Kingsley Court Guide



Freeholders: Kingsley Court Brighton Limited, Company Number **11469419**

Kingsley Court
142 Kings Road
Brighton
BN1 2LP

Last updated November 2025

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1. Aim

The purpose of this document is to provide a guide to the block and the rule book mentioned in the lease. It provides general information for all leaseholders. If you have any suggestions for additions, please email the committee at committee@kingsleycourt.co.uk

2. Personnel

2.1. Current committee

Kingsley Court Brighton Ltd are responsible for managing the block. Any resident can stand for election to the committee if they receive one nomination at an AGM (see 4 below). Ideally a committee would consist of three people including a chair. This is a voluntary role. The current committee can be found in Appendix F - useful contacts.

2.2. Caretakers

Caretakers are on-site 8am -1pm Monday -Saturday, excluding Public Holidays.

Mobile +44 7718 160 327, use WhatsApp to contact.

The caretakers can hold a set of keys for each flat for emergencies. They have an office on the ground floor (see yellow region on the plan in Appendix A).

2.3. Managing Agents

Jonathan Rolls provide management services for the building.

You can email them at ben.lewis@jonathanrolls.com

Jonathan Rolls telephone number is 01273 684997. Our dedicated contact is Ben Lewis. Please keep the committee informed of issues as well so we can ensure the managing agents are following up your requests.

3. Website

www.kingsleycourt.co.uk

This has a private area where you can find AGM minutes, accounts, this guide, safety assessment documents and more. The login info is:

Username: leaseholder

Password: will be emailed to you separately.

If you lose the password, please email committee@kingsleycourt.co.uk to request it again.

4. AGM and General Meetings

Typically, the AGM is held in the second or third week of November. We discuss the year's expenditure and accounts, the likely budget for the next year including any pending works and the committee's annual report. You will be notified of the date of the AGM with a preliminary agenda and are encouraged at that point to submit further items for the agenda to the committee at committee@kingsleycourt.co.uk.

4.1. Voting at General Meetings

Pursuant to Clause 8 (A)(ii) of the Articles of Association of KCMC:
"No "A" shareholder shall be entitled to vote who is in arrears payments due to the company"

5. Rule Book

The lease, at 3.(2) provides for a Rule Book listing rules affecting the Demised Premises and the estate generally. Additional rules are listed at Appendix E, which should be treated as that Rule Book.

6. Fire Safety

6.1. Fire Alarm

A fire alarm test is carried out every **Wednesday at about 10:00am.**

There are three Fire Call Points in the building which will be tested in rotation. Their locations are shown in Appendix A – Ground Floor Plan and Appendix B – Basement Plan. Photographs of the Call Points themselves are shown in Appendix D - Fire Call Points.

Testing requires sounding the alarm at the call points and then disarming at the control box. Hence the test will run for the time it takes the Caretakers to walk between the two.
If you notice any faults in the test please notify the caretakers and email the managing agents on ben.lewis@jonathanrolls.com

If a **continual alarm** is sounded, this is **NOT A TEST.**

The procedure for Kingsley Court is Remain in Place unless the fire is in your flat or you are advised to leave by the emergency services.

Please refer to the emergency plan excerpt from the building's fire safety assessment Appendix C – Fire Emergency Plan

Each flat should have their own fire prevention / smoke detection systems. Installation can be provided / assisted by the fire department as part of their **high-rise flats policy**. You can contact Preston Circus fire station on **0303 999 1000**, or the East Sussex Fire and Rescue Service Home Safety Visit Helpline on 0800 177 7069.

If you find a fire, the advice is to alert all the people in the flat and leave the property and close all doors. You should follow the pre-determined escape plan and not use the lift. If there is a lot of smoke within the flat, people should crawl along the floor where the air should be clearer and the temperature cooler. Sound the general alarm by breaking the glass at the Call Point

by the door when you leave the building. (See Appendix D - Fire Call Points). Do not attempt to return to your flat until given permission by the Fire Brigade.

If there is a fire elsewhere in the building then the structure of the flat – walls, floors, and doors – are designed to give appropriate protection. This is because the flats are compartmentalised both vertically and horizontally, with each flat being a fire-resistant cell. You are usually safer to stay in your flat unless the heat or smoke from the fire is affecting you. If you 'stay put' you should still immediately call 999 for advice and to ensure that the fire and rescue service along with attending emergency crews have been notified.
Once you are told to exit you should make your way to the front of the building **avoiding use of the lift.**

6.2. Fire Doors

Leaseholders / Residents have an important role to play in ensuring that, if there is a fire in their flat, the flat entrance door is an effective barrier to the spread of fire and smoke into the common parts.

