

The Priory Residents Society Limited

Dear Neighbour,

Welcome to your new home in The Priory. Here is some information about The Priory that The Priory Residents' Society committee hopes you will find helpful.

A Brief History of The Priory

The Priory, Blackheath's first 'Span' estate, consists of 61 flats built in 1956 in the grounds of two Victorian houses. It was the first of several developments in Blackheath, built between 1956 and 1980 by Span Developments Ltd and designed by the architect Eric Lyons. Span set out to provide high quality contemporary architecture in attractive garden settings. An integral part of this vision was the community principles by which Span estates are administered. It was intended that the owners of the flats would participate democratically in running the estate, hence the establishment of this Society and the residents' committee.

In 1984 the Society became the freeholder of the estate and therefore the ground landlord and lessor of the flats. The lessees of the flats constitute the membership and shareholders of the Society and therefore have a voice in running its affairs. The Society is a mutual society registered under the Co-operative and Community Benefit Societies Act 2014 and operates under rules approved by the Financial Conduct Authority. There is a committee of eight elected members responsible for the management of the business of the Society, the estate and communal funds. The members are volunteers and so are unpaid.

Maintenance charge

There is a monthly maintenance charge to pay for the upkeep of The Priory. This currently stands at £190 per flat per month, payable in advance. If you have not done so, please set up a standing order using the form attached.

Running the estate

Day-to-day management of The Priory is carried out by the committee.

The committee arranges for repairs and decoration of the exterior and common parts of blocks of flats; the upkeep of the estate grounds; communal lighting; cleaning of communal parts of the estate; buildings insurance; collecting ground rent and maintenance payments for the garages; and paying the Cator Estate road charges.

Contractors clean the communal floors and stairs of buildings once a fortnight, and the windows externally once a month. Residents are responsible for cleaning their bin rooms.

If you have a question or concern about the way The Priory is being managed, please contact the relevant committee member using the details listed below.

Role	Name	Flat	Telephone	Email
Chair Secretary	Sandi McNamara	30	07897 541737	theprioryse3@yahoo.co.uk Sandimcnamara@hotmail.com
Treasurer	Steve Sensier	2	07928 605575	steven@sensier.com
Vice-Chair and Maintenance	Mike Dunn	33	020 8297 7240	
Gardens & Trees	Andrea Haddad	17	07985 968777	haddadandrea@hotmail.com
Gardens & Trees Assistant	Steve Sensier	2	07928 605575	steven@sensier.com
Lighting & Cleaning	Chris Brown	23	07540 698498 020 8852 7138	chris.brown0604@gmail.com
Parking Garages Website	Steve Sensier	2	07928 605575	steven@sensier.com
<i>Varies</i>	Lynne Devlin	16	020 8852 7368	lmdevlinpriory@btinternet.com

Maintaining the Span vision

Eric Lyons recognised that the long-term success of his design depended on maintaining the consistency of the architectural detailing and materials and it is for that reason that controls exist to ensure that changes to individual flats do not undermine the aesthetic of the estate as a whole. The committee is responsible for organising the maintenance and decoration of the exterior facades, the stairwells, the bin rooms and other communal areas, as well as the care of the gardens.

The committee's permission should be sought before undertaking any building works involving the structure and/or exterior of the buildings and/or communal areas, including the gardens and grounds. This includes work involving glass, plumbing, overflow pipes, flues for central heating and ventilation, alarms, aerials, garden plants and rubbish skips. (If you intend to hire a skip, please let the committee's maintenance member know and he will advise you where to locate it.)

This system has been extremely successful for more than six decades and the architectural integrity of The Priory remains virtually intact. The combination of high quality modernist architecture and mature gardens and trees is the reason why The Priory and other Span estates are included within the Greenwich Blackheath Conservation Area.

The benefits of the Span approach are apparent when one considers the appearance of the nearby Quaggy Walk Estate: the houses there are similar in style and concept to The Priory, but have depreciated significantly through lack of maintenance and no control over individual changes. It is worth noting that the careful control of change that has been successfully implemented at The Priory has added significantly to the value of the individual flats.

Please ensure that communal areas of the building are kept clear, especially the stairwells which must be kept free from obstacles in case of fire. Small plant displays (for example, one trough or one or two pots) are permitted, subject to the agreement of your neighbours,

provided that they can be moved easily for maintenance. Personal belongings should not be stored beneath the stairs.

Installing a new boiler

If you need to replace your boiler you are now required by law to install a condensing boiler. These are far more efficient than the old boilers and should heat your flat effectively and reduce your bills. Many residents have had condensing boilers installed without any problems. However, if your old boiler is located in, or near, the small end bedroom we strongly recommend that you have the new boiler installed somewhere closer to your kitchen (or bathroom) down pipe. Condensing boilers need a drain pipe that feeds directly into the down pipes – if the boiler is a long way from the down pipe this will mean having pipes running around your flat from the boiler to the drain.

