

Latest updates for residents at Matthews Close

March 2024



The next estate inspections will take place on:

| Day | Date | Time | Meeting point |
|-----------|--------------|------|------------------------|
| Wednesday | 6 March 2024 | 10am | Meet at: main entrance |
| Wednesday | 3 April 2024 | 10am | Meet at: main entrance |
| Wednesday | 1 May 2024 | 10am | Meet at: main entrance |

If you would like to join Michael Smith, your Neighbourhood Officer, during the estate inspection or discuss a specific issue, you can arrange to meet him on the dates above by contacting him on **0300 373 3000** or customerservice@networkhomes.org.uk to arrange this first.

Site inspection findings

Your Neighbourhood Officer, Michael Smith has identified these issues from his last estate inspection.

| Issue identified | Location | Action taken | Any other notes |
|---|--------------------------|---|---|
| Bulk Items being stored | Moss House Bike Store | Removed and disposed with bulk collection | |
| Bulk Items being stored | Smith House Bike Store | Removed and disposed with bulk collection | |
| Bulk Items being stored in communal hallway | Yashin House | Door knock requesting item to be removed | If persistent next step will be to remove and destroy without notification |
| Pigeon Feeders | Trees around Smith House | Removed and destroyed | Block letter has been sent to all resident requesting for the feeders not to be placed due to rat infestation and pest control issues |
| Door closure system on main entrance | Yashin House | Reported to M&E Team | A new closure system has been ordered due to the extensive damaged caused to the arm and motor |

| | | | |
|---|--------------------|----------------------------|--|
| <p>Uneven brickwork located by the disabled access lift and stair entrance</p> | <p>Smith House</p> | <p>Referred to Repairs</p> | |
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Window cleaning

The window cleaning programme for your site is scheduled for May and November 2024.

Cleaning

Pinnacle employed a new cleaner for your site in January 2024. His name is Alfie. Please make him feel welcome when you see him around the estate!

Renewal of parking permits

It is the responsibility of residents who are eligible to park and have a permit to note when their permits are due to expire. CPM manage the car park at your estate and send out permit renewal reminders four weeks prior to permits expiring, however, these letters can get delayed or lost.

Please note that parking enforcement is a civil matter therefore you will need to take up any parking issue directly with the parking company CPM Limited.

Places you should not park:

- In a car park area if you are not permitted to do so
- On double yellow lines – this can obstruct emergency vehicles and bin vehicles
- In a parking bay not allocated to you
- Double parked in a single bay property
- In front of access points e.g., bin rooms and hatched areas
- On the grass verge by play areas.

Please note that SORN vehicles and vehicles without permit will be removed. Your SORN will start immediately if your vehicle tax has expired.

Our colleagues and CPM monitor parking daily including at weekends. CPM will issue a penalty charge notice to any vehicle that's causing an obstruction or parked in a bay that it's not permitted to use, whether a permit is displayed or not. All car park areas are clearly marked by CPM on the terms & conditions signage displayed.

All parking enquiries and appeals are managed by CPM, not SNG. You can contact CPM at networkhomes@uk-cpm.com or by telephone on 0845 463 5050.

Using disabled bays

We're aware that some residents have received parking tickets when parked in the disabled bays in the parking area while not displaying a blue disabled badge. This is a reminder to all residents that you must display both a residents' parking permit **and** a blue disabled badge to park in the disabled bays. You may receive a parking ticket if you do not display **both badges**. We understand that some residents may not have been aware of this or misinformed about the use of the disabled parking bays, however going forward if you are not displaying both badges you **will** receive parking **penalty** notices.

Anti-Social behaviour (ASB)

If you think you're experiencing ASB, please check out our ASB toolkit to help you identify ASB and understand the steps you need to take if you're experiencing it. You can find the toolkit on our website at www.networkhomes.org.uk/asbtoolkit

You may report ASB to us between 9am to 5pm from Monday to Friday. If it's out of office hours, please contact the Police or your Local Authority Environmental Health team.