Regulation 10 of the Fire Safety (England) Regulations 2022 requires that residents are provided with the following information:

- **fire doors should be kept shut when not in use;**
- **residents or their guests should not tamper with self-closing devices;**
- **residents should report any fault or damage immediately to the Managing Agent / caretaker.**
- **Each flat entrance door (both sides) will be visually checked every 12 months sop access will need to be granted.**

If a leaseholder wants to alter or change their flat door, this can only be done with the permission of the Managing Agent to ensure that it does not negatively impact upon the overarching fire risk assessment for the premises.

7. Bike Storage

There is a room for bike storage on the ground floor, with a door leading onto Montpelier Road (see blue region Appendix A). Storage space is limited, as there are only 8 double wall mounted racks. The following should be noted:

- Only owner occupiers should store bikes here.
- There are no pre-allocated racks - racks are allocated on a first come first served basis.
- The store is only for bikes that are roadworthy and in regular use and this will be monitored.
- No flat should use more than one double rack.
- Unauthorised bikes will be removed.

If you have no rack and would like to be placed on the waiting list for a rack, please email the committee committee@kingsleycourt.co.uk. The bike room door onto Montpelier Road can be opened with a standard front door key, and otherwise must be kept locked.

8. Meters – Water / Electricity / Gas

On each floor there are two cupboards in the hallway after exiting the lift. The **electricity meters** are in a locked cupboard for which the caretakers have a key. The **water meters** and stopcocks for each flat are in the other cupboard, which should remain bolted to allow emergency access to the stopcock. **Gas meters** are in the basement, please refer to Appendix B.

Smart Meters are a matter for individual flat owners and their gas/electricity suppliers, and permission is not required.

9. Lift

In event of issues with the lift please tell the caretaker or Jonathan Rolls. Additionally, if you could email the committee at committee@kingsleycourt.co.uk. This will allow for any follow up work to be monitored.
If you become trapped in the lift, there is an emergency call button which must be **pushed in for 5 seconds** to connect to the emergency hotline.
Lift Landline 01273 772478

The lift is serviced by KONE. Any service requests should be made via Jonathan Rolls.
In an emergency if KONE need to be called directly their number is 0800 652 0692, quoting reference number 41308158.

The lift is controlled from the lift room, refer to Appendix B. Alterations to lift level can be made by nominated persons only.

Max lift load is 8 persons / 630 KG.

If you are having workmen or deliveries in the building, please be sure to cover the lift floor. Lift protection is available from the porters on request. If the deliveries are coming after 1pm please alert the porters for the need for protection before they leave.

10. Hallways

Each floor has a hallway. The hallway gives access to the cupboards mentioned in section 7. Each hall has an electric heater. The temperature of each heater is to be set by agreement of the flats opening onto that hall. Each hall has windows that are connected to the fire alarm system. In the case of a fire, the windows should open automatically. This is to ensure smoke does not accumulate in the hallways, which would impede your exit.

Following a recent fire risk assessment, it was noted that no plants or personal belongings should be stored in any of the common areas.

All exits and escape routes must always remain clear for the safety of everyone in the building.

11. Rubbish

Rubbish and materials for recycling can be placed in the nearby rubbish/recycling carts on Montpelier Road / Oriental Place.

All non-household waste or rubbish, because of doing any renovations etc, should be disposed of appropriately and not left around the building.

Brighton and Hove City Council currently recycle:

- cans, tins - washed and empty
- aerosols - empty with lids removed
- cardboard - flattened
- paper - including directories and windowed envelopes
- plastic bottles - washed and squashed, with lids removed
- glass bottles and jars

For further guidance please refer to:

https://www.brighton-hove.gov.uk/rubbish-recycling-and-streets

12. Plumber / Water issues

If you have a leak, please turn off your water at the stopcock. All flats' stopcocks are in the unlocked but bolted cupboards in the hallway of each floor next to the water meters.

For the leaseholders using their flats as holiday homes, it is good practise to turn the water off at the stopcock when leaving your flat for a notable period. This is to ensure compliance with the Buildings Insurance Policy as well as pre-emptive prevention of water. Should a leak occur, insurers may ask whether damage caused could have been prevented by any usable device such as the main stop cock which may affect a claim.

