

## Latest updates for residents at South Way, Wembley

March 2024



### Roof Garden

Further to our December newsletter we are still awaiting our fire consultants and Local Authority Building Control to review our final management plan, which is a requirement for any communal space to be occupied, to ensure as an organisation we have sufficient plans in place in the event of an emergency or an evacuation. Once this has been approved, residents will be able to use the roof gardens and fobs will be activated to allow access to these areas.

### Parking Permits

#### Tavener House and Desai House

There should only be nine permitted car users using the shared carpark between Tavener House and Desai House. CPM LTD, Sovereign Network's car parking enforcement contractor, will be providing these nine properties with permits to park in the carpark and will be the only permitted users. Any other resident or car user that parks in the carpark will receive parking fines. The nine users must park within their assigned bays and display their parking permits. We will be sending information to all residents about this so they are aware of these restrictions, and the nine users will have details on how to obtain their permits.

#### Front Vehicle Gates of Tavener House and Desai House

There should be no parking in front of the vehicle gates under any circumstance. Any vehicle found parked in front of these gates will be issued with a parking fine. We have installed CCTV cameras to capture offenders and fines will be issued remotely.

#### Connemara Court

This block has three parking bays and CPM LTD will provide the three flats granted parking permissions with permits to display when parking in these bays. There is also a loading bay present which must remain clear at all times. No user is permitted to park within the loading bay, with or without a permit. Any users found parking here will receive parking fines. We have sent information to all residents about this so they are aware of these restrictions, and the three users will have details on how to obtain their 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 residents will be advised 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.**

Parking is monitored daily and at weekends by our staff and CPM. 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 Sovereign Network Group. You can contact CPM at [networkhomes@uk-cpm.com](mailto:networkhomes@uk-cpm.com) or by telephone on 0845 463 5050.

## Using disabled bays

We are 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 any resident not displaying both badges **will** receive parking **penalty** notices.

## Window cleaning

The window cleaning programme for 2024 is scheduled for March and September.

## Upcoming estate inspections

The next estate inspections will take place on:

Day	Date	Time	Meeting point
Thursday	21 March 2024	12.00pm	Lobby of Desai House
Wednesday	3 April 2024	11.00am	Lobby of Desai House

If you would like to join Savannah-Rae Wright, your neighbourhood officer, during the estate inspection or discuss a specific issue, you can arrange to meet her on the dates above by contacting her on **0300 373 3000** or email [customerservice@networkhomes.org.uk](mailto:customerservice@networkhomes.org.uk)

## **Bin Collections and Bin Rooms**

We're aware of the ongoing issues affecting the estate regarding missed bin collections. We're working with Veolia to ensure the bin collections happen on a consistent basis (every Friday). Whilst we are experiencing challenges with collections, our cleaning team are carrying out overspill collections from the bin room every Monday and Thursday.

Some of the recent disruptions in bin collections have been primarily due to access issues, such as unauthorised car parking which obstructs Veolia's access to the bin room. To resolve this, we have taken steps to implement car parking enforcement measures, as you may recall from the letter sent to tenants. We anticipate that unauthorised vehicles will begin to be ticketed by mid-February.

We are aware that the missed collections have resulted in a build up and overflow of rubbish and this is causing knock-on effects in terms of cleanliness and smell. We will jet wash the bin rooms after the next successful collection. We will also ensure deodorisers are installed in the bin rooms and around the lifts. Our cleaning team will then maintain the condition of the bin rooms on a routine basis, and we will do all we can to ensure no further missed collections take place.

We are also exploring the possibility of more bins.

Thank you for your patience while we deal with this matter. Due to the buildings recently being handed over for occupation and the number of residents moving in at one time, we have been proactively taking actions to address the large number of recycling, bulk items and refuse that comes with many residents moving in at once. We had skips present for residents to use for excess waste, as well as arranging regular removals and clearances. This is something we will look to continuously manage to ensure communal areas are clear of items and refuse.

## **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.



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](http://www.networkhomes.org.uk)

@ email us [customerservice@networkhomes.org.uk](mailto:customerservice@networkhomes.org.uk)

## 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. [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](mailto:customerservice@networkhomes.org.uk) or by completing our online contact us form at [www.networkhomes.org.uk/contact-us](http://www.networkhomes.org.uk/contact-us).

## 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](http://www.networkhomes.org.uk/contact-us).

## Have your say on how we engage with you!

Hearing from you and taking your experiences into account is essential to ensuring we're providing a good service. Now that we've merged to form SNG, we'd like to hear your views on how you would like us to engage with residents and how you would like to influence the services you receive. Please complete our [short online survey](#) to share your thoughts and help shape our new resident engagement activities!

Our [short online survey](#) is open until **16 March 2024** and it won't take longer than five minutes to fill in. **Ten £50 shopping vouchers are also up for grabs**- enter our prize draw in the survey for the chance to win one!

Have your say today, you can fill out the survey below or click the button below to complete it if it isn't loading on this page.

**We will not be able to identify individuals by your responses, unless you say you want to be contacted and provide your personal details.** If you have any questions about the survey, contact [get.involved@networkhomes.org.uk](mailto:get.involved@networkhomes.org.uk).

## Have your say on how we engage with you!



## 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](http://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](http://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](mailto: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](http://www.networkhomes.org.uk/contact-us).

**Help is only  
a click away**



## **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](http://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.

## **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 a 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 require assistance developing an escape plan, please contact our Fire Safety Team on 0300 373 3000 or email at [firesafety@networkhomes.org.uk](mailto:firesafety@networkhomes.org.uk).

## **New residents' information**

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

Visit our website at [www.networkhomes.org.uk](http://www.networkhomes.org.uk).

Read previous updates about your scheme on our website at <https://bit.ly/43SOCdc>

Read the latest issue of the newsletter for residents, on our website at [www.networkhomes.org.uk/your-home/customer-newsletter/](http://www.networkhomes.org.uk/your-home/customer-newsletter/).

## **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](mailto:networkhomes@pinnaclepsg.co.uk).

Savannah-Rae Wright is your Neighbourhood Officer who manages your estate. You can contact

Savannah by phone on 0300 373 3000 or by email at [customerservice@networkhomes.org.uk](mailto:customerservice@networkhomes.org.uk)  
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](http://www.mynetworkhomes.org.uk)
- Phone –0300 373 3000
- Email –[customerservice@networkhomes.org.uk](mailto:customerservice@networkhomes.org.uk)

## What do you think of this newsletter?

Tell us what you thought of this newsletter using the feedback link below or leave us a Google Review.

[Click here to complete the feedback survey](#)

## No longer wish to receive this newsletter?

If you prefer not to receive this newsletter and would like us to remove you from the mailing list, please let us know in writing by emailing us at

[OperationsandHousingContracts@networkhomes.org.uk](mailto:OperationsandHousingContracts@networkhomes.org.uk)

**FREE SERVICE**

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For further information contact:  
[brentwarm@groundwork.org.uk](mailto:brentwarm@groundwork.org.uk)

 **Brent Together**  
Towards Zero

 **GREEN DOCTOR**

 **Brent**