If you come across any rough sleepers, referrals can also be made to Streetlink - via <https://thestreetlink.org.uk/> If you're struggling to submit an alert you can also contact enquiries@thestreetlink.org.uk for help.

Stay put fire safety strategy for your building

The fire strategy for your building is a stay put policy. This means unless you're directly affected by a fire, told by the emergency services or an SNG staff member to evacuate, you should stay in your home. Remember if you do need to evacuate because of a fire, do not use the lifts. Close the door behind you and safely make your way out of the building before calling the emergency services on 999. If you are unable to self-evacuate or evacuate using the stairs, please contact our Fire Safety Team on **0300 373 3000** so we can visit you and discuss a personal evacuation plan.

Making the move to a smaller home



*This does not apply to mutual exchanges, and any outstanding arrears will be cleared and paid out from your downsizing payment

If you are interested in discussing this offer further, please contact our Lettings team:

☎ by phone on **0300 373 3000**

🏠 online at www.networkhomes.org.uk

@ email us customerservice@networkhomes.org.uk

Home alterations and improvements

If you'd like to make any home alterations or improvements, you'll need to get written permission from us, your landlord, before you start any work. Please refer to the clause in your tenancy or lease agreement that covers alterations and your obligations. Failure to gain consent from us is a breach of your tenancy or lease and could result in action being taken by SNG.

Please note that you are not permitted to carry out any alterations or improvements in communal areas.

There are a number of home improvements you can make to your home, including DIY (do-it-yourself) improvements, however, there are certain procedures to follow, and you need to be aware of the noise impact on your neighbours.

You'll need to contact your housing officer who will guide you through the application process. Our surveyors might need to request for plans and full details of alterations and contractors you intend to use to carry out these works. Please note that you will be responsible for the cost and the maintenance of these alterations if we approve them. You may need more than our approval, depending on the changes, such as planning permission from the local council.

Who's your next of kin?

Many services, particularly those involving housing, ask for details of your next of kin. You can name whoever you feel is most appropriate, however, naming that person does not grant them any legal rights or responsibilities. Organisations ask for details so that they know who to contact if they're unable to or are struggling to make contact with you.

Naming someone as your next of kin in these circumstances does have advantages. It ensures that person can contact and speak with us on your behalf if you grant them permission to do so. It also means they are kept up to date if the need arises. To grant this permission, you will need to complete and sign our online consent form which you can access using this link: [Representative Consent Form \(office.com\)](#)

Please note that you are still able to inform us of a next of kin without giving them access to act on your behalf. Without your consent, we will not discuss your personal information with them. If you have any questions on this, please contact our customer services team at customerservice@networkhomes.org.uk or by completing our online contact us form at www.networkhomes.org.uk/contact-us.

New resident information

If you are a new resident, then welcome to your new home at Matthews Close. Please check out our website for information about our services and important information you would need to know as a customer. You can also find previous updates about your scheme.

Visit our website at www.networkhomes.org.uk.

Read previous updates about your scheme on our website at <https://bit.ly/3iHzd8x>

Read the latest issue of our newsletter for residents, on our website at www.networkhomes.org.uk/your-home/customer-newsletter.

Our automated messaging and voice calling service

We're always looking at ways we can help residents to sustain their tenancy and leases and one of them is by making early preventative interventions if they fall into payment arrears. We're using an automated messaging and voice calling service, provided by Voicescape, to contact you if we notice that you have missed a payment on your account, so that we can work with you sooner rather than later.

If you receive a call from our automated messaging or voice calling service, the texts will come from SNG, and the call will come from one of the following numbers:

- 020 8068 0304

- 020 8068 0305
- 020 8068 0306
- 020 3695 2588
- 020 3695 2593
- 020 3695 2602
- 020 3695 2607.

If you answer the call, the system will let you know that we are calling and what to do so that we can transfer you to a member of our Income teams. If you receive a text message from the system, it will let you know how to get in contact directly with our Income team for tenants, shared owners or leaseholders, rather than through our general enquiries line.