Unfortunately, the pipe for the condensate cannot come out of the outside walls of the blocks because this means running a pipe all the way down the side of the flat and into the nearest drain, which detracts from the appearance of the buildings. If you have any queries about this, please contact the committee member responsible for maintenance before starting any works. If your contractor installs external pipe-work without permission this will need to be removed.

Rubbish collection

Greenwich Council collects rubbish on Tuesday mornings. Please ask your neighbours where to leave rubbish for collection. If at all possible, avoid putting rubbish bags out the night before because birds and foxes rip them open.

Rubbish should be separated into three types: 1) food waste; 2) mixed dry recyclables (such as paper, card, cans, tin foil, hard plastics); 3) non-recyclable items (such as polystyrene, sanitary waste, cleaning waste, pet waste). Some stairwells use plastic bins and others use plastic sacks. The Council supplies wheelie and other plastic bins, and clear recycling sacks; householders must provide black sacks for non-recyclables. Bins and sacks must be kept indoors (i.e. in the bin room) and should only be put out on collection day. The Council offers smaller plastic bins for food/compost waste; the advantage of these is that they avoid compost waste bags being ripped open by birds or foxes. For more information see: www.royalgreenwich.gov.uk/info/200084/recycling_rubbish_and_waste

Management of the Gardens & the Garden Club

The gardens are an integral part of the design of The Priory (and all Span developments). Eric Lyons knew that a good living environment depends on a good setting and for that reason the gardens at The Priory and other Span estates were subject to as much attention to detail as the buildings themselves. The gardens at The Priory were designed by the landscape architect Ivor Cunningham, and were the first of his many designs for Span.

The gardens, now much more mature and impressive than they were when originally laid out in 1956, are managed by our garden contractor, Oakleigh Manor. Private planting and changes to the gardens are not allowed. Residents are not normally permitted to undertake gardening or grounds maintenance (except for their window boxes). If you have a comment / request for the gardeners, such as wanting plants outside your flat to be pruned back, please contact the committee member in charge of gardens. The committee has also established a Garden Club, which is a volunteer group of residents who meet to work on a particular area of the gardens under guidance. Please contact the committee member in charge of gardens if you would like to volunteer.

All the grounds are communal and may be used by any resident and their guests. Barbecues are only allowed in the brick barbecue in the southwest area of the grounds near the children's play area. Please do not leave garden furniture overnight in the gardens.

Garages

The Priory Residents' Society is the freeholder of the garages, some of which are owned by people who have flats at The Priory and some of which are owned by people who live elsewhere. Garage owners are sent an annual bill for ground rent and the cost of external lighting, sweeping yards and roofs, etc. Please note that garage maintenance charges are in addition to and separate from the monthly maintenance charge payable by flat owners. If you have purchased a garage with your flat, you will separately need to pay a maintenance charge for your garage. Occasionally garages are put up for sale – if you are interested in buying, or selling, a garage please let Sandi McNamara (flat 30) know.

Parking

Further information regarding parking on the estate is set out in the attached Parking Policy.

Vehicular access to the Cator Estate during rush-hours

During the morning and afternoon rush-hours some of the gates at the entrances to the Cator Estate are closed to vehicles, including the gate at the end of Priory Park at the junction with Lee Road. Vehicles can access The Priory via the Blackheath Park/Lee Road gate which is always open. For more information see: www.blackheathcatorestate.co.uk/?page_id=54

Pets

According to the leases, dogs and cats cannot be kept at The Priory. However, over the years the rule about cats has been relaxed, and currently residents are permitted to have a pet cat (although the Society reserves the right to change this in the future if necessary).

Sub-letting

Sub-letting is only allowed on a furnished tenancy for a period not exceeding six months in any period of 12 months. If you do have to sub-let your flat, you should notify the secretary in advance and provide the names of your tenants. Sharing of occupation (i.e. paying lodgers) is not permitted by the terms of the lease.

Insurance

The buildings are covered by The Priory Residents' Society's buildings insurance policy, but contents insurance is the responsibility of individual residents.

Joining the Priory Residents Society Committee

The committee holds an annual general meeting every March, to which all residents are invited. At the meeting the committee reports back on what it has been doing and residents have a chance to question committee members, make suggestions etc. We really welcome this feedback and hope that you will come along to the next meeting. At the annual general meeting, new members of the committee are elected and existing members confirmed in their posts.

We often need new members and it is fundamental to the self-managed structure of the estate that residents take an active role by volunteering. If you would be interested in joining the committee or helping out in an advisory capacity, please contact the Chair in the first instance.

Communications

The committee produces newsletters at various points during the year and these are delivered individually to each flat. Information is also posted on the website at **www.theprioryse3.com**

It is also useful to have adult residents' email addresses, particularly when information needs to be communicated at short notice. Please complete the form supplied with this letter and inform the committee of any updates.

Conclusion

We hope that this information will be helpful and that you will enjoy living in The Priory. If you need help at any time, please do not hesitate to contact a committee member.

With very best wishes,

The Priory Residents Society

February 2018

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THE PRIORY – PARKING POLICY (Effective March 2015)

The Priory has a limited number of marked car parking spaces, which are for use by residents (and their visitors) only. Spaces are available on a 'first come, first served' basis. The purpose of this parking policy is to ensure fair usage of the limited spaces and limit unauthorised parking on the estate.

