



# Preston Mansions Residents Handbook v3.0a

Preston Mansions, Preston Park Avenue, Brighton BN1 6HP

September 2022

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## 1. Welcome from the Management Company Directors

We consider ourselves privileged to live in Preston Mansions one the best apartment blocks in Brighton & Hove.

We are directors of the Management Company because we want to ensure that the high standard of the building are upheld in every way so that we can all continue to enjoy living here.

The Directors are unpaid volunteers, leaseholders of Preston Mansions and shareholders of The Residence (No.2) Management Company Limited (Company No. 05451033)

Preston Mansions is a small & friendly community where neighbours show consideration for each other and we all work together to keep our environment a pleasant place to live.

The Management Company has a Board of Directors made up of owners of apartments in Preston Mansions. Every individual works hard on behalf of all residents to ensure the efficient management of the block. All Directors hope that you enjoy living here as much as we do. Please be assured that any problems you may have will be listened to and resolved wherever possible. The Directors are also keen to receive new ideas so please get in touch with any of us if we can be of help.

Bob  
Allison



Leslie  
Burns



Alan  
Hilton



John  
Lake



Ray  
Leeke



Alister  
Stewart



Jackie  
Sutton



Simon  
Wheeler



## Booklet Purpose

This booklet has been produced to provide new and existing residents with information about Preston Mansions, the services of the building and who to contact in the event of a problem or query.

The following pages have been prepared in an a-z format that we hope you will find user friendly. A table of contents is also provided at the front of the document which can be used, in the digital document format to quickly navigate to a relevant section.

For those new to the area, we have included some local information.

If you cannot find the information you are looking for, please contact the managing agents:

Ellmans  
43 Church Road  
Hove  
BN3 2BE  
Tel: 01273 732066

Email: [eh@ellmans.co.uk](mailto:eh@ellmans.co.uk)  
Website: [www.ellmans.co.uk](http://www.ellmans.co.uk)

## 2. Preston Mansions A-Z

### Balconies

Please help to maintain the high quality of the exterior of the building by keeping your balcony clean and tidy.

Please do not hang washing on the balcony or place anything that may detract from the appearance of the building. This is contrary to the lease for both owner occupiers and those who are renting.

### Bicycles

There are cycle racks in the basement car park but please be aware that the car park is not 100% secure and expensive bicycles have been stolen from the car park.

CCTV monitors the car park in case an intrusion needs to be investigated. Please report any suspicious behaviour to Ellmans as soon as possible following the event.

If bringing bicycles into the building, please be careful not to mark the carpet. Special care is needed when getting bikes in to and out of the lift.

Please do not leave bicycles or anything else in the Gas Meter cupboard.

### Building

Preston Mansions was built by Berkeley Homes in 2005. There are 30 apartments over 5 floors with a front entrance in Preston Park Avenue.

There are another 20 apartments accessed via a separate entrance in Stanford Avenue. These are “affordable” housing units managed by Southern Housing.

Parts of the Estate and services are shared

The apartments were built to a high Specification and full information about all appliances, decorations, and fittings and fixtures was supplied to each leaseholder when the apartments were first sold. If you have bought your apartment since then and this information was not passed on to you Ellmans may be able to help with any queries you may have about your apartment.

### Car park

The car park is accessed via electronic gates that are opened by a button transmitter. There are also disabled doors to and from the car park on floor minus 1 that is accessed by the same fob used to access the front & rear entrance doors.

Spare car park button transmitters can be purchased from Ellmans.

Car parking spaces are allocated to each apartment in the lease.

Please do not use spaces other than your own. Please do not park anywhere else in the car park or allow any visitors to do so since this restricts access and could hinder the emergency services. If you are unsure which numbered space is yours, please contact Ellmans.



There is an emergency exit from the car park that is alarmed please only use this in an emergency.

For health & safety reasons please do not store anything in the car park apart from motor vehicles or bicycles.

There have been several break-ins to the car park, and we therefore would ask that you don't leave anything valuable visible in your cars.