Residents' experience is that if you still have the original plumbing system, it can cause headaches for some plumbers. AR Evans Plumbing and Heating Ltd know the block well. They have worked with the old system and completed upgrades for many of the residents. Contact details can be found in the useful contacts section.

13. Carrying out Works / Alterations

Written consent is required for all alterations or works (see section 2(13), 2(14) of lease). Please email ben.lewis@jonathanrolls.com to obtain consent. Certain works will require fully insured builders and may also need a license.

Please also ensure no undue weight is placed into the lift and that the lift is appropriately protected. Damage will be the resident's responsibility.

14. Workmen

If you are having workmen in the building, please be sure to have them cover the lift and communal ways. Lift protectors are available from the caretakers on request. If the works are to commence after 1pm, please alert the caretakers for the need for protectors before they leave.

Please also refer to 13 above Carrying out Works / Alterations.

15. Garage

Please ensure that the following doors are always closed after your use of them:

- garage door
- pedestrian door
- the door between the garage and the building (by the basement exit of the lift).

It is essential that each of these doors is kept closed for the personal security of the residents of Kingsley Court. Please be aware of and prevent unknown people attempting to tailgate you as you enter the building.

15.1. Parking

All apartments except 7 and 11 have their parking spaces in the basement. Each apartment is designated a single spot and should only use their designated spot unless they have permission from the owner to use another spot. Flats 7 and 11 have their own garage that opens directly to Montpelier Road.

15.2. Visitor Parking

There is a visitor's spot in the North-West corner of the garage between the spots of flat 20 and 17 (please see Appendix B). The spot can accommodate two cars. Visitors should leave a notice on the dashboard (most importantly to allow for contacting by the first person in the spot to get out). Mobile and flat number should be left for notification of visitors.
Visitors cannot park for more than 72 hours and cannot return within 96 hours.

15.3. Subletting Parking space

Subletting your parking space is actively discouraged as it presents a possible security risk to the occupants of the Kingsley Court.

15.4. Garage Door

The garage door opens by remote control. A replacement car park fob for the roller door on Oriental Place can be ordered from https://securitydirectuk.com/spare-parts/gfa-keyfob-transmitter/ and then programmed by the porters.
There is also an override switch just inside the door to the south, where the door can also be raised manually by a chain. The garage door has sight sensors running through the opening as well as a touch sensor along the base of the roller door to prevent it closing on a car.

15.5. EV Charging

The leaseholder can install an EV charger near there parking space using the cableway that has been created for all leaseholders and following the rules in Appendix G.

15.6. Internet in the Garage

There is WiFi available in the garage for any leaseholder to use. The details are:

Network Name: Kingsley Court Garage
Password: Brighton360

16. Roof

To access the roof, please contact the caretakers. The door to the roof is on the 6th floor but only accessible via the stairs.

17. Building Keys

A single key opens all entrances to the building, i.e. Montpelier Road side entrance, Kings Road main entrance, the door into the garage on Oriental Place and the door from the garage into the building. Copies of this key can be obtained from the managing agents who keep a record of how many each flat has. Several flats have had their own front door locks altered to also accept these keys.

18. Subletting

For safety and security purposes we require notification of all subletting agreements. Please provide name, telephone number and email of renting residents, as well as the letting agencies to the managing agents. As per rule 3 in the rulebook, short-term letting is not permitted and could compromise the insurance for Kingsley Court.

19. Service Charge

The service charge is normally collected semi-annually, with the first of the yearly payments being on 25th of March and the second being in September.
Clause 4(4) of the lease: *"…will pay to the Lessor from time to time within fourteen days of demand…"*.

20. Satellite TV

Kingsley Court does not have satellite dishes for satellite TV and they are prohibited by the lease.

21. Windows

The windows, which are not demised to leaseholders, were all replaced in 2019. If you have any problems with your windows, please send an email to ben.lewis@jonathanrolls.com detailing your issues and whether you are happy for the caretakers to give access to your flat for maintenance or whether you wish to be present when the contractor visits.

22. Insurance

You can find a copy of the building's insurance on the members' page on the website. If any of the documents are out of date, please contact Jonathan Rolls for up to date information.

