



The Manor Fields Estate Limited

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Dear Residents and Leaseholders

As the weeks go by, we are continually grateful for the gardens, the sunshine and the friendship and kindness of neighbours.

SUMMER PARTY

Whilst we were hopeful that the Summer Garden Party would be an opportunity to get together again, we must regretfully announce that it has been decided to cancel this for the time being. Owing to the uncertainty regarding the Government's ongoing lockdown restrictions, it is thought wise to make this decision and we hope that, circumstances permitting, an alternative social event can be held later in the year.

BOARD MEETINGS AND MANAGEMENT OF STAFF

The Board and management are continuing to meet on a regular basis courtesy of the internet which helps us to stay in touch but from the safety of own homes.

As you know, Heather continues to work in the office daily with assistance from Maria who is supporting her from home. The majority of the porters and garden staff have been furloughed as a result of their personal circumstances and decisions will be made about their return to work as the future of the lockdown becomes clear. For the time being, Kenza continues to clear the rubbish and Zoltan, one of the gardeners, has returned to work this week. Zoltan will be working in the garden on a daily basis subject to us being able to assure that his safety and the safety of the residents is maintained by observing the 2m rule at all times.

Heather continues to be in regular contact with Jo and Dawid. Thank you to everyone who has enquired about them and sent their best wishes.

COMMUNICATIONS WITH THE BOARD AND MANAGEMENT/DATA PROTECTION

We welcome communication from leaseholders and residents and endeavour to respond promptly.

We are aware that some individual correspondence is copied (and/or blind-copied) to other residents and leaseholders who the sender believes to be interested in being informed, by means of a privately established mailing list. Whilst the Board has no objection to this we have received notice from some individuals that they have asked to be removed from these mailing lists, whilst others have complained about the tone and content of the correspondence that is being sent.

With this in mind can we please ask that with regard to future correspondence with the Board/management, anyone who is circulating correspondence to a wider audience adhere to the general principles of data protection:

- i) Ensure that permission is given by individual recipients prior to them being included on a "mailing list" or copied into regular correspondence.
- ii) That it is regularly made clear to those on a "mailing list" that if they do not wish to be included in future correspondence they have the right to have their name removed from the list of recipients - and that this is actioned promptly.

Where other leaseholders and/or residents are copied correspondence addressed to the Board, the Board will endeavour to ensure that they also receive the Board's reply. However, in the instance of a blind-copy it is expected that, as a matter of courtesy and good practice, the main recipient will circulate the Board's reply to everyone on their original mailing list. In the interest of greater transparency, from time-to-time the Board may also decide to circulate correspondence, and the Board's reply, to all residents, where an individual correspondent raises matters of interest to the Manor Fields community. When this is done, the Board will blind-copy all to maintain their privacy.

FRONT DOORS

With the lovely sunny days, it is tempting to leave the front doors of individual stairwells open. However, please can we ask that these are kept closed as a matter of security for everyone and in particular those who are living on their own and might understandably feel more vulnerable.

SOCIAL DISTANCING AND SECURITY

Our continued thanks go to all residents for maintaining the social distancing guidelines with which we have all become familiar. As part of their local neighbourhood patrol, Manor Fields has been receiving regular visits from the local police to ensure that everyone here is safe and that the government's guidelines are being followed.

On that note we are also pleased to let you know that the police have alerted us to the arrest of an individual who was recently reported to be exposing himself in public in the nearby vicinity. Those residents who are on the neighbourhood watch group will have been aware of this and the police wanted to ensure that all residents were given the latest update.

PARKING

And finally, please can we remind car owners not to park across pathway entrances (for instance by the sundial and the pond) and across the entrances to front doors. It does make access especially difficult and more treacherous for those who are less mobile, or who are using a push chair, or a wheelchair and we would be grateful if this can be taken into consideration when parking.

As always, we wish you well.

With best wishes

The Directors

P.S. - There are three 1000-piece jigsaw puzzles which have been donated by a kind resident and are available to collect from the estate office. Please, email Heather if you are interested.