Valued bicycles are at risk in the car park, please think before leaving a valued item of any sort in the car park.

Report anything suspicious to either the police, Ellmans or one of the directors.

### **Car Park Gates**

On occasion, the garage gates have failed closed. This can be very frustrating if you are on your way out but please do not be tempted to force the gates open. A special key together with instructions on how to release the gates is available on request.

### **Cleaning**

General cleaning of the entrances and hallways is carried out weekly.

Carpets, the car park and the front & rear outside areas are cleaned once or twice yearly depending on their condition.

Residents should take responsibility for keeping common ways generally

tidy and for cleaning up any mess made by deliveries to their apartments by workmen in their employ.

Please be especially careful when taking things to the bin store as marks on the carpets are unsightly and costs are involved in cleaning these off.

All cardboard boxes must be broken down as small as possible and please avoid overfilling the bins as the council will not empty them

### **Electricity**

Electricity to the communal areas is included in the service charge.

Electricity to each apartment is the responsibility of each leaseholder.

Electricity meters for each apartment are situated in cupboards on each floor.

The Electricity cupboards are opened using Fire Brigade key #2 (FB2)

Nothing should be stored in the Electricity cupboards.

### **Emergency lights**

Emergency lights are tested regularly. The test may cause the hallway lights to turn on and off for a few minutes.

### **Entry/Exit to and from the building**

All doors are accessed by fobs or via the interphone. There are green exit

buttons by each door. A front door key is provided for use in an emergency.

Fobs and keys should have been provided when you purchased or rented your apartment. Ellmans keep a supply of these if you need to purchase any spares.

All doors should close automatically behind you. Please notify Ellmans if any of the doors don't shut.

Please don't override any of the door locks and leave the door unattended

Ensure you only allow your own visitors into the building. For security reasons you should not admit anyone claiming to be visiting other apartments.

## Fire

The building has a fire alarm system that operates a "stay put" policy. No fire alarm will sound. This means that in case of a fire you should remain in your apartment unless instructed by the Fire Service to do otherwise.

## Gas

Gas supply to each apartment is the responsibility of each leaseholder.

The gas meters for each apartment are situated in a cupboard in the car park adjacent to parking bay 17. A fire brigade key (FB2) opens the gas meter cupboard together with other utility cupboards and should have been included with the set of keys provided to you.

Nothing should be stored in the gas meter cupboard.

## Gardens

The gardens are maintained fortnightly from April – October and monthly from December- March. You can however assist with the presentation of the gardens by picking up any items of litter etc. that you see lying in the grounds.

## Ground rent

This is payable to and collected by the landlord, Fairhold Artermis Ltd, via Estates & Management Ltd (e&m).

It is not included as part of your service charge and is due 1 January each year.

## Hallways

Please ensure the hallways are kept clear and report any accidental spillages or mess made by you, your visitors, or workmen on carpeted areas.

Please **do not** attempt to clean marks on carpets yourself as this has caused damage in the past due to using inappropriate cleaning liquids. Please report problem to Ellmans who will arrange for marks removal.

Please respect your neighbours and do not leave bags of rubbish outside your doors.

Please report any damage to Ellmans as soon as possible.



## Insurance

The buildings insurance and lift insurance are included within the service charges.

Residents are responsible for insuring the contents of their own apartments.

If your apartment should sustain damage as a result of a main building or services failure, please contact Ellmans who will arrange for the damage to be assessed and deal with any insurance claim.

## Interphone system

If your video entry system should fail, please contact Ellmans who will arrange for it to be repaired. If it has failed because of misuse or modification, you will be responsible for the cost of replacement or repairs.

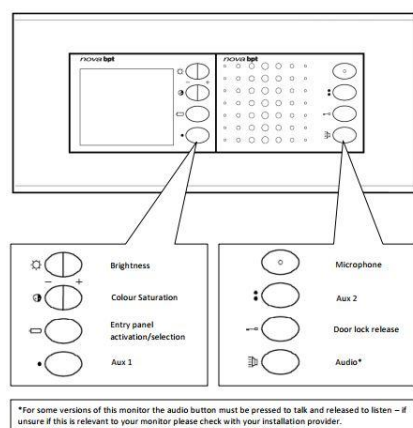
The entry door is operated as outlined in the following image.