Clause 2(17) of the lease: *"….not to do or permit or suffer to be done anything by reason whereby any insurance effected on the Demised Premises or any other part of the Estate may be rendered void or voidable or whereby the premiums thereon may be increased…."*

23. Unoccupied flats

If your flat is going to be unoccupied for a long period of time it is recommend that you let the porter know so that they can keep an eye on the flat and update them as to what you would like them to do in the event of an emergency. It is good practice to turn off the water supply to the flat.

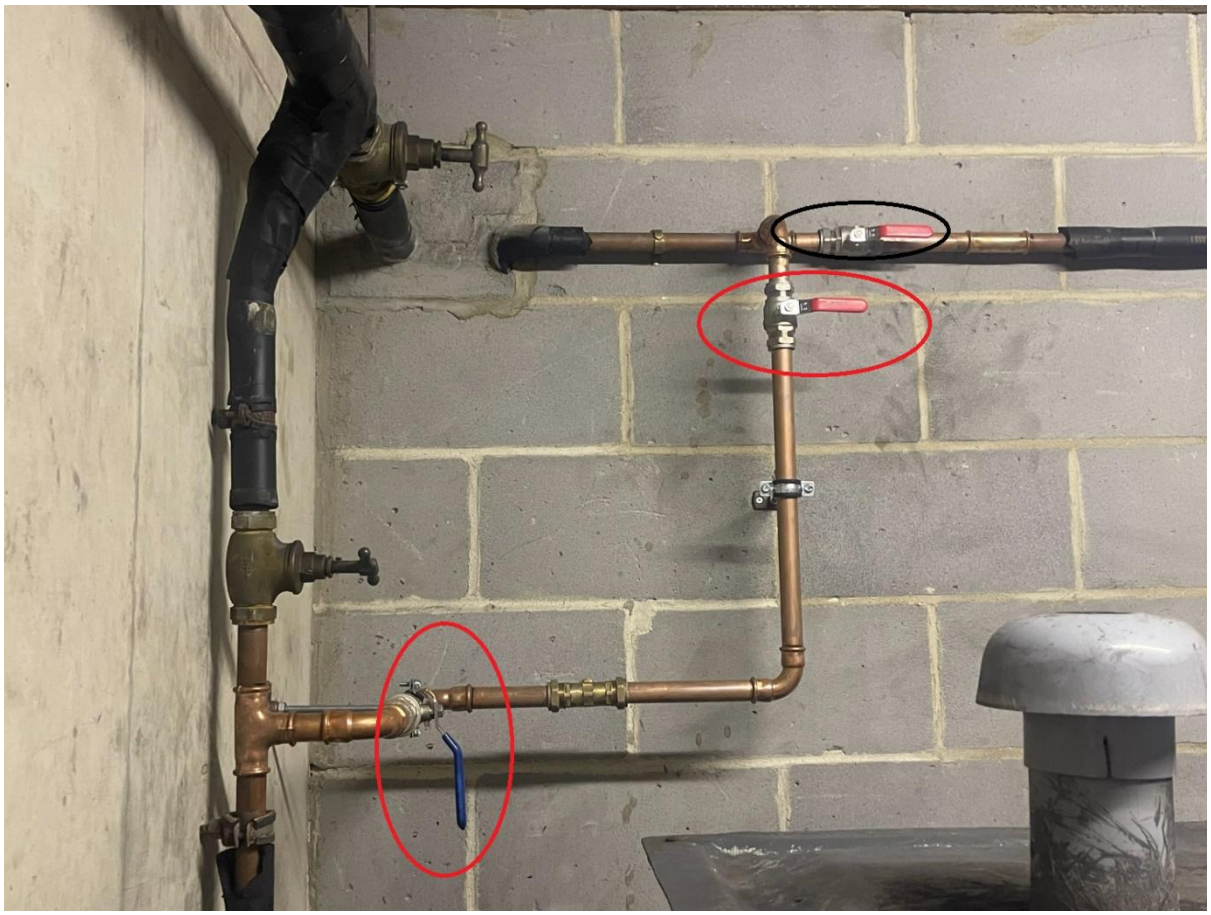
24. Water Pumps / Supply to the 5th and 6th floors

The upper floors (5th and 6th) of the building are supplied with cold water by pumped solution from the basement with an associate water pump. Two pumps feed water from a large tank into the pipes supplying the upper floors. The tank and pumps are housed in the pump room in the basement (See Appendix B).

