

Cambridge 2017/12

Citygate Resident's Information Pack

Dear Resident

We are proud to be a quiet and friendly environment, where residents take care of their surroundings in and outside the buildings, with respect to other tenants and owners, so that everybody can enjoy a peaceful and quiet co-existence. You can find up to date information on our website <https://citygatepropertypartners.co.uk>.

Below you can find the following information:

1. Recycling regulations:
 - a) Only Cambridge City Council approved items can be stored in blue bins. This in general applies to: paper, plastic packaging (not bulky plastic). For more details please check the attached document plus you can always visit the following website.
<https://www.cambridge.gov.uk/recycling-leaflets>
 - b) Items which are not recyclable (bulky household items, electricals, etc.) need to be taken to Milton Recycling Centre. If you do not own a car please contact us on info@cgpltd.co.uk, so we can arrange transport.
 - c) Big carton boxes need to be flattened before disposal. Polystyrene foam is not recyclable so it needs to go into black bin in a sealed black bag.
2. The Regulations which describe in detail certain terms and conditions which are applicable to all residents in Citygate – pages 3 to 4.
3. No underletting notice available on pages 7 to 10.
4. Residents can park up to 1 car only in the car park, within white lines, provided a parking permit is displayed behind the windscreen. If you do not already have it, please do contact your Landlord.
5. Notice that Citygate operates CCTV on its premises (pages 5 to 6)

CITYGATE PROPERTY PARTNERS LTD

6. Residents are obliged not to share any security sensitive information with anyone else (such as guests) related to PIN codes to bike sheds and entry gate.
7. Citygate's fire safety regulations require all long term residents to register themselves with Citygate's management for the purpose of knowing who occupies which flat in case of a fire. Such information can be sent via email to info@cgpltd.co.uk
8. In case of a fire you need to vacate the premises, possibly closing the door in the room where fire started. Green emergency lighting in stairwells and outside of the building should direct you towards communal path. The assembly point is located outside of Citygate, opposite to the building with Flats 1-6. Where possible you should try to alarm other residents and contact fire station at emergency number 998 providing our location as Citygate, Woodhead Drive, Cambridge, CB4 1YL.

The Regulations

1. Not to use the Property for any purpose other than for the Permitted Use or carry on any trade or business at the Property.
2. Not to hold any political meeting or sale by auction at the Property.
3. Not to use the Property for any noisy, offensive, illegal or immoral purpose.
4. Not to do anything at the Property which may be or become a nuisance or annoyance, or cause loss, damage or injury, to the Landlord or the Flat Tenants or the occupiers of any neighbouring property.
5. Not to bring or keep any inflammable, explosive, dangerous or offensive substances or goods onto the Property or Estate.
6. Not to do anything which may cause any insurance of the Estate to become void or voidable or which may cause an increased premium to be payable in respect of it (unless the Tenant has previously notified the Landlord and has paid any increased premium).
7. To comply with the requirements and recommendations of the insurers relating to the Property and the exercise by the Tenant of the Rights.
8. Not to overload any structural part of the Estate nor any Service Media at or serving the Property or the Estate.
9. Not to do anything which may lessen the support or protection given by the Property to other parts of the Estate.
10. Not to keep any animal or bird on the Property without the prior written consent of the Landlord, which consent may be revoked at any time.
11. Not to hang or expose clothes or other articles outside the Property or on any balcony or shake anything out of the windows of the Property.
12. Not to stop up, darken or obstruct any windows at the Property or Estate or do anything else which may obstruct the flow of light or air to the Property or any other part of the estate.
13. To clean the inside of the windows of the Property as often as is reasonably necessary.
14. Not to sing or dance or play any musical instrument or equipment for making or reproducing sound so as to be audible outside the Property so as to cause annoyance to the Flat Tenants or any other occupiers of the Estate.
15. Not to throw any dirt, rubbish, rags or other refuse into the sinks, baths, lavatories, cisterns or waste soil pipes in the Property.

