



ROUSSILLON PARK **ESTATE MANAGEMENT PLAN**

ADOPTED JULY 2012

Turner ASSOCIATES property
Chartered Surveyors & Valuers

Hillfield House, 181 Dorchester Road, Weymouth DT4 7LF

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Our dedicated and experienced team have extensive knowledge of the legislation which surrounds estate Management and we are able to provide a professional and comprehensive management service. We deal with all aspects of block and estate management from the day to day running of the development to supervising major works, serving notices, collecting service charges and acting as Company Secretary when required. We are confident that our services exceed that of all other Agents whilst remaining competitive in our fee structure.

The following obligations in respect of the development are carried out within the basic fee in accordance with our contract:

- We hire and supervise the tradesmen and subcontractors necessary to ensure
- that the common areas and Estate Grounds are maintained to our satisfaction and the satisfaction of the Freeholders and Leaseholders.
- We organise and monitor any maintenance requirements necessary in the upkeep of the communal areas and Estate Grounds
- We receive and record the service charges depositing service charges which are held in a designated client account.
- We provide the accountant with details of income, expenditure accounts and
- supporting paperwork for the preparation of the annual accounts.
- We pay all expenses on behalf of the Roussillon Park Management Company
- Limited, from monies held within the service charge funds and reserve fund, incurred in respect of the upkeep of the Estate.
- We provide financial reports documenting funds received and disbursed to members of Roussillon Park Management Company Limited.
- We draw up estimated income and expenditure accounts for the forthcoming year expenditure
- We liaise with solicitors and answer any questions or queries in connection with the sale or acquisition of a property within the development.
- We visit the site on a monthly basis, to check the premises and ensure that the development is being maintained to a satisfactory standard. In our monthly
- Inspection we inspect the flint boundary wall and the open space and play areas situated throughout the development
- We make all arrangements for the Annual General Meeting, including arranging for a meeting place, supplying a list of Members and updating on any items at the meeting. We will assist as requested in the conduct of the annual general meeting.

- We distribute minutes from the annual general meeting (AGM) to all members.
- We maintain a register of freeholders and leaseholders and keep note of any company changes.
- We update and monitor the website and ensure that essential information relating to the development is available to all residents.

LANDSCAPE MANAGEMENT PLAN ESTATE AND OPEN SPACES

Turner Associates Property Services ensure that all areas contained within the management company land are kept to a high standard and that all grass, shrubs and trees are maintained in accordance with the landscape management plan as detailed in 7 of the First Schedule of the planning agreement under section 106 of the Town and Country Planning Act 1990.

The grounds maintenance team are contracted to attend to the grounds during the months of March – November of each year. These comprise, but are not limited to, Lawns, play areas, hedges, trees, un-adopted roads and shrub areas.

REFUSE POINTS

The ground maintenance team ensure that the refuse collection points are swept and kept clean and tidy. These are also be monitored by Turner Associates Property Services during our monthly visit.

LITTER COLLECTION

The ground maintenance team organise litter collection to ensure that the grounds are kept clean and tidy at all times. This is also be monitored by Turner Associates Property Services during our monthly visit.

LEAF CLEARANCE

The ground maintenance team are responsible for reasonable leaf clearance and leaves will be blown from beds and cleared from site periodically. This is also monitored by Turner Associates Property Services during our monthly visit.

SALT AND GRITTING OF PATHWAYS IN WINTER

The ground maintenance team are responsible for applying salt to pathways in the event of any snowfall. Cost of salt is to be borne by the service charge.

REPLACEMENT PLANTS AND SHRUBS

Any replacement of plants / shrubs and trees will be done on a like for like basis and will be replaced by the grounds maintenance contractor with the cost being borne by the service charge / sinking fund.

LANDSCAPE MANAGEMENT PLAN ESTATE AND OPEN SPACES CONTINUED

PLAY AREAS

The play areas will have adequate signage and will be monitored by both the grounds maintenance team and during the monthly visit by a member of staff from Turner Associates Property Services Limited. In order to comply with the health and safety regulations, there will be an annual inspection and certification of the play equipment and the cost of this will be taken from the service charge.

SIGNS

Signs will be positioned around the open spaces to encourage safe use.