If this fails for whatever reason, then supply can be switched over to main supply which will provide water albeit at a lower than ideal pressure. In the attached picture:

(i) Use the tap circled in black to isolate the Pump and water tank

(ii) Turn the 2 taps circled in red to turn on the mains supply.



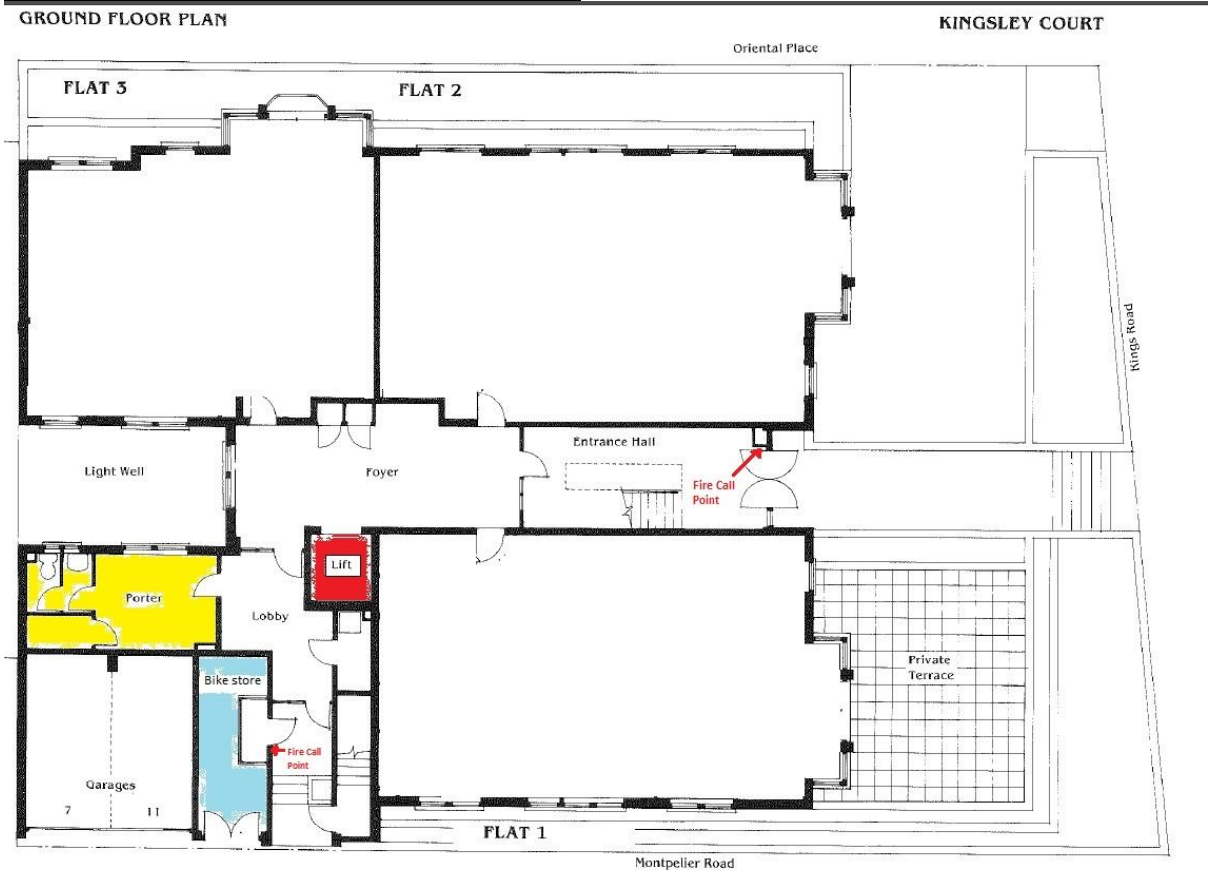
25. Conveyancing for purchase /sale of flat

All leaseholders should be aware that on sale they should provide to the buyers a completed stock transfer form and their original share certificate (or in the absence of this, a deed of indemnity) and in turn all these documents should be passed to Company Accountant by the buyers in completion. There is a fee to be paid by the purchaser for this.

