



URBAN DISTRICT OF

HETTON

TENANTS HANDBOOK

Are you content



to accept the half formed opinions of others or do you like to test the truth of things for yourself ?

Shopping at the Co-op, for instance—have you ever thought of finding out what it *really* means ?

In the first place, you buy high quality goods at competitive prices *and* you receive a dividend ; this is the trading surplus shared among the members, because there is no " owner " to take the profits.

The Members are the Owners. The Co-op is constituted on democratic lines and the Management Committee is elected by the members. **You** can have a voice in the affairs of the Society : **you** can enjoy the benefits of Co-operation by joining

MOORSLEY
Co-operative Society Ltd.

**EASINGTON LANE AND
SOUTH HETTON
CO-OPERATIVE SOCIETY
————— LTD. —————**

*Have YOU a share in the
Benefits distributed each
Half-Year*

WE CAN CATER FOR ALL YOUR
NEEDS AND STILL RETURN A
HANDSOME DIVIDEND

2/3 in the £ on ALL Purchases

**FOR DELIVERIES OF MILK IN THE
HETTON-LE-HOLE URBAN DISTRICT**

CONTACT

**HOUGHTON
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THE TENANTS' HANDBOOK

Issued by the Chairman and
Members to all tenants on
the Council's Housing Estates
URBAN DISTRICT OF HETTON

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WE
ARE
AUTHORISED
DEALERS
IN
EKCO
PHILIPS
PYE
RADIO
AND
TELEVISION

SEE
OUR
CHOICE
SELECTION
OF
SPIRITS
LIQUEURS
WINES
AND
BEERS

**G
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AGENT
FOR
**RALEIGH
RUDGE
AND
TRIUMPH
CYCLES**

CASH or TERMS

STOCKIST
OF
**HORNBY-DUBLO
AND
TRIANG MODEL
RAILWAYS**

MECCANO

**DINKY
AND
TRIANG TOYS**

**14 FRONT STREET
HETTON-LE-HOLE**

FOREWORD

THIS handbook has been prepared for the information of the Tenants of all houses on the Council Estates and it is hoped that it will prove of assistance and interest to them.

The Council are most anxious to obtain the assistance of all tenants in preserving and improving the amenities of the Estates. One unsatisfactory tenant or one neglected garden spoils the amenities for many and the Council rely on the co-operation of all tenants in this effort for better housing conditions.

Please keep this Handbook by You for Reference

CLERK'S DEPARTMENT
HETTON HOUSE
HETTON-LE-HOLE

JUNE, 1957

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Parents, teach your children roadsense. Their safety depends largely on your teaching and advice.

HETTON : THE OLD ...



SEE THAT YOUR ESTATES REMAIN



...and the NEW



PLEASANT PLACES IN WHICH TO LIVE



REGULATIONS

TO BE OBSERVED BY TENANTS OF COUNCIL HOUSES

1. The rents are due in advance on Monday each week. The authorised Collector of the Council will collect the rents weekly and give receipts therefor on a Rent Card. The Tenant should see that all sums paid to the Collector are entered on the card. The Tenant must produce his card to the Collector or other duly authorised Officer of the Council whenever required to do so. If the rent is in arrear at any time, the Council may at once give the defaulting Tenant notice to quit the dwelling. The rates and taxes (including water rate) will be paid by the Council.

2. The Tenancy is terminable by one week's notice to quit, to be given in writing by either side before 12 o'clock (noon) on Mondays, but subject to Regulation No. 15.

3. Fences, paving or any other part of the premises, or the fittings therein, damaged by the Tenant, or through his negligence, will be repaired by the Council at the cost of the Tenant. Cracked or broken glass must be immediately replaced by the Tenant. Chimneys in use must be swept at least once every six months.

4. *No Tenant will be permitted to keep a shop, store, warehouse, or laundry of any kind without obtaining previous sanction of the Council.*

5. The Tenant will be permitted to provide accommodation for sub-tenants and lodgers only if the total number of persons accommodated does not exceed the permitted number as stated on the rent card; a charge, determined by the Council will then become payable in respect thereof, with the exception of aged relatives and non-earning lodgers.

6. The placing in the water-closet of rags, cotton, bottles, or anything likely to choke it, or the drain, is strictly prohibited. In case of violation of this Regulation the expense of clearing the w.c. or drain will be charged to the Tenant.

7. Ashed and dry house refuse only are to be thrown into the dustbins. All liquid refuse is to be thrown down the water-closet, or sink, according to the nature of the fluid.

8. Intimation must immediately be given to the Public Health Inspector at Hetton House of any case of infectious or contagious disease occurring in the dwelling, and the Tenant must agree to allow the person affected to be removed to a hospital.

9. Tenants are not allowed to paper, paint, or drive nails into the walls or woodwork of their dwellings without the consent of the Council.

10. The Collector is not permitted to accept any gratuity whatever.

11. The Council shall be at liberty, by their agents or workmen, to enter and inspect the state of repair and cleanliness of any dwelling at all reasonable hours of the day, and to execute any repairs therein.

12. No fowls, or pigeons shall be allowed to be kept on the premises.

13. No trees or shrubs on the premises shall be cut down or removed without the consent of the Council.

14. Tenants shall not, without the previous consent of the Council, erect on the premises any tool-house, shed, greenhouse, fowlhouse, or other building.