If you would like to find out more about our new automated voice calling and messaging service or confirm that a call or text message from us is genuine, please contact us at www.networkhomes.org.uk/contact-us.

Have you tried our new digital assistant for customers yet?

We've launched our digital assistant for customers which gives you another convenient way to raise or get an update on repairs, check your account balance, or make a payment. The digital assistant comes in the form of a chatbot which you can find on our website and your My Network Homes online account.



The digital assistant is available at any time of the day, seven days a week. It will help you with your enquiry by giving you options to select so it can support you as quickly as it can. During set times, currently Monday to Friday, 10am to 3pm, if it's unable to answer your query or help you to complete your service request, it will give you the option to chat online to one of our customer service advisors.

You can try out the digital assistant the next time you want to raise a repair, check your account balance, or make a payment. Simply open the chatbot feature by clicking on the purple 'Chat with us' bubble on our website at www.networkhomes.org.uk.

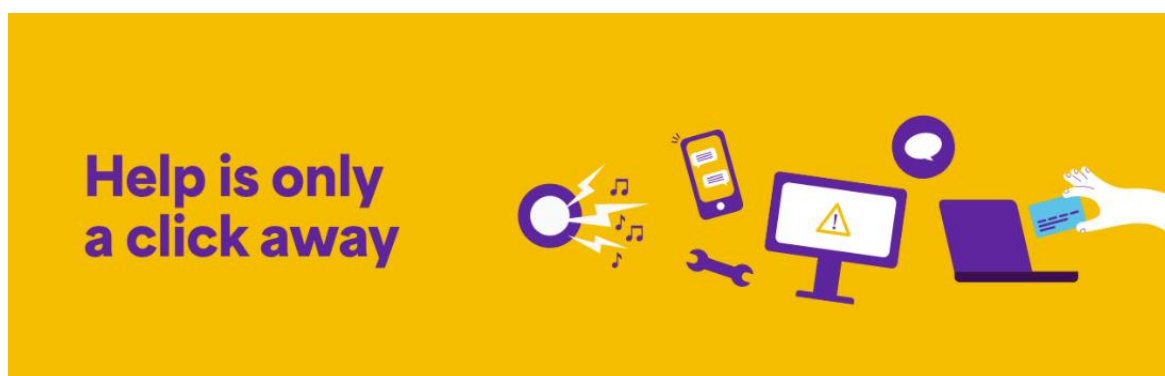
We're here for you online if you need to contact us

There are many ways you can contact us online which are quick, convenient, and available 24 hours a day, seven days a week. In many cases, you can even complete your request or query without having to contact us on the phone.

Some of the key things you can do online is raise a repair, check your balance, make a payment, report anti-social behaviour, find out about our services, and ask us about anything relating to your tenancy or lease.

Through our website at www.networkhomes.org.uk/contact-us, you can access information, online forms, our digital assistant (chatbot) and our payment portal. You can also email us at customerservice@networkhomes.org.uk, text us on **07908 670 571**, use your My Network Homes account if you have one, or direct message us on X **@networkhomesuk** or Instagram **@networkhomes**.

Whether it's checking your balance, paying your rent or something else, the easiest way to get in touch with us is online. Visit www.networkhomes.org.uk/contact-us.



Important contacts

If you have any issues with communal cleaning or grounds maintenance service, call Pinnacle on **0330 332 0845** or email networkhomes@pinnaclepsg.co.uk. Michael Smith is your Neighbourhood Officer who manages your estate. You can contact Michael by phone on **0300 373 3000** or by email at customerservice@networkhomes.org.uk

All parking enquiries and appeals are managed by CPM, not SNG. You can contact CPM here <https://www.uk-carparkmanagement.co.uk/contact-us> or by telephone **0845 463 5050** or **0300 373 3000 option 2**.

If you need to report a repair, check on the progress of an existing repair or need any other information get in touch by:

- Your My Network Homes account – www.mynetworkhomes.org.uk
- Phone – **0300 373 3000**
- Email – customerservice@networkhomes.org.uk

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OperationsandHousingContracts@networkhomes.org.uk