The company accountant is currently Nigel Griggs of Haines & Co.

nigel@hainesaccountants.com

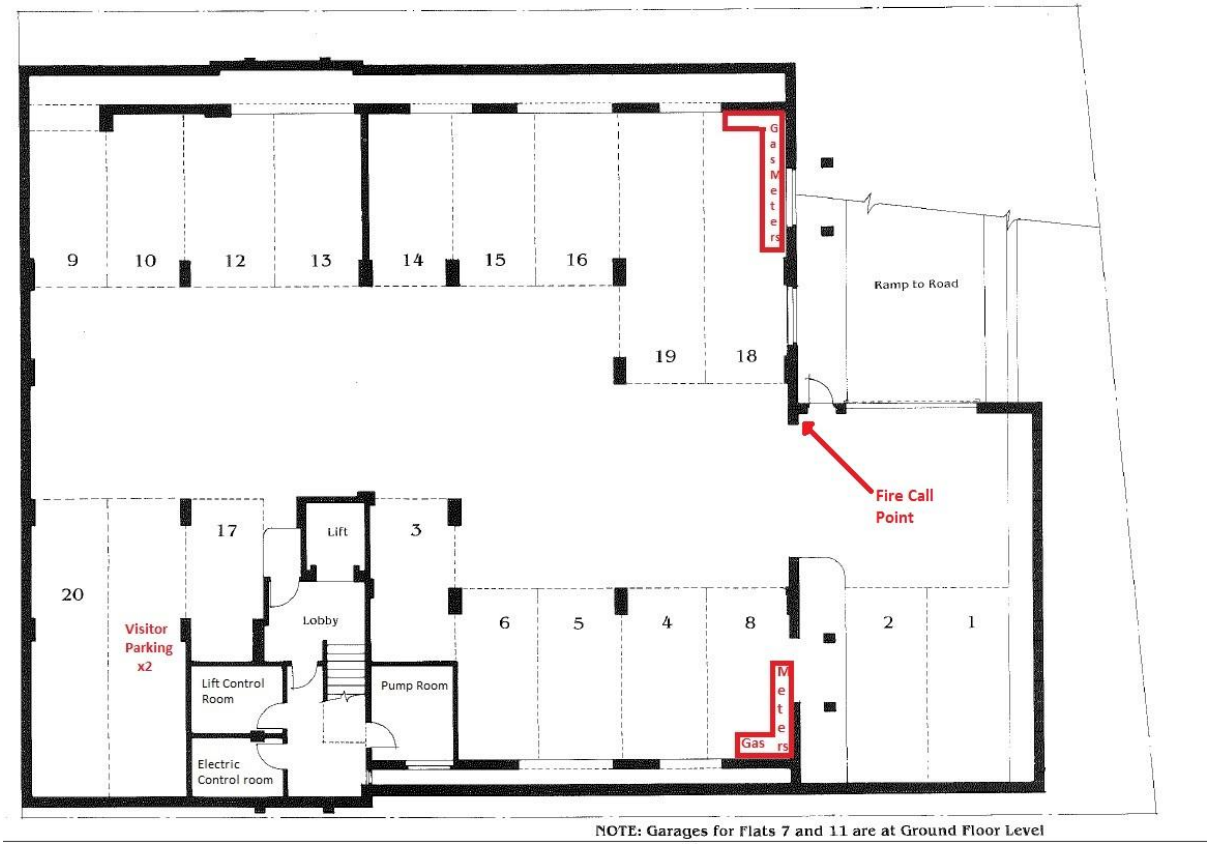
Appendix A – Ground Floor Plan



Appendix B – Basement Plan

BASEMENT CAR PARK

KINGSLEY COURT



NOTE: Garages for Flats 7 and 11 are at Ground Floor Level

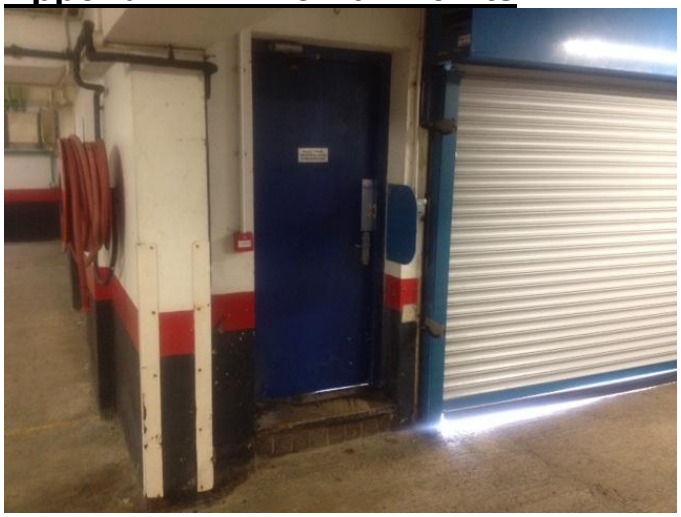
Appendix C – Fire Emergency Plan

Quantum Compliance

Section 4 - Emergency Plan

Address:	Kingsley Court, 142 Kings Road, BN1 2LP
In the event of FIRE	**ACTION**
How people will be warned if there is a fire	Smoke detector alarm or verbally. It is strongly recommended that each flat has at least two smoke detectors, sited as near to the front door and bedrooms as possible. Ensure that your smoke alarm works properly and that the battery is regularly changed.
If you find a fire in your flat	Verbally raise the alarm by shouting 'FIRE'. Call the Fire Brigade by dialling 999. Warn all persons in your flat and leave together. Where possible turn off your cooker or oven if it is on. Ensure you close all doors on the way out, particularly the front door. Leave the immediate area and do not attempt to return to your flat until given permission by the Fire Brigade. Sound the general alarm by breaking the glass at the Call Point by the door where you leave the building (See Appendix D - Fire Call Points).
Tackling a fire	If a cooking pot or chip pan is involved: 1 Call the Fire and Rescue Service on 999 immediately. 2 Don't take risks. 3 Have a clear escape route. 4 Never move the pan. 5 Turn off the heat (if its safe to do so). 6 Never use water on chip pan fires, as this will cause a fireball. Do not try to put the fire out using a damp towel or fire blanket!
Hearing the alarm	STAY PUT On hearing an alarm: Do not evacuate unless the fire directly affects your flat or you are instructed to leave by a member of the Fire Brigade. In most instances there will be no need for you to leave your flat, however if circumstances are such that you need to leave, the following actions will need to be taken: Evacuate the building by the nearest available escape route or as directed by the Fire Brigade. If you have visitors, instruct them to follow you. Always close doors behind you. Do not put yourself at risk or cause delay. Leave the building by the nearest available exit and move away from the building or to a specific location as directed by the Fire Brigade.