15. Any Tenant who, in the opinion of the Council shall neglect to observe these Regulations or misuse, or improperly occupy any of their dwellings, or cause or create any discomfort or inconvenience to the neighbours, shall be subject to notice under Clause 1, without a remedy of any kind on account of such notice and the Council shall not be liable for any claim by such Tenant for any damage arising therefrom.

16. *Tenants are required to keep the dwellings and the gardens (front and back) cultivated and in a clean and orderly condition.*

17. The entry into possession by a Tenant of any of the Council's dwellings shall be conclusive evidence, as against such Tenant, of his concurrence in, and acceptance of, all the foregoing conditions, and of his agreement to be bound thereby.

18. The decision of the Council upon any matter or question arising out of the above regulations (except as to the amount of rent due) is to be binding on the Council and Tenant.

ADVICE FOR TENANTS

Water Supply, Sinks, etc. A hole the size of a pin-head in a pipe allows 600 gallons of water to waste in one day. This is sufficient for one day's supply for 24 people. Report defective tap washers immediately to Hetton House.

At frequent intervals pour boiling soda water down the sink waste—this will prevent grease clogging the sink pipe.

Should it be necessary to remove the stopper to clean sink waste, please replace same on completion, to prevent spoons, forks, etc falling down and causing further trouble.

A little chloride of lime sprinkled on the sink and allowed to remain for a time will thoroughly cleanse it.

Don't fill your wash boiler higher than 2 in. from the top, so that it will not boil over. Wipe out the boiler immediately after use, while it is still warm.

Make sure you know where the main inlet water stop-cock is and that it is in working order.

Frosty Weather. Locate the main stop-tap (it is usually in the scullery and/or W.C.), see that it works, and know how it works. **DO THIS BEFORE THE ARRIVAL OF SEVERE WEATHER AND IF THE STOP-TAP IS NOT WORKING INFORM THE HOUSING OFFICER.**

Always keep the house reasonably warm, and remember that rooms where there are pipes, and *external W.C.* can be kept above freezing point by using a small oil lamp. This is neither difficult nor expensive and can save the tenant from the discomfort and expense burst pipes

Frozen Pipes, etc. If, despite precautions, pipes or cisterns and tanks should become frozen, the resultant stoppage could cause your back boiler to explode.

Always be sure that when hot water is drawn, the tank is filling up again with cold water. (You will be able to hear this as a rule). If this is not happening, you should immediately :—

1. Stop using any water from hot taps.
2. Close boiler damper and place brick or iron dog at the back of fireplace to seal boiler flue.
3. *Keep your fire as low as possible.*
4. Inform the Housing Officer.

Burst Pipes. If a burst pipe occurs, turn off the stop-tap, and turn *on* all the other taps in order to reduce flooding. Report it to the Housing Officer and remember to carry out the instructions 1 to 3 above.

Note.—IF YOU ARE LEAVING THE HOUSE EMPTY FOR ANY LENGTH OF TIME, TURN THE STOP-TAP OFF AND DRAIN THE SYSTEM BY TURNING ON ALL THE OTHER TAPS AND FLUSHING THE W.C.

DAMAGE IS ALMOST BOUND TO OCCUR IF THIS IS NOT DONE.

Insect Pests. It is easier to get insects such as bugs and fleas into a house than to get them out. If you find any such pests report the matter at once to Hetton House and all assistance required will readily be given.

Cleanliness. It will add to your comfort and enjoyment if you keep your property spick and span, inside as well as outside.

Don't put rags, wads of paper, or anything likely to choke the drains into the gullies or the w.c., and warn your children from doing so. A choked drain may cause serious inconvenience and damage, and to remove the obstruction may be expensive, increasing the burden on the rates. help all you can to keep the rates low.

Keep w.c. basins clean by regular use of chemical cleansing agents—stained w.c. basins are dangerous to health.

General. Don't stop up fireplace openings or ventilators with paper or cloth when the grates are not in use. These openings act as ventilators.

Prevent your children from congregating and becoming a nuisance in annoying your neighbours.

Tenants are warned against allowing strangers to inspect their houses unless they first satisfy themselves that such persons are *bona fide* representatives of the Council. If in doubt ask to see their written authority.

Do not report unnecessary items for attention to the Council. A good tenant will attend to all minor details.

Vacant possession of the whole premises is required on the termination of the tenancy

The rent paid for the house you occupy is inclusive of rates. By the careful use of the property you will assist in keeping expenditure on repairs within reasonable limits and thereby help towards a lower inclusive rent.

Tenants are advised to occasionally oil the hinges of their metal windows.

Report defects immediately to the Housing Officer at Hetton House. Rent Collectors do not accept reports on repairs required.

Slack will keep your fire burning while you are out.

Ink Rubber will remove rust from knives.

Stained Floor Boards are healthier in our climate than scrubbed floors and are less work.

Simple method for staining :

Required : Half pound Vandyke Crystals

One pound Size Powder, Small Paint Brush.

Dissolve the crystals in boiling water and stir the Size Powder into it. The solution is improved by bringing it to the boil.

Floors must be thoroughly scrubbed and allowed to dry before being painted.

It is preferable to use the solution hot as it dries more quickly.

When dry, polish with floor polish.

Care of the Bath. Take care of your bath—it can be cleaned beautifully with various kinds of Household Cleaners and will repay a little time spent on it. The outside of the bath will also repay for cleaning.