16. Not to keep or deposit any rubbish at the Estate, except suitably wrapped and sealed and placed in a dustbin in the Refuse Area.
17. Not to decorate the exterior of the Property in any way.
18. Not to put any sign, plate, writing or drawing of any kind on any part of the exterior of the Property or in any window so as to be seen from the outside.
19. Not to fix any television or radio aerial, satellite dish or receiver on the Estate without the Landlord's prior written consent.
20. Not to place any "For Sale" or "To Let" sign on the Estate without the Landlord's prior written consent.
21. Not to play or loiter on the Common Parts or make any avoidable noise on the Common Parts.
22. Not to leave any bicycle, pushchair or any other item on the Common. Parts or obstruct them in any way provided always that storing a bicycle in the Bicycle Racks pursuant to the right granted by paragraph 3(d) of Part 1 of Schedule 3 shall not amount to a breach of this clause.
23. Not to park any vehicles on the external areas of the Retained Parts provided always that parking in the Parking Spaces pursuant to the right granted by paragraph 3(c) of Part 1 of Schedule 3 shall not amount to a breach of this clause.
24. To observe and perform the Tenant Covenants contained in: (a) Paragraph 10 of Schedule 4; and (b) Paragraph 15 of Schedule 4.
25. To comply with all variations of these Regulations and all other reasonable and proper regulations made by the Landlord or their agents from time to time in accordance with the principles of good estate management and notified to the Tenant that relate to.
 - (a) the use of the Retained Parts;
 - (b) the management of the Estate and the welfare of its occupants; and
 - (c) the use of any Service Media, structures or other items outside the Estate that are used or capable of being used by the Estate in common with other land.

CCTV Statement of Principals

1. MAIN OBJECTIVE

CCTV has been installed within the building as part of the Management Company's objective of establishing a safe and trusting environment protecting the residents and also if where available to the management of the site.

2. LAY OUT OF CAMERAS

It is the intention of the Management Company to ensure that cameras are directed on to Common Parts of the site only, including entrances and access gates, car parking area, bin store, garden and cycle store.

3. PROTECTION OF PRIVACY

Steps have been taken to ensure that no CCTV camera is directed towards the flat of any resident so that personal privacy is not compromised. If any resident believes this not to be the case, it is incumbent on such resident to report his/her concerns to a committee member of the Management Company for further consideration.

4. MECHANICAL INFORMATION

The CCTV system is intended to remain on and functioning at all hours of the day and night. The recorded images are retained for 14 days and wiped automatically 14 days after recording unless previously retained. The equipment is contained in a secure section of the building to which keys are available only to **Keyholders**.

5. ACCESS BY PERMITTED KEYHOLDERS TO THE SYSTEM

The expression "**Keyholder**" is used to describe a person authorised to have access to the system. A keyholder must be a member of the Committee of the Management Company and there shall never be less than two keyholders, the Managing Director and one or more others.

6. ACCESS TO THIRD PARTIES TO THE SYSTEM

The Police will always be granted access to the system on demand. A resident may also be granted access to the system on a written request to a member of the Committee stating the

reason for the request which may be granted or withheld at the absolute discretion of the Committee.

7.COMPLAINTS

Should any resident feel that any of the above statements are not being adhered to he/she must immediately report such alleged non-adherence to a Committee member for consideration and if thought appropriate the appropriate action.

Simon Pinner MBA FCMI.

Managing Director

for the Committee

CITYGATE PROPERTY PARTNERS LTD.

Reminder

Leaseholder, Shareholders, Residents & Tenants

(If you are a tenant renting your flat on an AST agreement or any other form of rental agreement, you must ensure your landlord receives this notice)

Dear Flat-owner/leaseholder

It is a legally binding and moral responsibility of the management of Citygate Property Partners Ltd, as owners and managers of the property known as Citygate, Woodhead Drive Cambridge, to ensure the **safety, security and the wellbeing** of the residents of Citygate flats 1-25, and in accordance with that responsibility to maintain an up to date record of all persons resident on the premises.

Leaseholders (owners) whether resident or letting their flat to a tenant in strict accordance to the terms of the lease, are also legally bound by the terms of the lease.

It is vital that the management are informed whenever there is a change in assignment of the lease, or change in tenancy if the flat is Let to a third party. Also, that the management are notified of any changes to the identity of ANY and ALL persons resident in the property under any agreement to let, in any way whatsoever, and, that any such agreement complies with the terms of the lease.

Be aware that in accordance with the lease, any tenants granted tenure/residency, must also be bound by the terms of the lease where indicated.

