

ENDYMION MANAGEMENT COMPANY LIMITED

Registered Office: McAbold House, 74 Drury Lane, Houghton Regis LU5 5ED
info@pandrmanagementservices.co.uk 0345 373 0502

Essential information for residents of Malting Mead

Property Management

P&R Management Services (UK) Ltd. manages Malting Mead on behalf of Endymion Management Company Ltd., the residents' management company acting per the lease and in a legal capacity for the Leaseholders at Malting Mead.

P&R can be contacted Monday to Friday 9am to 5pm:
0345 373 0502 or email info@pandrmanagementservices.co.uk

An out-of-hours emergency call service operates from 5pm to 9am each day on
0345 373 0502. This urgent assistance service includes weekends and bank holidays.

Refuse and Recycling

Your bin store has **3 black-lidded bins** for non-recyclable waste and **3 blue-lidded bins** for recycling glass, metal, plastics, and cardboard. Brown bins are not provided; please use strong black plastic bags for all household and food waste in the black bins. Welwyn Hatfield Borough Council empties the black and blue bins, usually on Monday morning.

Do not place commercial, industrial, builders' or medical waste, electrical goods, furniture, or fixtures in the bin rooms. Alternative arrangements must be made for their removal from Malting Mead.

Lease

Please note the lease terms, especially the following:

1. The gardens are accessible to all residents, provided that their activities do not disturb or inconvenience others.
2. Noise levels should be kept low between 11pm and 7:30am to avoid disturbing residents and neighbours.
3. Washing is not permitted on balconies, through windows, or in common areas. Residents can use their own rotary drier in the designated rear garden area.
4. Pets, including dogs, cats, reptiles, and birds, are allowed only with written permission from the Company.

Smoking and Vaping

Smoking and vaping are prohibited by law in all public areas at Malting Mead, including landings, stairwells, passageways, and under croft car ports. Do not smoke or use e-cigarettes in covered communal areas, and do not discard cigarette butts on the grounds.

Fire Action

Fire Action Notices are displayed on the noticeboards of each block. It is important to familiarise yourself with the procedures for fire emergencies and plan your escape route in advance. If there is a fire, dial 999 or 112 and request the Fire service. Do not re-enter your flat or the block once you are outside and at a safe distance from the building. As part of your safety plan, install and regularly test smoke and carbon monoxide alarms on a weekly basis.

Escape Routes

The landings, stairwells and passageways are Fire Escape Routes and must be kept clear at all times of pushchairs, bicycles or any other obstruction.

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TV - Aerial and Cable

The flats are connected to the communal digital terrestrial aerial, providing Freeview access. Malting Mead is cable-enabled for those who choose to sign up with a provider. The management maintain one terrestrial aerial and the external cabling up to each flat's boundary. Leaseholders and tenants are responsible for all internal wiring, devices, and connections. External satellite dishes or aerials are not allowed at Malting Mead. Sky is available without a dish through Sky Stream.

Flooring

Prior written authorisation from the management is required before installing hard flooring (vinyl, wood, or laminate) with high-quality acoustic underlay.

Noise

If you are having contractors working on your property, please be considerate to your neighbours. The permitted hours for trades working are:

Monday to Friday – 08.00 to 18.00
Saturday – 09.00 to 13.00 (but no noisy work)
Sunday – not permitted

Avoid making noise that can disturb others between 11pm and 7.30am, such as running a washing machine, playing loud music, or hosting social gatherings. Please wear soft footwear on hard floors to reduce noise for neighbours below.

Garage area

This secure area has an electric gate for cars and a combination lock gate for pedestrians. Leaseholders received one free fob in 2012. Tenants should contact their landlord or agent for the original fob. Additional or replacement fobs cost £100 each, with a maximum of two per flat. Fobs are property of the management and must be returned or transferred upon sale. Leaseholders were given the pedestrian gate code; new residents should contact P&R for the code.

Car Parking

1. Endymion Road's ten marked bays are for resident and visitor private vehicles only.
2. The garage area is designated for residents only. Commercial vehicles, trailers, and caravans are not permitted.
3. Six undercroft bays are reserved for specific flats and must be kept clear.
4. Untaxed, un-roadworthy, abandoned, or unauthorized vehicles will be removed at the owner's expense.
5. Parking is restricted on Endymion Road from 8am to 10am, Monday to Friday.
6. Vehicles and their contents are parked at owners' risk.
7. The management is not liable for any vehicle damage, break-ins or theft.

Holiday or Vacation Rentals Not Allowed

The leaseholder or tenant cannot use the property or grounds for holiday rentals. Hosting with Airbnb or similar agencies is prohibited at Malting Mead.

Signs and Advertising

Outdoor and through-window property and business signs, boards, advertising and marketing materials, posters, displays, and notices are strictly prohibited throughout the development. The only permissible leaseholder sign is the flat number affixed to the door.

Website - www.maltingmead.com

Visit our website, the online resource for more information.

February 2025