### Nova Door Entry Monitor Operating Instructions

Once the relevant button on the entrance panel has been pressed, the Nova monitor will give an audible call tone.

For audio communication press the activation button

The monitor is equipped with the following controls:



## Lift

The lift is maintained by Otis who carries out a service annually.

There is an emergency alarm button in the lift if it should fail whilst you are using it.

### **Do not use the lifts in case of a fire.**

When moving large objects in or out of the building and to protect your property and the lift, padding and a door hold key are available. Please contact Ellmans for use of these.

If the managing agents are made aware that you are moving in/out of the block the padding will be installed on the day.

## Lighting

Lights in the car park, entrances and hallways function automatically when someone enters an area.

Please inform Ellmans if you notice a light that isn't working.

## Mail Boxes

The mailboxes are located on either side of the front entrance porch. Please be aware that the boxes can become full very quickly, so in the interests of security suggest that arrangements are made to empty or redirect mail if you will be away for some time.

Maintenance of mailbox such a broken flap or lock is the responsibility of the leaseholder or resident.

## Managing Agents

Ellmans became our managing agents in April 2010.

They are your first point of contact for any queries,

Telephone: 01273-732066

Email: [eh@ellmans.co.uk](mailto:eh@ellmans.co.uk)

Web Site: [www.ellmans.co.uk](http://www.ellmans.co.uk)

## Management Company

The Residence (No 2) Management Company works with Ellmans to manage Preston Mansions.

The directors at the time of writing are:

Robert Allison	- Apt 18
Leslie Burns	- Apt 22
Alan Hilton	- Apt 1
John Lake	- Apt 23
Ray Leeke	- Apt 17
Alister Stewart	- Apt 20
Jackie Sutton	- Apt 9
Simon Wheeler	- Apt 16

## Noise

The apartments have some degree of sound proofing although noise can be a problem in the hallways and from loud audio systems, TV's and radios can be heard by the flat above or below you. Please be thoughtful towards your neighbours and keep the volume at a reasonable level.

Please note that even with carpet down footsteps, particularly from small children, can penetrate to the floor below so please have consideration for your neighbours if children start running from one room to another.

## Noticeboard

There is a notice board outside the lift on floor minus 1.

The noticeboard is used to place useful information for all residents including the current Preston Mansions Newsletter. Please do not remove anything from the board but feel free to post anything you think would be of interest to other residents.

## Pets

Permission to keep pets must be obtained from the Management Company before any animal is brought into the building. The Management Company do not refuse reasonable requests. However, if permission is granted it may be revoked at any time if the pets cause a nuisance to any other leaseholder.

Ellmans include a copy of the Pet Policy as part of the overall Welcome Pack.

## Preston Park

We are lucky to be adjacent to the largest park in Brighton.

The park has 2 cafes, a rose garden, a large children's playground and lots of sports facilities.

More information about the park can be found on the council website at <http://preview.tinyurl.com/pa2a9mc>.

Some specific information about activities and events are provided in the last section of this booklet.

## **Rubbish & recycling collection**

All rubbish should be securely wrapped especially any foodstuff and placed inside the bins provided.

Any items that are too large for the bins must be disposed of privately. Please do not leave any items loose in the bin room. The refuse collectors will not take anything that is not placed inside the bins provided.

Brighton council operate a collection service for bulky items. There are two tips in the area.

Refuse bins and the bin store are periodically cleaned by contractors.

For details, please contact the council, telephone: 01273 290000 or online at

[www.brighton-hove.gov.uk/content/environment/recycling-rubbish-and-street-cleaning-0](http://www.brighton-hove.gov.uk/content/environment/recycling-rubbish-and-street-cleaning-0)

Recycling bins are available for plastic bottles, cardboard, aerosols paper, glass and cans.

Please breakdown cardboard boxes to lay flat and put them into the appropriated recycling bin.