Below are extracts from the lease which we feel we must bring to your attention that are specifically relevant to the above issues of; notification, assignment and record management.

Be aware, Under the terms of the lease, the management have the legal right to terminate a lease if its terms are not met.

Clause 1.1

Permitted Use: as a single private dwelling

Property : the property known as flat Citygate Woodhead Drive Cambridge CB4 located on the floor forming part of the Estate shown edged red on the Plan and more particularly described in Schedule 1

Schedule 4

Tenants Covenants. Assignment and Underletting.

9.3 Not to assign the whole of this lease to a limited company without the prior written consent of the Landlord such consent not to be unreasonably withheld or delayed

.....

9.5 Not to underlet the whole of the property unless:

- (a) the underlease is an annual shorthold tenancy agreement or any other tenancy agreement whereby the tenant does not obtain security of tenure on expiry or earlier termination of the term,
- (b) the underlease contains covenants substantially the same as those contained in the Regulations and
- (c) the underlease provides that the undertenant must not do anything that would or might cause the Tenant to be in breach of the Tenants covenants.

9.6 Within one month of any assignment underletting charge parting with possession of or any other devolution of title to this Lease or the Property to serve notice on the Landlord or (if required by the Landlord) the Landlords solicitors or agents giving details and to

- (a) provide a certified copy of the transfer or other instrument of devolution of title and
- (b) pay the Landlord or the Landlords solicitors a reasonable registration fee which shall be no less than £100.00 plus VAT

Schedule 5

The Regulations.

1. Not to use the Property for any purpose other than the Permitted Use or carry on any trade or business at the Property.

....

25. To comply with all variations of these Regulations and all other reasonable and proper Regulations made by the Landlord or their agents from time to time in accordance with the principals of good estate management and notified to the Tenant that relate to

(a) the use of the Retained Land

(b) the management of the Estate and the welfare of its occupants and

(c) the use of the service media structures and other items outside the Estate that are used or capable of being used by the Estate in common with other land.

Failure to comply with these provisions will result in the appropriate action being taken by the Management and if considered sufficiently serious action in the Courts for enforcement and potential termination of the lease in question.

Simon Pinner MBA FCMI

A handwritten signature in black ink, appearing to be 'SP' followed by a long horizontal line.

Chairman (Managing Director)

Citygate Property Partners Limited

Cambridge, 2016/11/04

Reminder

Leaseholder, Shareholders, Residents & Tenants

(If you are a tenant renting your flat on an AST agreement or any other form of rental agreement, you must ensure your landlord receives this notice)

Dear Flat-owner/leaseholder

Following our earlier communication about Lease requirements on occupation of your flat and changes of ownership/occupation, the Committee is particularly keen to make clear, that under the Lease terms UNDER NO CIRCUMSTANCES is an AirB&B arrangement permitted. If an AirB&B arrangement is discovered, the Committee on behalf of Citygate Property Partners Ltd. will have no hesitation in taking court proceedings against the relevant Flat-owner which may include the process of forfeiture.

Flat-owners are urged to ensure that their tenants are aware of this notice and the consequences of failure to comply.

Simon Pinner MBA FCMI

A handwritten signature in black ink, appearing to be 'SP', with a horizontal line extending to the right.

Chairman (Managing Director)

Citygate Property Partners Limited

COMPOSTABLE WASTE



X Please leave these out:

 all plastic, including biodegradable or corn starch bags	 nappies
 soil or stones	 painted or treated wood
 clothing	 cat or dog waste

GET YOUR FREE KITCHEN CADDY!



Collect food waste in your kitchen using a hygienic caddy and simply empty into the green bin. Collect yours for free from any Cambridge City Council reception. Paper caddy liners are sold at all receptions except the Guildhall.



www.cambridge.gov.uk/waste



MIXED RECYCLING



mixed paper



household metal packaging



cartons



mixed glass bottles & jars



plastic bottles, pots, tubs, trays, bags & film



cardboard



X Please leave these out:

- bags of rubbish
- polystyrene foam
- clothing
- electrical items

- wood
- food
- batteries



www.cambridge.gov.uk/waste



What goes in your bins?