ESTATE ROADS AND PATHWAYS

These are monitored by both the grounds maintenance team and during the monthly visit by a member of staff from Turner Associates Property Services Limited. Zero C are providing a good quality road and pathway finish at the outset and a reserve fund is being collected to allow for future maintenance and renewal of the roads and pathways.

WATER THROUGHOUT THE DEVELOPMENT

It has yet to be established how many water points will be positioned throughout the estate and a provision will need to be made within the service charge for the cost of the water used in the upkeep and maintenance of the grounds.

ECOLOGY

To observe the ecological requirements of the site and ensure the protection of the birds and bats in accordance with the ecological statement. An allowance has been made within the annual service charge to ensure that funds are held to upkeep the bird roosts and bat boxes positioned throughout the site.

COMMUNITY DEVELOPMENT TRUST

The development has joined the Chichester Community Development Trust (CCDT) using a Service Level Agreement for an initial period of 5 years, which will be funded by the developer at a cost of £100,000 spread over the 5 years.

The cost per dwelling of £50 is still be collected within the annual service charge for the estate, from the 1st occupation. This is the amount calculated from each dwelling in accordance with the lease or transfer of the property positioned within Roussillon Park.

The money collected is held in a reserve account on behalf of the residents, but will not be redeemable if residents sell their homes. The funds will be used towards continued community objectives after the 5 year SLA period.

COMMUNITY WEBSITE

A Community website has been established, which provides a fundamental source of information for all those within the community of Roussillon Park.

The website provides information which encourages activities and development programmes for all ages and abilities and makes the best use of the open space within the community.

For those who have no internet facility, there is a regular newsletter produced and distributed to all households throughout Roussillon Park.

Turner Associates Property have provided a contact line through the management company to provide local community information and resources.

Management fees include the provision for the community website and the updating of information that is required such as bus and train timetable times and local interests. The cost of hosting the web site will be borne from the annual income as shown in the estimated income and expenditure account attached.

LIAISING WITH MINISTRY OF DEFENSE ON SHARED FACILITIES

There are various areas within Roussillon Park that are shared facilities. We are liaising with the ministry of defense to discuss the shared facilities and agree the contributions from Roussillon Park and the MOD towards the shared facilities within the development.

COMPANY SECRETARY

We understand that it is not a requirement within the new company act for Roussillon Park Management Company Limited to appoint a company secretary.

However, Turner Associates Property Services Limited will take formal minutes at the AGM and distribute them to members together with copies of the income and expenditure accounts.

ACCOUNTS

Turner Associates Property Services use an efficient and professional bespoke accounting system that ensures accounting costs are kept to a minimum. Whilst the accounts for the development are unaudited financial accounts we are assuming that an audit will be required by HCA. Our accounting system provides detailed reports that enables a thorough audit to be carried out by HCA with ease and using such a detailed system ensures that costs are kept to an absolute minimum as and when an audit is required. The unaudited accounts are filed at Companies House on an annual basis on line and the cost of this has been included within the accountancy costs.

PUBLIC LIABILITY INSURANCE

Turner Associates Property Services have included a provision within the service charge for public liability insurance throughout the site. We have ensured that cover is included for the play area.

FUTURE COSTS AND THE BUILDING OF A RESERVE FUND

A Reserve fund has been set up and is budgeted within the service charge for the estate.

The Reserve fund allows for the following items:

- The development contains trees with preservation orders attached.
- £ 1000 is collected within the reserve fund annually to allow for the upkeep of the trees.
- The communal drives and paths. £30,000 over the course of 50 years. This allows an annual amount of £600 to be collected within the reserve fund to build up the adequate reserve required at 50 years.

- A provision of £5000 over 10 years to cover the cost of replacement play ground equipment
- This allows for an annual amount of £ 500 to be collected within the reserve fund to build up the adequate reserve required to carry out repairs/replacement of the equipment.
- A provision of £200 for insurance excess over the course of a year is collected within the reserve fund.

The above sums are an indication of the costs which may be required.

These sums will be reviewed on an annual basis and may be subject to change.

Should elements of the reserve fund require works prematurely, additional funds may be required before works can commence.

