

PARK GATE

Residents' Society Ltd.

Companies House Reg: 05221532

Dear new resident,

Welcome to Park Gate. This is a great place to live, and we hope that you are feeling at home already.

These flats (by the SPAN architectural practice, completed in 1958) were designed around a courtyard, to foster a sense of community. The people who live here want to keep up that tradition and for it not to be just like any old block of flats.

The Park Gate website (www.parkgate-hove.com) has recently been updated and contains lots of useful information, including the history of the site, updates to this letter, EPC information and more. There are two password protected notice boards on the site, one for residents (password code as per front entrance keypad 8pm to 7am) and one for flat owners only (contact Ellmans for password). Your neighbours offer active support and social groups on Signal (social media app) – please ask the directors to be put in touch with an administrator, if you would like to be added to one of these.

There is usually an annual summer party and a Christmas lights switch on ceremony to which you are welcome, whether you're a new owner or a tenant.

Managing Agent

Any day-to-day problems with such things as the cleaning and maintenance of the common areas of the building should be referred to the managing agent.

The managing agent for Park Gate is:

Ellmans Property Management and Lettings

43 Church Road, Hove, East Sussex. BN3 2BE

01273 737241

Main contact for day-to-day management of the buildings and gardens:

Claire Perry-Riquet

01273 737241

Claire@ellmans.co.uk / pm@ellmans.co.uk

Directors: C Crow; S Evans; J Humphris; S Maclean; J Massey; M Thompson; B Walsh; R Webber.

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There are emergency numbers for the lift company and other services, including locksmiths, on the notice boards for out of hours incidents.

PGRS board

Oversight of Park Gate's running is provided by the Board of the Park Gate Residents' Society. The Directors who serve on the Board are unpaid volunteers and are elected at an annual AGM, usually held in June. Leaseholders are encouraged to put themselves forward to serve a stint on the Board; sharing this work around is the best way of ensuring that Park Gate continues to function as a well-run block. To contact the board, please go via Claire at Ellmans.

Gardens and courtyard

These are the areas that make Park Gate special. They are there for everyone to enjoy and all outside areas are owned, in common, by the Residents' Society, who pay a dedicated team of gardeners to keep them looking great, so we can all enjoy them. While it is fine for children to play in the garden, it is not a children's playground. Please be considerate about noise and supervise them while they play. Please do not allow children to play ball games (St Ann's Well Gardens, right next door, offers plenty of scope for this, as well as tennis courts and a table tennis table). For safety reasons, all residents are asked not to ride bicycles or use any other wheeled vehicle in the grounds of Park Gate. Please also note that the roof areas are not open to residents and are kept locked and alarmed.

Road access, parking and unloading

At present, when Brunswick School is open, access to our part of Somerhill Road is controlled by marshals at school drop-off and collection times.

There is currently no waiting list for a council parking permit in zone O, which covers Somerhill Road. Finding a nearby parking space in the road is rarely a problem, except at school drop off and collection times. There are usually spaces to be found on Nizells Avenue, on the other side of the St Ann's Well Gardens.

Three allocated parking places are available on site, which are all at present taken. Ellmans Property Services keep a waiting list; please contact them to get your name on it. You must display your parking permit if you have one of these spaces. Spaces cannot be transferred to friends or 'sold' along with a flat. If you give up your space or sell up and move out, it will go to the next person on the list.

There are regular patrols of the car parks; fines are issued to the owners of vehicles parked without permission, which cannot be rescinded by Ellmans or the Board. We must enforce this for Insurance purposes and gates need to be kept accessible for fire appliances. Please respect this for all our sakes.

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Unloading for 20 minutes is, however, allowed. Please display a note in your windscreen stating your flat number and giving a phone number in case there is an urgent need for you to move the vehicle. Please do not park in front of the fire gates.

Recycling

Recycling options are now provided by the Council for Paper & Card, plastic, glass, tin and Communal recycling bins for glass, paper & card, hard plastic and tins are situated just inside the street entrance to the garages (see map on last page). Please use this facility at times that will not cause disturbance to those living nearby.

Please note that cellophane and soft plastic (e.g. bags, peel off seals, cling film) need to go in general rubbish. We have no recycling on site for small appliances or cartons, but there are dedicated bins by the flower stand at the west end of Palmeira Square, a 5 min walk away.

Food waste can now be recycled in compostable bags supplied by the Council. There is a dedicated bin for this in the block 2 bin store, and we have requested a second one for block 4. Please see the notice boards for information on how to get a food waste caddy and compostable bags from the Council.

Please do not dispose of any these materials in the general rubbish bins, and please do not put general rubbish in the recycling bins. There are additional recycling facilities on the Somerhill Ave junction and at the Nizell's Ave junction past the gates to St Ann's Well Gardens if ours are full.