Dustbins should be used for dry refuse only, and nothing which can be disposed of otherwise should be put in the dustbin. Tea leaves and vegetable refuse should never be put in the dustbin.

Keep the Dustbin Lid on. An uncovered dustbin is a playground for flies, and flies contaminate food.

Water Waste. See that your tap is turned off properly after use. When taps are allowed to drip a considerable quantity of water is wasted.

Cleansing of Gullies. The cleansing of the inside of gullies can be readily carried out with a long-handled brush, the frequent use of which will prevent gullies from smelling. Chloride of lime is a cheap and effective disinfectant and cleanser.

Air Bricks. Keep free the perforated air bricks which are inserted just above the level of the ground, otherwise dampness and decay will appear in your house.

Casements. When closing a window casement, see that the casement stay is properly fixed and the fastener properly adjusted.

Hetton Downs Amicable Industrial Society Limited

" POINTS " OF INTEREST

January	Annual Sales £	Share Capital £	Investments £	Yearly amount Dividends £
1929	135.747	55.244	39.811	14.540
1943	200.211	79.766	86.395	27.444
1945	243,001	115,010	140.174	33,899
1947	282.607	141.431	175.629	35.141
1949	355.182	147.508	166.322	35.994
1952	488.369	151.831	137.699	39.014
1956	595.468	193.292	142.592	34.842



Support your own Co-operative Society and Share in the Benefits of Dividend on all Purchases and Interest on Share Capital and Loan Capital.

You can now Invest **£500** in Share Capital. Interest at the rate of 3%.

All Members and their Wives are now insured free under the Collective Life Insurance Scheme. The Larger the Purchases the Larger the Claim.

We invite new members to share in the above Benefits—Full particulars from the General Office, and Branch Shops.

SAVING IS EASIER AT THE CO-OP.

Gully Gratings. Always ensure that gully gratings are not covered with leaves, rubbish, etc. If water is unable to pass easily through the gratings or drains, they are liable to become choked and the yard will probably be flooded in wet weather.

Gate Latches. DO close your garden gate in a careful manner. Latches are provided, and if properly used will prevent the constant banging, which is bad for the latch and annoying to the neighbours.

Conditions of Tenancy. DO remember your conditions of tenancy. Your agreement with the Council (*as set out elsewhere in this book*) should be studied regularly. The rules and regulations have been carefully considered and their proper observance is essential.

Flush Cisterns. Do use flushing cisterns to water closets carefully—there is no occasion to pull the chain with a jerk.

Footpaths. Persevere in the formation of good garden paths. Many tenants have made splendid paths by simply rolling in the stones gathered from the soil during the cultivation of their gardens.

Wireless. DO NOT inflict your wireless set on your neighbours, who are entitled to the peaceful enjoyment of their house and garden.

Grass Verges. Trees, grass verges and plots have been provided in some portions of the Housing Estates. Tenants are asked to assist the Council in keeping these tidy and especially to restrain their children from digging holes therein, making tracks across and leaving litter about.

Do not cut fences to gain access to open spaces adjoining your garden, but use the proper means now provided.

TREAT YOUR HOUSE AS IF IT WERE YOUR OWN—IT IS !

TO REMOVE STAINS FROM MATERIALS

Candle Grease. Place a thick sheet of blotting paper over spot and rub with hot iron.

Chocolate. Soak two or three minutes in methylated spirit and leave for a few hours.

Coffee. As soon as possible soak each stain in glycerine and leave for a few hours. Wash out with soap and water.

Grass. Mix one tablespoonful of vinegar with one pint of water and in it soak material. Then brush out with small brush.

Ironmould. In a tablespoonful of warm water dissolve a teaspoonful each of cream of tartar and citric acid, and with this solution rub out stain. The hot juice (unsugared) of stewed rhubarb is also effective.

Ink Stains. Dip in solution of oxalic acid and boiling water in the proportion of one teaspoonful of acid to two eggcupful of water.

Red Ink is removed by soaking in methylated spirit containing a few drops of ammonia.

Grease Stains on Mackintosh. Rub with soft rag soaked in eucalyptus oil—or soak in turpentine—then add ammonia, brush and wait half an hour. Wash out in cool, soapy water containing ammonia.

Scorches. Usually successfully bleached out with hydrogen peroxide (20 vols.). Apply only to fast colours.

Shine. Brush lightly with a mixture of half methylated spirit and half water, to which ammonia in the proportion of one tablespoonful to the pint has been added. Lay a piece of damp muslin over surface and lightly iron.

Tar. Rub with a soft rag soaked in eucalyptus oil.

SIMPLE FIRST AID

Bleeding from Nose. Rest with head raised and apply ice to back of neck and warmth to extremities. If bleeding persists, call in doctor.

Burns and Scalds. If clothing takes fire, roll victim in thick coat, tablecloth, blanket, etc., to put out flames. Next procedure, and this applies also to scalds, is to exclude air from the injured parts. A solution of bi-carbonate of soda on lint (1 dessert-spoonful of soda to a pint of water) should be applied. If injuries severe, call in doctor.

Chapped Hands. Caused, generally by neglecting to dry the hands thoroughly after washing during cold weather. Lanolin, rubbed in thoroughly, gives rapid relief. It is better still to apply the lanolin again when going to bed and to wear gloves with the glove finger-tips cut off.