In summary, cars parked in the estate must:

- display a valid Blackheath Cator Estate (BCER) permit or a visitor's/contractor's notice
- be fully taxed (or otherwise have written permission from the committee)
- not block pathways or entrances to flats
- not be parked on double-yellow lines
- be parked safely and not on blind corners
- be in regular use and not stored or abandoned on the estate

Please note that this policy applies to parking within The Priory only and that separate requirements apply for parking on Cator Estate roads such as Priory Park. If you have any queries about this policy, please contact the Chair in the first instance.

Where to park:

Vehicles (including motorbikes) must not obstruct pathways/steps or flat entrances or be parked on double-yellow lines or outside garages. In particular, vehicles should not be parked:

- at the area alongside the end of block 23-26;
- on the right-hand bend off the Priory entrance: parking here obstructs the view for vehicles entering the estate and also has resulted in delivery/contractor vans driving onto the lawn and damaging the grass; it also limits access for example to emergency vehicles;
- in locations which block access to mains water points and fire hydrants.

If a space is not available within the estate, the BCER permit allows cars to be parked on Priory Park. If you have a garage, you are asked to keep your car in the garage (size permitting); this helps to reduce the number of cars around the estate.

BCER Permit:

Vehicles belonging to Priory residents must display a valid BCER permit when parking in the Priory. BCER permits can be bought, for a small fee, from the Blackheath Cator Estate office. See: www.blackheathcatorstate.co.uk for more information, or phone: 020 8297 1210.

In order to allow time for those residents who do not yet have a permit to obtain one, this section of the parking policy will be effective from **1 June 2015**.

Please note that BCER permits are in any case already required for parking on Cator Estate roads outside of the Priory. NB Vehicles without a permit that are parked in the Cator Estate are likely to be issued with a penalty notice.

Tax:

Vehicles must be taxed when parked in the Priory. If you wish to park a car using a SORN declaration, please contact the Committee to request written permission.

Visitors:

Visitors may park in the estate for short periods where there is a space available, but they must display a notice stating the date and which flat they are visiting. BCER also allows visitors to park on Priory Park, although they must display a valid visitors' notice; (please see **www.blackheathcatorstate.co.uk** for further details). Please do not give permission for your friends to park their cars in The Priory when they are not visiting you, such as when they go on holiday, as this deprives residents of much-needed parking spaces.

Commercial vehicles:

Commercial vehicles are not allowed to park in the estate unless someone is working on a flat, in which case the vehicle should display a note stating the date and in which flat the driver is working.

The Priory Residents' Society Ltd

Please forward this instruction to your bank to pay the maintenance charge

To Bank _____
Address _____ Postcode _____

Please pay by standing order to

Bank Lloyds Bank PLC
Sort code 30-98-90

For the credit of

Account name PRIORY RESIDENTS SOCIETY LTD
Account number 17329460

The sum of

Amount (*figures*) £190.00
Amount (*words*) one hundred and ninety pounds
Date due 25th day of each month
Frequency monthly until further notice
Reference

<i>Flat number / Name</i>

And debit my/our account

Account name(s)

--

Account number

--	--	--	--	--	--	--	--

Sort code

	-		-	
--	---	--	---	--

Name(s) _____

Address _____

Post code _____

Signature(s) (1) _____

Signature(s) (2) _____

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THE PRIORY RESIDENTS SOCIETY LTD

Telephone: 020 8852 7368 *answer phone*

Email: lmdevlinpriory@btinternet.com

Please reply to:

16 THE PRIORY
PRIORY PARK
BLACKHEATH
LONDON
SE3 9XA

March 2018

Dear Resident(s)

The Committee of The Priory Residents' Society maintains a list of residents for efficient communication. The information is only used for committee purposes. I hope that you will assist by providing your details.

Attached to this letter is a form for adult residents to complete and return to me. If you do not have relevant information or do not wish to fill in a section, please leave it blank. If anyone does not wish to participate at all, I would appreciate the return of the form stating that. Providing information is entirely voluntary.

The form includes a section for use in emergency. You may wish to complete it if you live alone or want to provide details of a keyholder, but any resident is welcome to use it.

For any further enquiries, please contact me by answer phone: 020 8852 7368 or email: lmdevlinpriory@btinternet.com

Please return the completed form to flat 16.

Thank you for your cooperation.

Yours sincerely



Lynne Devlin
Committee Member
The Priory Residents Society Limited

PLEASE COMPLETE AND RETURN TO FLAT 16

FLAT NO.			GARAGE NO.	
<i>Please use capital letters below</i>				
SURNAME				
FIRST NAME(S)				
TEL. HOME				
TEL. WORK				
MOBILE				
EMAIL				
SURNAME				
FIRST NAME(S)				
TEL. HOME				
TEL. WORK				
MOBILE				
EMAIL				

If you live alone or have a keyholder, you may wish to complete the following section:

EMERGENCY CONTACT / KEYHOLDER	
NAME	
TEL. NO.	