The above calculations are subject to VAT

ESTIMATED ESTATE MANAGEMENT CHARGES	
The service charges cover the services and outgoings required to run the grounds that are communal within the management company land. The figures are calculated based on full occupation. Estimates are based upon the developer handing over the site in a satisfactory condition. The Estate service charges are calculated on an equal share basis and not a percentage.	
EXISTING BOUNDARY FLINT WALLS A specialist contractor is utilized on a fixed price basis to carry out the long term maintenance program of the wall.	£ 5000.00
COMMUNITY DEVELOPMENT TRUST This is the amount calculated from each dwelling in accordance with your lease or transfer. This is the amount calculated from each dwelling in accordance with your lease or transfer. The charge is held in a reserve fund to provide for community objectives for residents from 5 years after 1st occupation. The cost per dwelling has been set at £50 per dwelling, which is not redeemable upon a sale of the house. This sum may change periodically but you will be notified of any changes made.	£12600.00
GENERAL MAINTENANCE A local routine maintenance person is employed who has a background in boiler maintenance. The maintenance person has been given some basic training which will enable them to do regular checks on the pellet fuel levels and ash removal We have allowed for repairs to the play area and lamp changes to external lighting as required.	£ 8000.00
MANAGEMENT OF SMALL MANAGEMENT ROOM FOR HEALTH AND SAFETY REASONS with toilet facility, possibly in the proposed community room after handover to include electricity and water charges	£ 800.00
COMMUNITY ROOM General Upkeep and maintenance of the Community Room	£ 500.00
SIGNAGE Upkeep play area and various areas around the Estate	£ 500.00
SUNDRIES A provision has been made to remove abandoned vehicles from the estate Additional litter picks on a weekly basis	£ 150.00 £ 800.00

HEALTH AND SAFETY In order to comply with the health and safety regulations, it is necessary to undertake annual inspection and certification of the play equipment	£ 500.00
ECOLOGY REQUIREMENTS Monitoring and upkeep and replacement of bat boxes and roosts	£ 500.00
LIGHTING, ELECTRICITY AND WATER Communal water consumption. Consumption of electricity to all external communal lighting and power points including bulb replacement costs and community room.	£10000.00
PUBLIC LIABILITY INSURANCE To include play area	£ 1500.00
ESTATE LANDSCAPE MANAGEMENT Details provided within the landscape management plan section To include management of trees and pruning based upon premise that during the course of the development the responsibility for the tree maintenance will be the developers	£ 8000.00
PLANTING REPLACEMENT COSTS	£ 1000.00
RESERVE FUND CONTRIBUTIONS Reserve fund contributions are collected for the following items: <ul style="list-style-type: none"> • The development contains trees with preservation orders attached. • £ 1000 has been provided for over the course of 1 year. • The communal drives and paths. £30,000 over the course of 50 years. • A provision of £5000 over 10 years to cover the cost of replacement play ground equipment • A provision of £200 for insurance excess over the course of a year. The sums quoted above are an indication of the costs which may be required. These sums will be reviewed on an annual basis and may be subject to change. Should elements of the reserve fund require works prematurely, additional funds may be required before works can commence. The above calculations are subject to VAT	£ 2760.00
MANAGEMENT FEES Details provided within the Management Services section inclusive VAT	£ 21000.00
ACCOUNTANCY FEES Independent Accountants will certify the end of year accounts prior to distribution by Turner Associates Property Services.	£ 1000.00
ESTIMATED ANNUAL COST FOR 252 UNITS WITHIN ROUSSILLON PARK COST PER UNIT	£ 74610.00
	£296.07 per annum

All charges are estimates and are subject to review and change at any point in time.

ROUSSILLON PARK FLINT BOUNDARY WALL

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BARRACKS BOUNDARY FLINT WALL

A site visit was carried out in September 2011 by Colin Turner DipSurv MRICS of Turner Associates Chartered Surveyors and Clare Zimmerman BSc (Hons) of Turner Associates Property Services Limited. A set of photographs are enclosed that show the current condition of the wall.

The following statement is on the assumption that the wall is maintained during the period from now to completion by the developer and is handed over in a satisfactory condition.

In accordance with Section 8 of the First Schedule of the planning agreement under section 106 of the Town and Country Planning Act 1990:

The management company will be carrying out monthly inspections of the grounds. A quarterly inspection of the wall will be carried out by a suitably qualified person.