Convulsions in Children. Variety of causes, constipation, etc., but generally associated with teething. Put child into a warm bath of blood-heat (98 F.) temperature. Give castor oil. Send for doctor.

Corns. Soak in hot water in which carbonate of soda has been dissolved and scrape. Apply corn-plasters. Use well-fitting shoes.

Fainting. Often prevented by making the patient bend down holding the head low. If fainting occurs lay patient down with head low, loosen clothing about neck and chest and sprinkle water on face. Give a whiff of smelling salts. On recovery, give teaspoonful of Sal Volatile in half-tumbler of water.

Shock. Get patient to bed and apply warmth to extremities. The legs may be wrapped in blankets and the feet raised by putting blocks under foot of bed. Give brandy as a stimulant.

Toothache. Oil of cloves applied warm on cotton wool relieves pain. Visit the dentist or clinic.

Cuts and Bleeding. Paint with iodine and apply pad and bandage. Always keep tincture of iodine—carefully marked “poison”—in the house. A bit of cotton wool soaked in this should be dabbed on to simple cuts and scrapes and so prevent blood poisoning. If much bleeding, apply pressure with pad and bandage.

Poisons. In dealing with suspected cases of poisoning speedy action is essential. In all cases send for the doctor immediately.

THE NORTH EASTERN ELECTRICITY BOARD WEAR SUB-AREA

Electricity Supply and Service Centre. Electricity Supply is afforded by The North Eastern Electricity Board. The local Service Centre is situated at 5, Imperial Buildings, Durham Road, Houghton-le-Spring, and is open to consumers each week-day between the hours of 9.00 a.m. and 5.00 p.m. and on Saturday from 9.00 a.m. to 12.00 noon.

At the Service Centre a fully qualified staff is available to give information on all electrical matters. A post-card or telephone message (Houghton-le-Spring 2200) will ensure a call from the Board's representative on any consumer.

Consumers' Fault and Domestic Apparatus Repair Service.

Should a fault develop on the electrical installation or on any of your domestic electrical appliances a notification should be sent immediately to the Electricity Service Centre, 5, Imperial Buildings, Durham Road, Houghton-le-Spring (Telephone : Houghton-le-Spring 2200).

When the Service Centre is *closed* please notify by telephone the Electricity Offices, Dunning Street, Sunderland (Telephone : Sunderland 57581).

The Consumers' Faults Service is available between the hours of 8.00 a.m. to 10.30 p.m. weekdays and 9.00 a.m. to 9.00 p.m. Sundays.

Demonstrations. Electric cooking and washing machine demonstrations and film displays are given frequently, by arrangement with local organisations. Full details can be obtained by application at the local Service Centre.

Demonstrators also visit consumers in their homes to give advice on the efficient use of electrical appliances, and on request, a demonstrator will call at your address by appointment.

YOU CAN

RELAX...



WITH *ELECTRICITY*

MAKE THE *MOST* 
OF ELECTRICITY

A POWER OF GOOD IN YOUR HOME

ELECTRICITY SERVICE CENTRE

Imperial Buildings, Houghton-le-Spring.

Telephone No. 2200

THE NORTH EASTERN ELECTRICITY BOARD
(WEAR SUB-AREA)

DUNNING STREET, SUNDERLAND

Electrical Appliances. Do you know that one unit of electricity will :

Toast 50 to 60 slices of bread.

Operate a Vacuum Cleaner for 4 to 5 hours.

Boils a two-pint kettle 8 times or a three-pint kettle 5 times.

Heat an electric iron for 3 hours.

Drive a sewing machine for 25 hours.

Heat a single-bar fire for one hour.

Light the lamps listed below for the number of hours stated.

Size of Lamps (Watts)	Hours of Light per Unit
40	25
60	16
100	10
200	5

Electric Cooking. One of the most important appliances in any kitchen is undoubtedly the cooker and there is no better method of cooking than by electricity. An electric cooker is very simple to operate, the oven being automatically controlled by means of a thermostat to any desired temperature, thus ensuring perfect results. Hotplates are similarly controlled either for quick boiling or slow simmering by any easily operated device known as a simmerstat. Another important feature of an electric cooker is the pleasing results obtained from the electric grill, which is extremely simple and clean in operation. A grill pan is supplied with all electric cookers.

There are many other advantages to be obtained by using an electric cooker. In addition to being simple to operate and producing perfect results, electric cookers are specially designed for easy cleaning, being finished in hard gloss vitreous enamel with detachable oven interiors and easily removable hotplates, which ensure a minimum of labour to preserve a new and attractive appearance.

In order that consumers may acquire and enjoy all the benefits of electric cooking without a heavy initial outlay The North Eastern Electricity Board have introduced a Hire Purchase Scheme under which cookers may be obtained inclusive of all maintenance charges.

Cookers are finished in a large variety of colours, which will blend with any kitchen colour scheme.

Other electrical appliances are available on hire purchase if required.

Experience has shown that in cooking for a family of four persons the consumption of electricity will average five units per day. The Board's domestic tariff ensures that electric cooking is very economical.

Electric Water Heating. In County Durham one of the main industries is coal mining and naturally coal is used extensively for heating domestic hot water and as the same fire is generally used to heat the living room, this practice is very economical. Desirable though this has proved to be, it is very inconvenient during hot summer months when, in order to obtain hot water, a housewife has to tolerate an overheated living room as well as the drudgery of lighting a fire and cleaning a grate. All this inconvenience and work can be avoided by installing an electric

immersion water heater which will ensure a plentiful supply of hot water at all times and also conserve the coal saved in the summer for use during the winter.