Non-recyclable waste

For non-recyclable waste, the bins stores are on the ground floor of blocks 2 and 4: see map on last page. Collection day is usually on a Thursday but from time to time this changes. See: www.brighton-hove.gov.uk/rubbish-recycling-and-streets

All rubbish must be properly sealed in strong bin liners and placed in the bins. Failure to do so will result in the dustmen refusing to collect it. Please don't overfill the bins so that the lids won't shut. This attracts vermin and makes the common ways smell, especially in warm weather.

Over the Christmas/New Year period, when there is more rubbish than usual and fewer collections, please keep an eye on the stores and dispose of your rubbish and recycling elsewhere if you are able to. You can use communal bins on Somerhill Road.

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Cityclean has a key for the bin store doors. Please don't leave them open unless you are going in and out through the bin store yourself for loading reasons.

Larger items of rubbish should be taken to the recycling centres on the Old Shoreham Road, Hove, or Wilson Avenue, Brighton. Or collection may be arranged (charges apply) through Brighton and Hove City Council by ringing 01273 290798. Fly tipping is a serious offence that can carry a penalty of up to £50,000.

If you fly tip at Park Gate, you are effectively asking every other leaseholder to pay for the disposal of your unwanted items. We spend about £400 per annum disposing of dumped furniture and other items – please don't contribute to that problem.

Common ways and lights

Please keep the common ways (which include the areas outside front doors) free of all personal items, including footwear, bicycles, pushchairs, and rubbish bags. This is important because, as well as getting in the way of the cleaners, they are a fire hazard and would cause the building to fail a fire safety inspection, which could leave us liable to costly reparations. Such obstructions also invalidate the buildings insurance.

Cleaning of the floors of the common ways takes place every week. The cleaners will also replace blown light bulbs. If a blown light bulb in the courtyard or a hallway goes unnoticed, please report it to Ellmans.

Regular inspections of the common ways take place once a quarter. Any obstructions will be reported to the managing agent and may be removed, if they remain unclaimed.

Please do not allow children to play in the corridors or other indoor common areas.

Noise

Please keep noise to a minimum, between the hours of 11pm and 7am. This requirement is stipulated in every flat's lease, which is a legally enforceable document. While it is fine for children to play outside, please bear in mind that Park Gate is now a workplace for many people, and that noise therefore needs to be kept within reasonable limits.

Security

There is a night lock on the outside door of the building facing the street. This is currently activated from 8pm to 6am, during which hours access can be gained with a key (a quarter turn is needed in the slot to release the door) or a four-digit code, followed by a hash key press.

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Please make sure the block doors are closed behind you, and do not leave them unattended on the snib. We have had problems in the past with unauthorised persons gaining access, including instances of drug taking in communal areas.

Mail

Mail is delivered to your door. The postman may need buzzing in, since the trade buzzers are disabled. Please do be careful who you let in, though.

Insurance: There is Building Insurance in place at the property, the cost of which is included in the maintenance charge. This policy covers escape of water, but in recent years, the number of claims based on damaged caused by leaks from adjoining flats has pushed up our premiums. For this reason, any leaseholder found responsible for a serious leak will be charged up to half the value of the insurance excess, or up to 50% of the cost of repairs caused by a minor leak (capped at 50% of the excess cost). We request that all residents have their plumbing, water tanks and appliance connections regularly checked and maintained. Please make sure you know where your flat's stopcock to control the water supply is located. Flat occupiers are responsible for home and contents insurance, which should include accidental damage cover to protect yourself from mishaps within the flat.

Pets

Dogs and cats may only be kept at Park Gate with the written permission of the Directors, as per the conditions in the lease. Evidence of consent from adjoining neighbours (above, below and next door) must be provided before this permission will be granted.

Electric car charging point

There is a point for charging vehicles in the south car park. Please be considerate about closing car doors etc quietly if you are plugging in your vehicle for an overnight charge.

Sub-letting

Park Gate was designed and intended for owner-occupation. However, the letting of flats at Park Gate is allowed with the written permission of the Directors, under certain conditions. It is the responsibility of the flat owner to make sure that tenants are aware of, and abide by, all the conditions set down in the lease, some important provisions of which are contained in these notes. **Please note that holiday lets (including AirBnB) are not allowed under any circumstances.**

PARK GATE BUILDING MAP

COMMUNAL RECYCLING & GENERAL WASTE

- TINS AND CANS - empty and rinsed
- AEROSOLS - empty with lids removed
- CARDBOARD - flattened and cut so that it fits into the bin
- PAPER - including directories and windowed envelopes
- PLASTIC BOTTLES - rinsed and squashed, with lids replaced
- GLASS BOTTLES & JARS - rinsed and placed in separate bin