How the fire and rescue service and any other services will be called and who will be responsible for doing this	The person discovering the fire should call the Fire Brigade by dialling 999. The Fire Service Operator will ask you some questions - do not end the call until the Fire Service Operator has repeated the address to you and you are sure they have got it right. What is on fire? What is the address? 142 Kings Road, Brighton, Bn1 2LP What is the nearest main road? Kings Road What town are you in? Brighton

Appendix D - Fire Call Points



Left of Garage door exit



Left of Main door exit



Left of Bike Store Entrance

Appendix E – The Rule Book

1. All leaseholders must ensure that the doors connecting their flats to the common ways are Fire Doors.

   In particular, the doors should:

   - be an FD30 door
   - be attached with THREE hinges
   - have a fire and smoke seal fitted
   - have a self-closing mechanism, and be able to self-close at all times
   - residents or their guests should not tamper with self-closing devices;
   - fire doors should be kept shut when not in use;

2. All leaseholders should ensure they have at least two smoke detectors installed in accordance with BS 5839-6.

3. Short term holiday lets (under 1 calendar month) are not permitted. The details of all lets should be notified to Jonathan Rolls.

4. Subletting your parking space is actively discouraged as it presents a possible security risk to the occupants of the Kingsley Court.

5. Please ensure that the following doors are always closed after your use of them:

   - garage door
   - pedestrian door
   - the door between the garage and the building (by the basement exit of the lift).

   All doors should be kept closed for the personal security of the residents of Kingsley Court. Please be aware of and prevent unknown people attempting to tailgate you as you enter the building.

6. Any complaints and concerns should be addressed with the Managing Agent.

7. All leaseholders are expected treat the Kingsley Court directors with respect and be mindful that they perform this role as volunteers.