In order to assist consumers the Board operate a Hire Purchase Scheme under which electric water heaters may be obtained. Quotations for the supply and installation of these appliances will be gladly given on request at the local Service Centre.

Lighting. There is no necessity for poor illumination. Efficient lighting is essential for good eyesight, general health and physical comfort. The cost is not great—100 watt lamp burning ten hours consumes only one unit of electricity. Lamps should preferably be of the 'Pearl' type and employed in conjunction with a suitable shade. To obtain good lighting the following lamp sizes are recommended :—

Hall	60	watt	Pearl,	Gas	Filled
Dining Room	100	"	"	"	"
Kitchen or Kitchenette	100	"	"	"	"
Landings	60	"	"	"	"
Bedrooms	100	"	"	"	"
Bathroom	60	"	"	"	"

ECONOMY IN THE USE OF ELECTRICITY

The following hints will enable the best service and efficiency to be obtained from your electrical appliances :—

Electric Kettles. Do not *fill* the kettle every time it is boiled, use only sufficient water for your requirements, making sure that the water covers the heating element.

Cooking. When boiling vegetables, use as little water as possible. Keep the lid on the pan and switch the hotplate to "low" immediately the pan comes to the boil. Do not employ the oven to cook one small article, endeavour to arrange your cooking so that full use of the oven can be made.

Washing. Only use sufficient water in your washboiler to cover the clothes. If possible, use hot water from the tap. Fill the boiler before inserting the clothes and then switch to high. When the water boils, switch to medium or low whichever is sufficient to keep the water boiling. When you have finished washing, do not empty the boiler until at least five minutes after switching off to avoid damaging the element, then empty, flush the boiler and dry the interior with a cloth.

Safety. Electricity is safe when correctly installed, but certain precautions are necessary.

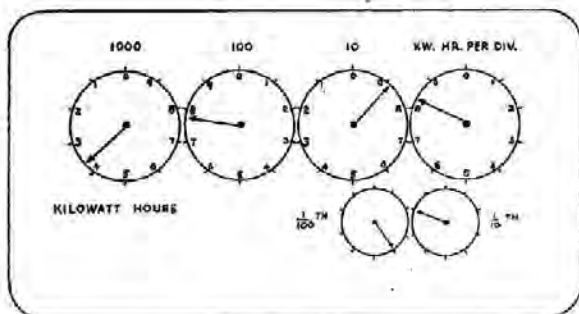
Flexible cables should be kept in good condition and not trodden under foot. Do not use flexible cables longer than necessary, or remove plugs by pulling the flexible cable. If a cable is frayed it should be repaired or replaced immediately.

It is preferable not to use portable appliances in bathrooms. For heating purposes electric radiators can be obtained suitable for wall mounting and making it impossible to touch any part of the electric radiator and the bath or the water pipes at the same time. All appliances used in bathrooms or in locations which have stone or concrete floors should be efficiently earthed.

Never touch a switch, flexible cable or electrical appliance with wet hands, or wipe switches or plug sockets with a damp cloth.

The kettle should not be filled from the tap when connected to the supply; always switch off and withdraw the plug or kettle connector.

ALWAYS before cleaning an electric cooker or other electrical appliance, or replacing a lamp, make sure that the controlling switch is in the 'OFF' position. Before replacing fuses, the main switch should be placed in the 'OFF' position and if the fuse blows immediately after being replaced there is a fault in the wiring and the Faults Service should be notified.



HOW TO READ YOUR ELECTRICITY METER

If your meter has six small dials similar to those shown above, each dial has against it a number representing the value of each division on that dial. Notice that the pointers of adjacent dials travel in opposite directions.

Also there may be one or two "testing dials" registering tenths or hundredths of a unit (as illustrated). You may ignore these smaller dials.

To read the meter accurately, always read the figure last passed by each pointer (unless the pointer is exactly on the figured mark). The register shown above reads 3,788.

Meters with cyclometer or jumping figures registers present no difficulty, as each figure in the reading is shown clearly in a small window with the appropriate multiplier marked above it. For example, the figure "5" in the window marked "1000" would be read as 5000.

GAS

“At Your Service”



★ **FOR COOKING**

Speedy and Flexible.

★ **FOR CLOTHES WASHING**

Only boiling ensures real cleanliness and kills the germs.

★ **FOR THE LIVING ROOM**

A gas poker lights your fire without trouble, and a transportable fire is so useful for short periods.

★ **FOR HOT WATER**

At the kitchen sink or for the whole house — Gas has the answer. Even BOILING water on tap!

★ **REFRIGERATION**

By Gas — is silent and reliable.

Inspect the latest Gas Appliances at our showrooms :—

18 CLAYPATH - DURHAM

Phone : 3414

NORTHERN GAS BOARD

FROSTY WEATHER

Instructions to Tenants

Locate the main stop-tap (it is usually in the scullery and/or W.C.), see that it works, and know how it works. **DO THIS BEFORE THE ARRIVAL OF SEVERE WEATHER AND IF THE STOP-TAP IS NOT WORKING INFORM THE HOUSING OFFICER.**

Always keep the house reasonably warm, and remember that rooms where there are pipes, and **external W.C.** can be kept above freezing point by using a small oil lamp. This is neither difficult nor expensive and can save the tenant from the discomfort and expense burst pipes cause.