There are more recycling bins available for other materials in the entrance to Preston Park opposite.

Rubbish collections are usually on a Monday morning weekly and recycling on Thursdays fortnightly, with occasional variations close to Bank Holidays.

A keypad code is required to access the bin store as we have had homeless people sleeping in the store in the past. The code is available via the Managing Agents Ellmans.

## **Service charges**

These are due on 1st January each year. The Management Company agrees a budget with Ellmans who then issues demands.

Accounts are produced annually in arrears by Ellmans and sent to all leaseholders within 3 months of the years end.

## **Water**

Your water usage is included in your service charge.

All water is supplied to the apartments from a water tank via a pump room in the car park. A water risk assessment is conducted every 6 months.

Stopcocks for each apartment are in cupboards opposite the lift on each floor.

Note that there are individual water meters in these cupboards, but all water bills are generated from a single meter which supplies the water tank in the car park. This anomaly was raised with Berkley Homes and Southern water in 2006 and it appears that Berkeley Homes had an incorrect understanding of the requirements for the system installed.

## Window cleaning

Cleaning of apartment windows is the responsibility of individual residents.

Upper floor windows can be rotated through 360 degrees to provide easy cleaning. The safety lock catch is usually located within the right-hand window frame when the window is opened

Common way windows are cleaned as part of the service charge.

### 3. Local Area information

#### Nearest shops

London Road is the nearest main shopping area although there are a few shops in Preston Drove and Preston Road.

Sainsbury's in New England Street is 0.6 miles from here and is the nearest supermarket.

#### Nearest doctors surgeries

Preston Park Surgery  
2a Florence Road, Brighton  
Tel: 01273 556033  
[www.prestonparksurgery.co.uk](http://www.prestonparksurgery.co.uk)

Stanford Medical Centre  
175 Preston Road, Brighton  
Tel: 01273 506631  
[www.stanfordmedicalcentre.co.uk](http://www.stanfordmedicalcentre.co.uk)

#### Nearest dentists

Whitehouse Dental Practice  
2 Clermont Road, Brighton  
Tel 01273 506984  
[www.whitehousedentalpractice.co.uk/](http://www.whitehousedentalpractice.co.uk/)

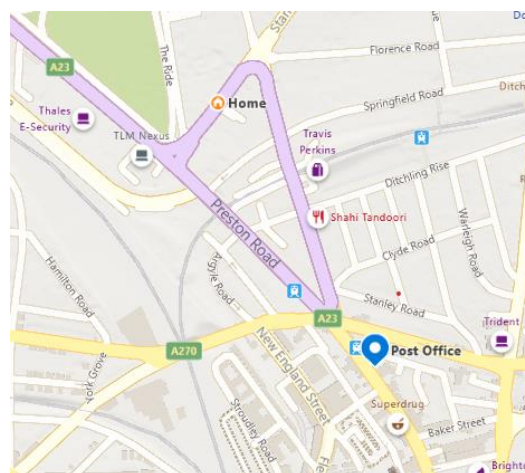
Surrenden Dental Practice  
38 Surrenden Road Brighton  
Tel: 01273 501909  
[www.surrendental.com](http://www.surrendental.com)

#### Nearest cinema

Duke of Yorks  
Preston Circus  
[www.picturehouses.com/cinema/Duke Of Yorks](http://www.picturehouses.com/cinema/DukeOfYorks)

#### Nearest Post Office

82 London Road, Brighton BN1 4JF  
0345 611 2970



#### Local council

Brighton & Hove City Council  
Tel: 01273 290000  
[www.brighton-hove.gov.uk/](http://www.brighton-hove.gov.uk/)

