms to the following it will be to everyone's advantage. Please park as follows when you can (non-commercial vehicles only):

**Houses:** A In your garage. B On your drive. C If a second car on the drive if possible or D Across the drive on the road.

**Apartments 11 to 22 and 57 to 62.** A. In your garage. B On the hard standing in front of your garage the car in line with the garage. There is plenty of room for this. If you have two cars, please park in front of another unused or empty garage, or in the circle. There is room for this. Please do not park in the area in front of the gates unless, there is no alternative, and under no circumstances on the path outside of Block 57 to 62.

**Apartments 23 to 56.** In order to minimise parking problems on the East side, please comply with the following: Please park only one car in the road outside your own property, when possible.

Any other car or cars must be parked in the garage, or in another area of the estate.

It is most important in this road to park 2-3 feet (60-90cm) onto the footpath. Cars parked in the kerb make it difficult for garage users to turn into their garage. Also when another vehicle is parked outside the garages (see below) there has on occasions been insufficient room for a large emergency vehicle to get through. Needless to say, you should occupy only a reasonable amount of space, i.e. not 10 feet from the nearest car, or in the middle of space sufficient for 2 cars.

The tarmac in front of garages which are only used for storage is potentially available for parking a car. There must be two such garages adjacent to one-another to constitute a 'parking space'. You must leave sufficient space for the garage door to be opened. You must remain contactable and available to move the vehicle at short notice if requested by the owner of the garage, or by the Groundsman, because of some obstruction (i.e., not just because the garage owner objects in principle!) There must be due consideration of the need for adjacent garage users to turn into their garages.

### Subletting

Any leaseholder who sub-lets their house or apartment should be aware that first of all permission should be obtained from John Mortimer Property Management Ltd, in the form of a licence, (this will not unreasonably be withheld) but any sub tenants are also subject to the rules and regulations that govern the running of Braybank. These are made clear in the handbook which everyone has received and a copy of this should be brought to their attention. If further copies are required they can be obtained from JMPM Ltd or from the Lodge.

This handbook covers many aspects of living in Braybank to which all are subject whether your property is let or not: For example it clarifies areas from the lease which say that no animals, birds or reptiles may be kept without the express permission of the board, as well as other areas such as renovation or repair work.

## Dates for your diary

Please remember our annual buffet on the hard is planned for Sunday 20<sup>th</sup> July, and all are welcome for a very small charge, more to follow.

Shareholders only please note that this year's AGM is planned for Wednesday 23<sup>rd</sup> July in The Village Hall.

## Fire Safety Procedure and Information

A number of key points have been identified with regards to Fire Safety that we need to bring to your attention.

### **1. FIRE PROCEDURE (Apartments in particular)**

Your building has been constructed in accordance with the relevant Building Regulations and as such should provide a reasonable degree of fire resistance between individual occupancies.

Should a fire occur in your property, then immediately tell all other occupiers, if a flat warn all other residents in the block then evacuate, closing doors and windows as you leave. Call the Fire Service, by dialling 999 and listen to the operator, who will ask for all the relevant information. Do not hang up until the operator says it is ok to do so.

Should a fire occur in another property, it will normally be safe for you to remain within your home, provided that all the inherent building safety measures have been adequately maintained. The Fire Service will advise if it becomes necessary for you to evacuate. If you become aware of a fire elsewhere in Braybank call the Fire Service, as indicated above.

### **2. FIRE PREVENTION (Apartments and houses)**

To help prevent a fire occurring you should ensure the following;

- 1) Ensure the electrical and gas supply has been tested and deemed safe.
- 2) Avoid the use of portable heaters with a naked flame. Ensure all portable heaters are kept well clear of any combustible materials.
- 3) Ensure that all smoking materials are properly extinguished before you go to bed or leave the property (empty into a metal bin).
- 4) Avoid the use of chip pans. Where they are used, they should never be left unattended.
- 5) Avoid excessive use of multi point adapters and extension leads. Check electrical appliances regularly to ensure there are no obvious defects. Switch off items not in use at the wall socket.
- 6) Nothing may be stored within electrical meter, or gas cupboards.
- 7) Only use candles where they cannot come into contact with combustible materials and ensure they are properly extinguished before going to bed or leaving the property.

### **3. ESCAPE ROUTES (Apartments)**

Corridors and stairs form the main escape routes from all buildings and it is vital that these are kept clear at all times, so items such as thick door mats and items of furniture should be removed. Additionally there should be no combustible storage within these routes. All cupboards within escape routes should be kept shut when not in use and NOT used for storage of flammable or combustible items.

Most flat front doors are known to be fire resisting and have heat and smoke seals fitted. They should also be fitted with appropriate self-closing devices. Where doors have been identified as being not appropriately fire resisting they will need to be upgraded or replaced and a further inspection will be completed in order to confirm who complies and who needs to change their door. Tenants must contact the Managing Agent PRIOR to altering, or changing their flat front doors, as this may affect the fire safety of the building.

### **4. DETECTION AND WARNING (Apartments and houses)**

If you do not already have them, it is advised that you install smoke detectors within your property. These should preferably be the 'hard wired' type, connected to your electricity supply, or long battery life, sealed detectors. Current guidance recommends hard wired detection to BS 5839 Pt 6, category LD3, Grade D coverage.

### **5. FIRE FIGHTING (Apartments and houses)**

It is recommended that you have a fire blanket within your property, which you can use if you have a small fire in the kitchen, or if clothing catches alight. These can be obtained from a hardware shop.

### **6. POTENTIALLY VULNERABLE OCCUPANTS (Apartments and houses)**

If you are or another occupant of your property is disabled in anyway that could potentially hinder ability to evacuate safely or there is any reason that you feel you could not evacuate safely on your own, then please advise us accordingly, so that we may incorporate this information into the risk assessment process.

### **7. ACCESS (Apartments and houses)**

Access points to bin storage areas are to be kept clear not only for waste collection but also for Fire Safety.

### **8. MAINTENANCE (Apartments and houses)**

Should you notice any deterioration to the fabric of the building or any areas requiring maintenance, please contact the managing agents, so that arrangements for remedial action can be made.