FROZEN PIPES, ETC.

If, despite precautions, pipes or cisterns and tanks should become frozen the resultant stoppage could cause your back boiler to explode.

Always be sure that when hot water is drawn, the tank is filling up again with cold water. (You will be able to hear this as a rule.) If this is not happening you should immediately :—

1. Stop using any water from hot taps.
2. Close boiler damper and place brick or iron dog at the back of fireplace to seal boiler flue.
3. **Keep your fire as low as possible.**
4. Inform the Housing Officer.

BURST PIPES

If a burst pipe occurs turn off the stop-tap, and turn **on** all the other taps in order to reduce flooding. Report it to the Housing Officer and remember to carry out the instructions 1 to 3 above.

NOTE

IF YOU ARE LEAVING THE HOUSE EMPTY FOR ANY LENGTH OF TIME, TURN THE STOP-TAP OFF AND DRAIN THE SYSTEM BY TURNING **ON ALL THE OTHER TAPS AND FLUSHING THE W.C.**

DAMAGE IS ALMOST BOUND TO OCCUR IF THIS IS NOT DONE.



TWO WAYS OF KEEPING A GARDEN



THE PLANNING, CONSTRUCTION AND MAINTENANCE OF GARDENS

1. **The appearance of the Garden and the Estate.** However nicely the interior of the house is decorated and furnished or the exterior painted; nothing does more to detract from the appearance of a house than an untidy or neglected garden. Similarly, nothing does more to enhance and improve the appearance of an Estate house than a garden which is well kept, and one in which great pride is taken.

Furthermore, the individual home is but part of the Estate, and in this respect the appearance of the individual garden either impoverishes or improves the appearance and standing of the Estate as a whole.

While many keen tenants spend considerable sums of money on developing and maintaining their gardens, it is certainly not necessary to do this in order to ensure that the garden is a credit to its owner and to the Estate; and for the matter of a few shillings spent on seeds and one or two wisely chosen shrubs, a really pleasing frontage to the house can be made.

2. **The Roadside Trees and Verges.** Considerable money is now being spent on the cultivation of corner sites, etc., in an effort to beautify the Housing Estates, and to develop a district in which the tenants will be pleased to live. It is hoped, therefore, that every Estate Tenant will do all possible to protect the flower beds and lawns adjacent to their gardens, and to take an interest as though the plots were their own property.

3. **Garden Competitions.** In order to stimulate an interest in the appearance of individual gardens, the annual competition will be continued. The Silver Bowl, a trophy for the best garden, cultivated by aged persons, and Cash prizes will be given for the best gardens, and judging is carried out by impartial and competent persons, in an effort to encourage the tenant and to foster a keen and healthy competitive spirit.

4. **Gardening Hints.** General gardening hints which may be of interest to Estate tenants are tabulated as follows for easy reference—

(a) *Garden Design and Layout*

First of all take stock of the site, and note whether or not any special design is suggested. This will, of course, depend upon the shape and size of the garden and, of course, upon the wishes of the tenant. A rough sketch plan on paper will often help in this respect, and will serve as a guide to later work.

Then peg out the position of footpaths, lawns, beds and borders, and from this levels can be fixed, and then details and plantings can be decided and carried out.

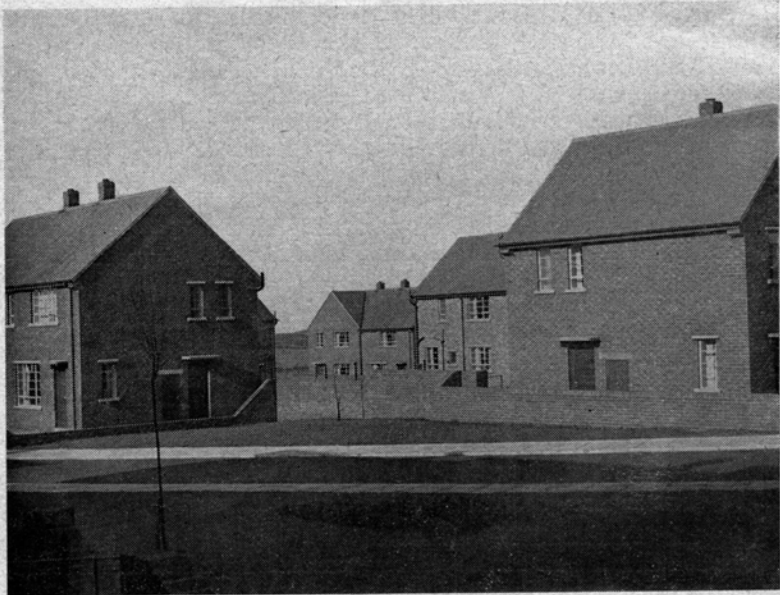
(b) *The Construction of Lawns*

The soil should first be dug, lightly consolidated, raked and levelled, and a reasonably fine tilth should so be obtained.



HETTON: THE OLD AND THE NEW

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Lawns can then be laid by means of turf measuring 12"×12"×1½" which are cut evenly, and which are reasonably free from weeds. This work can be carried throughout the Winter months, and turf should be moderately beaten at the time of laying.