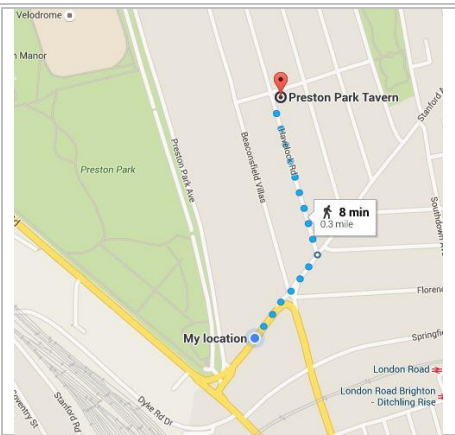
## Local pubs

### Preston Park Tavern

88 Havelock Road, Brighton

Tel: 01273 542271

<http://www.prestonparktavern.pub>

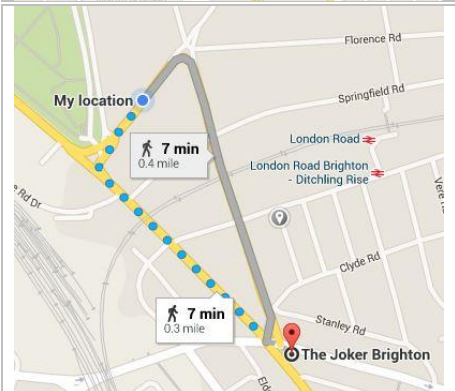


### The Joker

2 Preston Road, Brighton

Tel: 01273 620026

<http://www.thejokerbrighton.com>

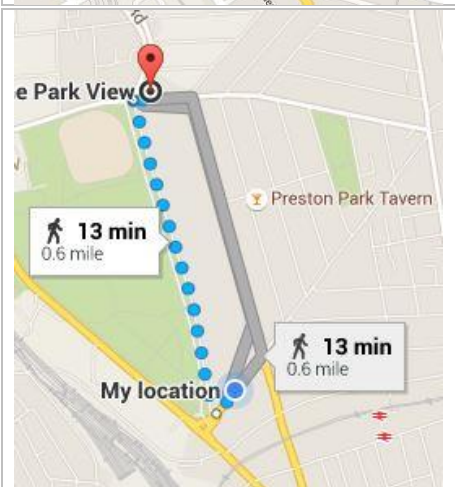


### The Park View

71 Preston Drive, Brighton

Tel: 01273 541663

[www.theparkviewbrighton.co.uk](http://www.theparkviewbrighton.co.uk)



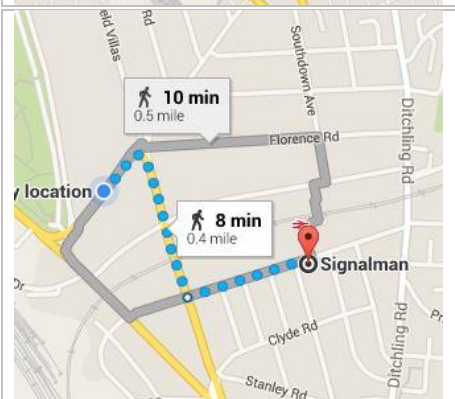
### The Signalman

Busy pub with garden.

76 Ditchling Rise - 5 - 10 minutes' walk

Traditional pub food with local ales and bottled and draught cider - 01273 689783

<https://www.signalman.pub>



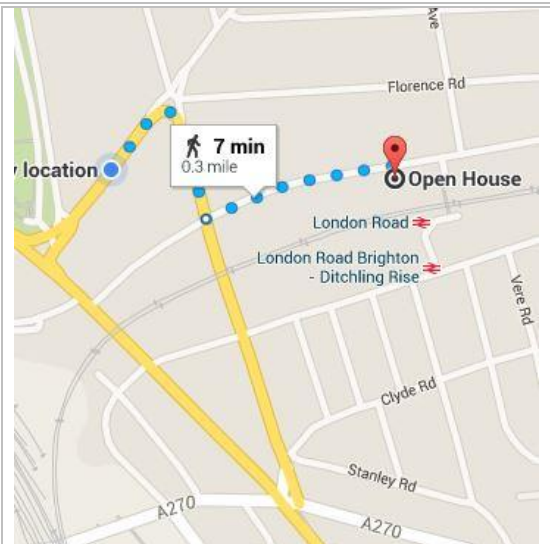


### The Open House

146 Springfield Road

Located next to London Road station (north side), Features three separate inside areas, plus an upstairs function room plus a large attractive beer garden. The food, served every day, is a particular highlight. 01273-880102