YES



NO

<div data-bbox="263 421 454 705"> </div> <div data-bbox="462 421 766 481"> <h3>RECYCLE</h3> </div> <div data-bbox="462 481 790 504"> <p>Clean items for recycling – not in bags</p> </div> <div data-bbox="462 526 917 761"> <p>Batteries – Please recycle them with your blue bin If you have any batteries that you need to recycle – it's easy. All you need to do is put them in any plastic bag, and attach the bag to the handle of your BLUE bin (not your green bin as previously). Your batteries will then be sorted for recycling by type, with the chemicals inside them extracted to be used again, and the metal casings melted down and recycled.</p> </div> <div data-bbox="813 436 957 593"> </div> <div data-bbox="957 571 1101 728"> </div> <div data-bbox="949 739 1101 784"> <p>Paper, magazines and envelopes</p> </div> <div data-bbox="263 817 406 974"> </div> <div data-bbox="287 981 383 1008"> <p>Large tins</p> </div> <div data-bbox="422 817 566 974"> </div> <div data-bbox="438 981 566 1008"> <p>Greetings cards</p> </div> <div data-bbox="598 817 742 974"> </div> <div data-bbox="622 981 726 1008"> <p>Cardboard</p> </div> <div data-bbox="774 817 917 974"> </div> <div data-bbox="813 981 885 1008"> <p>Cartons</p> </div> <div data-bbox="949 817 1093 974"> </div> <div data-bbox="965 981 1093 1008"> <p>Empty aerosols</p> </div> <div data-bbox="263 1030 406 1187"> </div> <div data-bbox="279 1198 391 1243"> <p>Glass bottles and jars</p> </div> <div data-bbox="422 1030 566 1187"> </div> <div data-bbox="438 1198 566 1243"> <p>Cans, tins and metal jar lids</p> </div> <div data-bbox="598 1030 742 1187"> </div> <div data-bbox="582 1198 758 1243"> <p>Shredded Paper (Put in old envelope)</p> </div> <div data-bbox="774 1030 917 1187"> </div> <div data-bbox="774 1198 933 1243"> <p>Plastic bags, film and wrapping</p> </div> <div data-bbox="949 1030 1093 1187"> </div> <div data-bbox="949 1198 1109 1243"> <p>Plastic bottles, tubs, pots and trays</p> </div>	<ul style="list-style-type: none"> ✗ Nappies/sanitary waste ✗ Envelopes containing bubble-wrap (for example, Jiffy Bags) ✗ Wood, plasterboard ✗ Food or garden waste ✗ Pyrex, plate glass, glass dishes or light bulbs ✗ Saucepans/other metal items not listed on the left ✗ Foil-lined plastic pouches (for example from pet food) ✗ Crisp packets ✗ Expanded polystyrene or Styrofoam ✗ Plates/crockery ✗ Clothing and textiles ✗ Video and cassette tapes
<div data-bbox="263 1310 454 1590"> </div> <div data-bbox="462 1310 790 1366"> <h3>COMPOST</h3> </div> <div data-bbox="494 1411 654 1590"> </div> <div data-bbox="526 1601 630 1624"> <p>Food waste</p> </div> <div data-bbox="702 1411 861 1590"> </div> <div data-bbox="718 1601 853 1646"> <p>Untreated wood and sawdust</p> </div> <div data-bbox="909 1411 1069 1590"> </div> <div data-bbox="933 1601 1061 1624"> <p>Garden waste</p> </div>	<ul style="list-style-type: none"> ✗ Non-compostable items ✗ Plastic & plastic bags (including biodegradable/corn starch) ✗ Nappies ✗ Soil or stones ✗ Painted or treated wood ✗ Cat or dog waste ✗ Plant pots and seedling trays
<div data-bbox="263 1736 454 2004"> </div> <div data-bbox="462 1736 734 1792"> <h3>REDUCE</h3> </div> <div data-bbox="462 1792 790 1848"> <p>Please try to reduce other rubbish that can not be recycled or composted</p> </div> <div data-bbox="853 1736 1013 1915"> </div> <div data-bbox="869 1915 1005 1937"> <p>General rubbish</p> </div>	<ul style="list-style-type: none"> ✗ Rubble ✗ Bricks ✗ Soil ✗ Very heavy items ✗ Electrical items (take to tips near Thriplow or Milton)