8. Lease holder can install an EV charger in their parking space following the rules in Appendix G.

Appendix F - Useful Contacts

Current Committee

committee@kingsleycourt.co.uk
Tim Klein Flat 13
Rhian Roberts Flat 12

Managing Agents
ben.lewis@jonathanrolls.com
Normal Hours 01273 684997
Out of hours emergency contact as above where there will be further directions for emergencies

Caretakers
Telephone 01273 204 019
Mobile +44 7718 160 327

Fire Station
0303 999 1000

Water supply (genuine emergencies only)
Southern Water 0330 303 0368

Gas Leaks/ Carbon Monoxide
National Gas Emergencies 0800 111 999

Electricity supply
UK Power Networks 0800 31 63 105
Mobile 105

Drainage Contractors
Empire Environmental Services 07734 955 191
07912 290 010
01903 775 430

Lift Emergencies
0800 652 0692, quoting number 41308158.
Lift Landline 01273 772478
(alternate KONE number 0845 1 999 999)

Locksmiths
Masters Lock and Safe 07757 572 269

Electrician
PMG Electrical Services 01903 532680 / 07832 376671
Diamond Electrical 01273 917 916

General builders
MAC Builders 07767 397 704

Plumber
AR Evans Plumbing and Heating Ltd 01273 708514.
(Evans know the block well)

HeatCraft 01273 419 005

Obtaining Residents Parking tickets
https://www.brighton-hove.gov.uk/content/parking-and-travel/parking/visitor-permits

Parking enforcement
One Parking Solutions: 01903 692966.

Building Insurance Brokers
Howden
Quadrant House, Croydon Rd, Caterham, CR3 6TR
howdengroup.com
07711 660644

Appendix G – EV Charging

Overview

Lease holders are allowed to install one EV charger in their car parking space by running a cable from their own Electrical Meter. There are certain rules that must be followed, but most importantly, the installation must be carried out by a qualified electrician, and the leaseholder must have the necessary permissions from UK Power who run the power network in Brighton and the Southeast.

EV Installation rules

Kingsley Court committee have outlined the following rules for and EV Installation:

- The leaseholder must obtain permission from UK Power to install an EV charger.
- The installation must be carried out by a suitably qualified electrician.
- Each leaseholder is allowed to drop 1 cable, and only 1 cable, from their meter to the garage.
- The diameter of the cable through the cable way must not exceed 16mm.
- All cabling in the garage must be securely fastened to the ceilings of the garage.
- No cabling is allowed over the parking space of another lease holder.
- All cabling must conform to appropriate safety standards.
- Lease holders will have to install a dedicated surge protected consumer unit (fuse board) in the riser cupboard for the charge point to avoid having any additional cabling in the lobbies.
- The cableway holes must be made Fire resistant after each installation.
- The committee should be notified on any proposed installation to ensure the correct safety procedures are followed.

What type of car charger can I install?

UK Power network is allowing 7 kWh charger with dynamic load management. However, this decision will ultimately be up to the leaseholder, the EV Installer and subjection to conditions imposed by UK Power.

The Cable way

The cable way has been created through the Utility riser cupboards and then additionally 2 cable holes for the Montpellier Road garage.

Cable length required from Meter to Parking Space

	Floor	Height to Garage	North South	East West	Montpellier Road garage	Total	Plus 10%
Flat 1	0	5.0	21.4	7.0		33.4	**36.7**
Flat 2	0	5.0	15.3	7.0		27.3	**30.0**
Flat 3	0	5.0	4.6	4.0		13.6	**15.0**
Flat 4	1	7.8	8.4	7.5		23.7	**26.1**
Flat 5	1	7.8	8.4	7.5		23.7	**26.1**
Flat 6	1	7.8	3.6	7.5		18.9	**20.8**
Flat 7	1	7.8	5.2	12.8	5.0	30.8	**33.9**
Flat 8	2	10.6	13.8	7.3		31.7	**34.9**
Flat 9	2	10.6	10.0	3.0		23.6	**26.0**
Flat 10	2	10.6	5.2	3.0		18.8	**20.7**
Flat 11	2	10.6	5.2	12.8	5.0	33.6	**37.0**

Flat 12	3	13.4	5.2	3.0	21.6	**23.8**
Flat 13	3	13.4	0.5	3.0	16.9	**18.6**
Flat 14	3	13.4	3.6	3.0	20.0	**22.0**
Flat 15	4	16.2	3.6	3.0	22.8	**25.1**
Flat 16	4	16.2	8.4	3.0	27.6	**30.4**
Flat 17	4	16.2	5.2	4.6	26.0	**28.6**
Flat 18	5	19.0	13.8	1.0	33.8	**37.2**
Flat 19	5	19.0	8.4	1.0	28.4	**31.2**
Flat 20	6	21.8	10.0	4.5	36.3	**39.9**

Assumptions: Each floor is 2.8m. These cable length needs to be verified for each installation; the committee will not be held responsible for inaccurate measurements.

<u>Garage Cable routes</u>