<https://www.openhouse.pub>

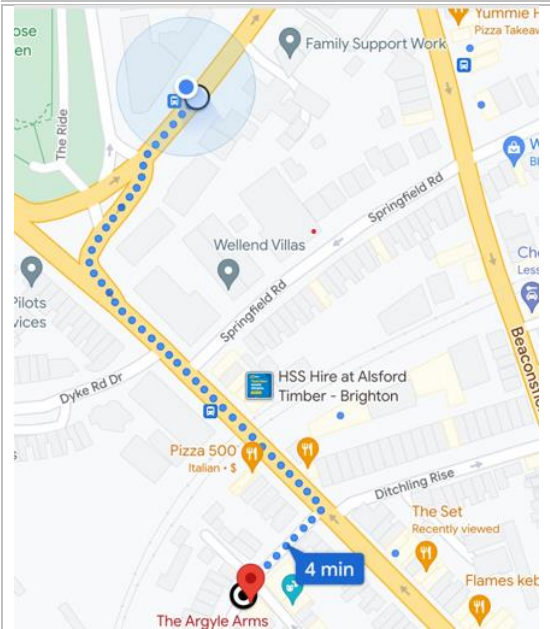


### The Argyle Arms

32 Argyle Road, Brighton, BN1 4QB

Located just off Preston Road near the Viaduct this pub has recently (2022) been given a facelift with seating in the back garden and outside the front of the pub. It offers a selection of local cask, draught craft ales, wine, and handmade cocktails. Food and B&B is also now available.

<https://theargylepub.co.uk>



## Local Restaurants

### Shahi Tandoori - Indian

40-42 Beaconsfield Road Brighton - Restaurant and take away - 5 minute walk.

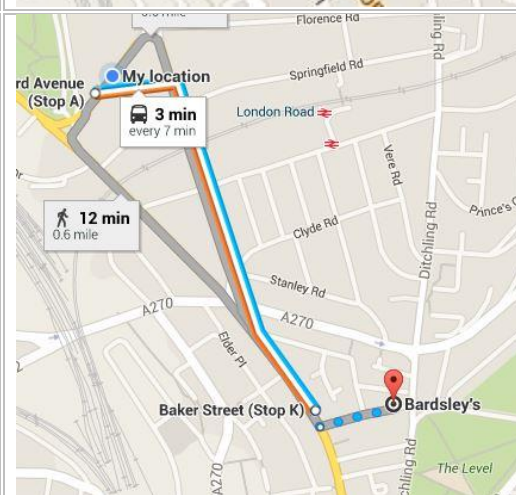
<https://theshahitandoori.com>



### Bardsley's Fish and Chips restaurant

22-23 Baker Street - 10 minute walk. Award winning family fish and chip restaurant - family friendly with traditional fish and chips and good range of "specials" - closed Mondays and Tuesdays - 01273 681256

<http://www.bardsleys-fishandchips.co.uk/>



### Café Rust Coffee Fresh Food, Coffee and Beautiful cakes.

50 Preston Road – short walk stylish rustic interior allows you to waste entire afternoons in a beautiful, relaxed setting.