Grass seed may be sown during the Spring and Autumn months at a rate of 1½ to 2 ozs. per sq. yd. Only good quality seed should be used, and sown evenly over the entire lawn area ; and seed may be raked into the soil or lightly covered with finely sifted soil and sand. Protection from birds may be given by means of black cotton or thread extended over the seeded area.

(c) *Trees suitable for Estate Gardens in Hetton*

Cornish Elm, Birch or Silver Birch, Flowering Thorn, Cherry or Crab, Almond, Laburnum, Lilac, Mountain Ash, Flowering Plum, Hornbeam, Service, and Plane or Lime for larger gardens.

(d) *Shrubs suitable for Northern Districts*

Evergreen : Aucuba, Rhododendron, Olearia, Berberis, Box, Broom, Skimmia, Cotoneaster, Holly, Laurel, Yew, Veronica, Pernettya, Hypericum.

Deciduous : Azalea, Berberis, Buddlea, Philadelphus, Flowering Currant, Daphne, Forsythia, Deutzia, Honeysuckle, Lilac, Dogwood, Snowberry, Spirca, Vibernum.

(e) *Hardy Annuals for outdoor sowing in April*

Calendula, Sweet Peas, Eschsholtzia, Godetia, Clarkia, Gypsophila, Candytuft, Nemophila, Nasturtium, Barontia, Canary Creeper, Malope.

(f) *Herbaceous Plants for Spring Planting*

Michaelmas Daisies, Golden Rod, Artemisia, Lupins, Delphiniums, Salvia, Phlox, Anthemis, Aconitum, Rudbeckia, Campanula, Viola, Incarvillea, Doronicum, Verbascum.

(g) *Bedding Plants (for colour blending and May planting)*

Dahlias, Antirrhinums, Stocks, Nemisia, Agertum, Verbena, Geraniums, Bachelor's Buttons, Marguerites, Violas, Alyssum, Lobelia, Asters.

(h) *Artificial Fertilisers*

Nitrate of Soda (for quick growth) ½ oz. per sq. yd.

Sulphate of Ammonia (for leaf growth) ½ oz. per sq. yd.

Sulphate of Potash (for hardening tissue) 1oz. per sq. yd.

Superphosphate of Lime (for flower production) 2 ozs. per sq. yd.

Bone Meal (for flower production) 2 ozs. per sq. yd.

Basic Slag (for heavy soil) 4ozs. per sq. yd.

Lime (to prevent acidity) 4-6ozs. per sq. yd.

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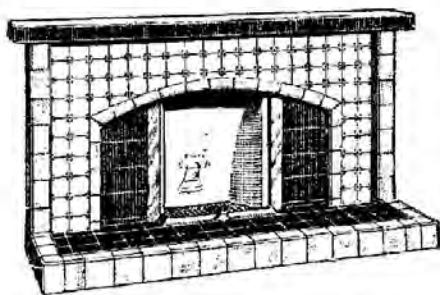
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5. *Crop Rotation*

Vegetable crops should be grouped as follows, and each group rotated annually.

Group 1. (Leaf and green crops) e.g. Peas, Celery, Brassicas, Lettuce, Leeks, Onions, etc.

Group 2. (Root crops) Parsnips, Carrots, Turnips, Swedes, etc.

Group 3. (Potatoes).



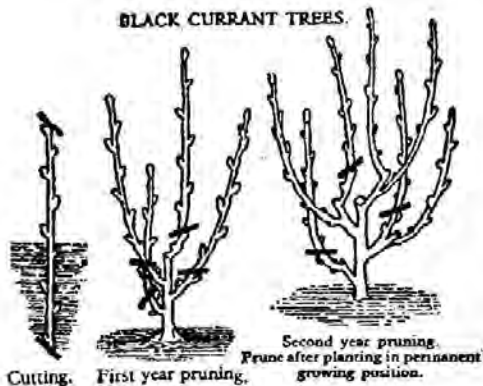
To keep your pets under control you must commence to train them early in their lives. A well-trained dog soon distinguishes between its enemies and its friends. The rent collector, the dustman, the postman and others are all serving you in their different ways and are entitled to courteous treatment.

Make every day a safety day, four children are killed daily on the roads of Britain

PRUNING CHART

PRUNING OF TREES IS INDICATED BY — LINES

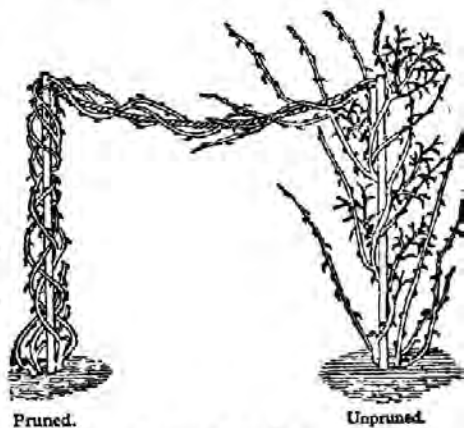
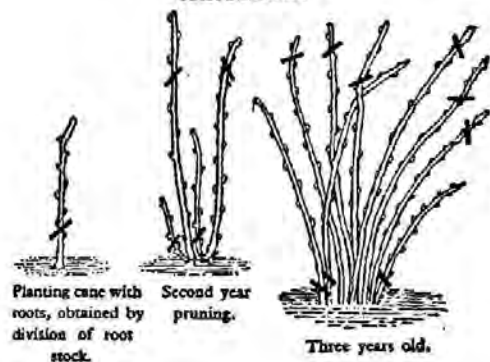
BLACK CURRANT TREES.