The contractor will:

- Remove vegetation from walls both internally and externally and spray with systemic herbicide
- Carry out three monthly inspections internally and externally

- Where cement based point has become loose or detached rake out and re-point with lime based mortar, mix as agreed with the Conversation Officer from Chichester District Council.
- Methodology of repair:
 - Wherever possible use existing materials, i.e. flints
 - Rake out loose and friable cement and lime based mortar and replace with lime based mortar as previously specified.
- To brickwork cut out spalled brick and match with existing, handmade imperial brickwork in lime based mortar
- Spray systemic weed killer internally and externally on a three monthly basis.
- Ensure all trees are maintained to their present height and cut back where over hanging walls in accordance with local authority guidelines for free and un-obstructed pathways
- Ensure all walls are protected from impact from parking and delivery trucks both internally and externally
- Prior to completion of development ensure that large holes in wall are dealt with as a priority; all loose cement based mortar is removed.



The above photographs show the condition of the flint boundary wall in September 2011



The above photographs show the condition of the flint boundary wall in September 2011

ROUSSILLON PARK LANDSCAPE MANAGEMENT PLAN

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PROPOSED LANDSCAPE MANAGEMENT PLAN

All landscaping is maintained in accordance with the landscape management plan as detailed in 7 of the First Schedule of the planning agreement under section 106 of the Town and Country Planning Act 1990.

Proper landscape maintenance sustains the quality and health of a landscaped area and preserves the intended design concept. Landscaping is intended to provide overall aesthetically pleasing appearance for the community.

All plants will be allowed to grow to their natural form and size, unless specifically noted. Plants will be pruned to promote structural strength and to accentuate their natural form and features. Trimming and pruning should not alter this form appreciably.

Plant materials will only be pruned and trimmed once a year and at specified times according to individual plant specimens. This allows each plant to recover its natural shape, size, texture, and seasonal color. Plant growth or breakage, such as after a storm, is allowed. Excessive watering promotes excessive growth and is discouraged.

The following is to serve as a required specification and to provide guidance in the maintenance of ALL areas contained within Roussillon Park.

TREES

It is assumed that the developer will have staked all young trees before handover of the development .

All tree stakes and ties shall be maintained to properly support the tree. They shall be inspected a minimum of once every 60 days to prevent girdling or chafing of trunks or branches or rubbing which may cause bark wounds.

Stakes should not remain on trees for longer than a one year period and the landscape team will be remove stakes after a one year period.

PRUNING

All trees shall be pruned to promote structural strength and to accentuate the natural form and features of the tree. Permission will be sought from the local tree preservation officer as and when required.

All trees shall be allowed to grow to their natural genetic form and size.

Pruning must be carried out to permit unobstructed passage to pedestrians and motor vehicles and to prevent sight restrictions near intersections.

MOWING

Lawns shall be mowed weekly during the growing season (March – November) and as required during the winter months.

The height of cutting shall be maintained consistently to prevent scalping or burn. The mowing height shall be 3.5cm, or appropriate to the turf species.

Excessive grass clippings shall be collected and disposed of. Mowing patterns shall be alternated each week to avoid creating ruts and compaction.

All lawn edges shall be edged before each mowing during the active growing season (March through October) and as required for appearance for the remainder of the year. The cut edge should appear as a clean, straight line.

WEED TREATMENT

All areas shall be kept free of weeds. Chemical and/or mechanical means may be used as appropriate.

Weeds shall not be allowed to grow in paved areas such as driveways, walks, curbs, gutters, etc. Weeds may be removed manually or sprayed with a chemical. Dead weeds shall be removed from borders and the paved areas.

DEBRIS REMOVAL

Litter including leaves, rubbish, paper, bottles, cans, rocks, gravel, and other debris shall be removed from all areas on a regular basis.

Leaves will be blown from beds and cleared from site on a regular basis.

REFUSE

Ensure refuse points throughout the estate are swept monthly and kept clean and tidy.

SALT AND GRITTING OF PATHWAYS

Apply salt/grit provided by the management company to the communal pathways throughout the site in the event of snowfall or ice.