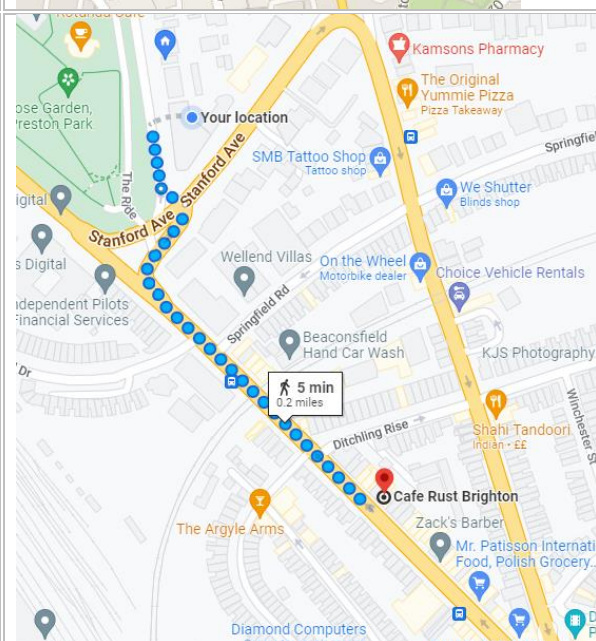
<http://www.caferust.com/>

### The Set Restaurant – Gourmet Dining

Café Rust also hosts Pop Ups as The Set with well know chefs offering a gourmet dining experience with a sampling menu at around £85 pp.

Booking is restricted to 18 people and tables must be reserved online in advance and are yours for the night.

[The Set Restaurant](#)



## 4. Events and activities in Preston Park

Preston Park is the largest in Brighton and has many facilities for activities and sports ranging from boot camp type training to much gentler pursuits.

### Walking

Health walks are available within the City but unable to find specifics regarding walks within Preston Park. Please use the link below to investigate currently available walks

<https://www.brighton-hove.gov.uk/health-walks>

### Running

For the more energetic there is a 5 Km run every Saturday at 9.00 starting at the Chalet Cafe at the north of the park. It is very well attended and organised and caters for all abilities from keen runners to those who only want to walk or push a buggy around.

<http://www.parkrun.org.uk/prestonpark/>

For those who feel like really going for it join the BMF community for a workout like no other. Each week you'll be put through a challenging and fun workout with team games, paired exercises, circuits, strength work and running.

### Petanque

A Petanque ground is available just south of the Preston Park tennis court. Unable to find if organized meetings currently take place but a few players are often seen here. Believe this is now an informal gathering of enthusiasts.

### Bowls (Lawn and Indoor)

There are excellent facilities for indoor bowls at Preston Bowling Club which is on the western side of Preston Road level with the northern entrance into the park.

<https://www.prestonbowlsbrighton.com>

## **Tennis**

The tennis courts in the park can be booked via an application given in link below

Free play is available before 10am.

<https://prestonparktennisclub.com/tennis-court-booking/>

There is also Preston Lawn Tennis Club at the top of the park accessed from Preston Drove - it has clay and artificial courts.

<https://prestontennisclub.mycourts.co.uk/index.asp>

## **Croquet**

Preston Croquet Club has 2 croquet lawns in very attractive surroundings which are in use every day during the summer season (Early April to end of October) as well as winter croquet on a newly restored lawn within the grounds of Preston Manor.

The club plays both Golf and Association Croquet.

New members are welcome and will be given coaching and advice if they need it.

Croquet provides gentle physical exercise with thought having to be given to the tactics of the game.

<https://www.croquet.org.uk/?p=games/clubs/details&DbEntityID=2418>

## **Fitness Training**

Fitness training is based at the old bowls pavilion located between the old bowling greens just south of the tennis courts in Preston Park.

Please use the link below for details.

<https://www.fitnesshubplus.com>

## **Cycling**

There is a surfaced and banked velodrome (the oldest in the country) cycle track around the cricket field where, until recently cycle racing took place. The track is open to the public for cycling but care has to be taken as the velodrome is also popular with families with young children.

## **Friends of Preston Park**

Many events organised by the Friends of Preston Park include

- Easter Egg hunts
- Park walks dealing with different aspects of the park
- Halloween Lantern walk
- Christmas wreath making event

For free membership of friends sign up on their website and be kept up to date with their Newsletters.

<https://www.friendsofprestonpark.org>

## **Brighton Pride**

Pride is now a huge event and takes place in early August. The parade finishes in Preston Park and is now a ticketed event.

<http://www.brighton-pride.org/>

## **Brighton Marathon**

The Marathon has traditionally started in Preston Park. For 2023 it is due to-be held on 2nd April.

<https://brightonmarathonweekend.co.uk/events/brighton-marathon/>