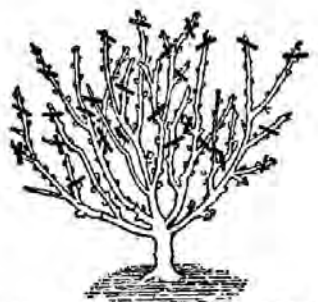
GOOSEBERRIES.



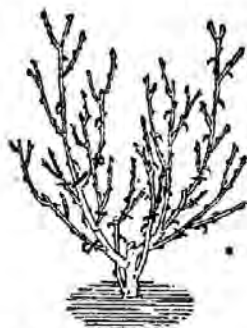
RASPBERRIES.



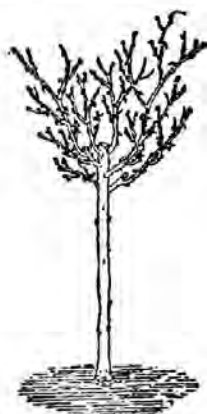
Rambling Rose Tree.



Method of pruning Red Currant Tree.



Rose Tree (Hybrid Perpetual).



Rose Tree. (Standard Hybrid Tea).

UNITS OF LIGHT LOST BY DECORATING WALLS VARIOUS COLOURS

Taking the figure of 100 as representing the light given by the lamps in a room, the figures in the following table indicate the light absorbed by different colour decoration schemes :

White	16	French Grey	64
Golden Yellow	20	Dark Stone	67
Primrose	24	Light Battleship Grey	69
Pale Cream	24	Deep Buff	69
Deep Cream	30	Quaker Grey	70
Lemon	31	Sky Blue	70
Portland Stone	38	Light Brown	73
Light Buff	39	Golden Brown	75
Light Stone	42	Sage Green	81
Middle Buff	46	Grass Green	82
Eau de Nil	53	Post Office Red	83
Salmon Pink	56	Turquoise Blue	85
Orange	58	Middle Brown	88
Sea Green	62	Dark Battleship Grey	89
Middle Stone	63	Peacock Blue	89
Silver Grey	63	Crimson	94

FIRE PRECAUTIONS

Don't leave clothes airing in front of fires at night.

Don't ignore the smell of burning, or the overheating of a wall. Always investigate and find the cause or call the Fire Service.

Don't leave electric irons switched on, or electric fires in unsafe positions. Ensure that all open electric and gas fires are fitted with suitable guards. This precaution is most important where there are young children in the house.

Don't interfere with the electrical installations of the house.

Don't use paraffin or other inflammable liquids to light your fire. Don't clean garments with petrol indoors, or pour petrol or other inflammable liquids down the sink or drain.

Don't allow a person whose clothes have caught fire to remain standing or to run about. Make him or her lie down, and wrap in a rug or blanket.

Don't smoke in bed.

Do have your chimney flues swept regularly.

Do see that fires, electric irons, are left safe each night before retiring.

Do see that *all* doors are closed at night. A closed door retards the spread of fire.

Do see that all the occupants reach a place of safety *before* investigating a fire.

If trapped by fire, close the door of the room and go to the window for air.

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Don't jump from an upstairs window if sheets are available to slide down.

Do see that your radio is switched off or disconnected *at the plug* at night time or when the house is unoccupied.

In case of fire ask telephone operator for "Emergency—Fire." Wait until Fire Service Reply and then give exact address of fire.

USEFUL ADDRESSES AND TELEPHONE NUMBERS

Hetton U.D.C. (all departments), Hetton House, Hetton-le-Hole 3212/5

Doctors :

Dr. M. A. Watson (Surgery, 159 High Street, Easington Lane)	2240
(Surgery, Park View)	2272
(Residence)	2159
Dr. P. A. R. Lornie (Residence)	3238
Dr. R. Black	3204
(Residence)	2202
Dr. J. A. Eykelenboom	2254
Dr. F. Laws	3208
Drs. Burns and Hughes	3240
Police—Hetton-le-Hole	2205
„ —Easington Lane	3280

Ambulance

East Herrington 3137

Fire Service

Houghton-le-Spring 3397

Hospitals :

Royal Infirmary, Sunderland	Sunderland 5492
General Hospital, Sunderland	Sunderland 56427
Orthopaedic and Accident, Sunderland	Sunderland 7003
Monkwearmouth Hospital, Sunderland	Sunderland 6875
Eye Infirmary, Sunderland	Sunderland 6875
Children's Hospital, Sunderland	Sunderland 6870

Municipal Midwives :

38 Houghton Road	Hetton 2120
36 Mardale Street	Hetton 3271
1 Ullswater Avenue	Hetton 3108
126 Houghton Road	Hetton 3163

District Nurses :

9 Essex Street	Hetton 2217
4 Queen Elizabeth Drive	Hetton 2270

Water Foreman (after Office hours) Hetton 2213

Road and Sewer Foreman (after Office hours) Hetton 2237

Child Welfare and Maternity Centre, Front Street, Hetton-le-Hole.

Electricity Service Houghton-le-Spring 2200
(after Office hours) Sunderland 57581

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