

OXSHOTT WAY RESIDENTS ASSOCIATION LIMITED

Company number: UK 856225. Registered office: Suite A, Coveham House, Downside Bridge Road, Cobham, Surrey KT11 3EP

BUILDING ACTIVITY GUIDELINES

It is the wish of the Residents of the Oxshott Way Estate that any building undertaken on the Estate is done as considerately and with the least disruption to the residents as possible. Furthermore, recognising that any building work puts pressure on the Estate, the residents have decided that developers reimburse the Estate in advance for the likely expenses of wear-and-tear on its property and any other expense arising from any knock-down rebuild work.

‘Building activities’ include work such as foundation digging, earthworks, piling, woodwork, bricklaying, plastering, etc., and connected activities, such as internal decorations, outfitting, landscaping and planting.

Oxshott Way Residents Association Ltd. (‘OWRA’) is the body that owns the Estate’s property (roads, gulleys, verges, gates, lamps, etc.) and maintains this on behalf of the residents. OWRA is represented by its Directors who are appointed to fulfil the decisions of the Residents. This document outlines the Estate’s building activity guidelines provided so that necessary activities toward sympathetic developments can be undertaken with minimum disruption to residents. The policy covers Developments on the Estate large enough to require planning consent from the council.

The ‘Developer’ is the developer of any plot or house on the Estate, including residents undertaking such work themselves. Building activities may be performed by various ‘Contractors’ including their sub-contractors and workers whether they are builders, decorators, landscapers, utilities, or any similar organisation or individual.

1. The Developer must ensure that this Policy and all covenants on the site through its deeds and any deed of easement are respected at all times.
2. Before commencing any Works the Developer must obtain planning approvals from both OWRA and the local authority and provide OWRA a list of building milestones. Where applicable Developers must pay their development capital contribution to OWRA and/or obtain a deed of easement from OWRA.
3. The Developer must maintain a register of all his Contractors, subcontractors and workers, inform them of these Guidelines, and require they comply with them.
4. Working and delivery hours on the Estate are between 0800 hours and 1700 hours Monday to Friday excluding public holidays. Exception is made for emergencies to avoid risk of damage to property (for example, repairing a burst water pipe) or person. Noise should be restricted to normal building noise and unusual noises like pile driving or the arrival of vehicles above 10 tons unladen weight should be minimised and the neighbours given adequate notice.
5. The site must be secured by a front boarding that is to be placed within the property boundary, be no more than 2m in height and be painted dark green. There will be no advertising erected on this hoarding nor elsewhere on the site, or on any of the Estate’s verges, roads, etc.
6. The Developer should not a) install equipment or services or store or dump material of any kind outside the Site and in particular on verges, b) leave mud or debris on the Estate roads at the end of any working day, c) light any fires or d) leave any rubbish or surplus materials on the Estate. The Developer should as soon as reasonably possible remedy all damage to or blockage

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of the Estate's property caused by the Development and any consequences thereof and is requested to mow and otherwise maintain the verges at the front of the Site during the development.

7. No use of the rain or foul drains of the Estate is permitted and these must be kept clear at all times. Any damage or blockage to these caused by the Development and all consequential damages must be rectified immediately at the Developer's expense.
8. No noise shall be created that can be heard on sites other than the site of the Development save such unavoidable machinery and other 'normal' development noises as reasonably must be tolerated for as little time as possible.
9. No impeding of access to any Estate road or property (other than the plot under development) without the prior written consent of OWRA.
10. No mud or debris is permitted on the Estate roads. Any that unavoidably results must be removed immediately at the Developer's expense.
11. Any damage to verges, roads, etc. caused by Contractor's vehicles to be made good forthwith at the Developer's expense.
12. All vehicles entering the Estate must respect the Estate's parking policies at all times including all those of this paragraph and elsewhere herein.
13. OWRA will issue the Developer up to five (5) parking permits. The Developer will ensure that all Contractors' vehicles entering the Estate, other than for visits of up to two hours, obtain and prominently display a parking permit.
14. Parking permits are the property of OWRA and will be withdrawn on OWRA's sole discretion for any breach of these Development Policies, including these parking policies, and in any event must be returned to OWRA when the building is complete. Lost permits will be charged at £50 each.
15. No parking on verges of the plot under development or any other.
16. All Contractor vehicles shall whenever reasonably possible be parked on the site of the Development Activities. If this is not reasonably possible vehicles may be parked on the Estate roads provided that this does not result in blockage of access to any house or reasonable access along the roads. All Contractors' vehicles must park on the same side of any road.
17. No works to install equipment or services of any kind or store or dump material of any kind outside the property boundaries and in particular on verges, which are the property of OWRA, shall be undertaken.
18. Any alteration to or repositioning of any existing driveway that crosses any Estate verge shall not be undertaken without the prior written consent of OWRA. Additional access points, whether vehicular or pedestrian, shall not be created without the prior written consent of OWRA which, in the absence of exceptional circumstances, will normally be refused. Proposed works on driveways that cross the Estate verges shall be notified to OWRA in writing in advance and works shall not commence until the following have been satisfied.

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19. Adequate sight lines for road safety purposes have been provided for.
20. OWRA has agreed any works concerning drainage or utility provision, the removal or damage (or risk of damage) to any trees.
21. OWRA has been provided with details of the position of existing and proposed underground cables and pipes.
22. The existing boundary lines are properly recorded, agreed with OWRA and the immediate neighbours have been given a reasonable opportunity to comment on the boundary lines and the proposed works.
23. Developers are reminded that upon completion of the Development Activity the Crossover to the site and the verges must be restored to their original size and treatment.
24. Any permanent gates erected at the entry to the property and their pillars must be completely within the site and meet with the Estate's Policies including their height shall not exceed 2m and they shall not be of close-board construction.
25. The site boundary shall be marked by green chain-link fences up to 1.35 metres (4.5ft) high. There shall be green planting on the inside of these fences intended to quickly provide good privacy to the neighbours or to the site from the roads.
26. OWRA at its sole discretion may charge the Developer (i) £500 per week or part thereof for its unauthorised use of the verges or crossovers to store skips or materials, (ii) £200 per day for each vehicle it parks in the Estate for over an hour without a parking permit, (iii) the cost of any remedial work it decides to perform as a result of their breaches of this policy, (iv) any third party administration or other cost they incur arising from the Development, and/or (v) any other expense OWRA may incur to enforce this Policy against the Developer.
27. All charges under this policy are due immediately and any late payment will accrue interest at 5% over the Bank of England's base rate.
28. If OWRA deems in its sole discretion that the Development has resulted in any material change to the approved plans or that the Developer is in breach of this Policy, which may include failure to make payments, then as well as any other remedy it may have OWRA may deem the parties to be in a legal dispute, withdraw all permissions, notify other residents and local tradesmen (including estate agents) and notify the Land Registry thereof.
29. The developer should ensure that no more than five vehicles related to the development enter or park on the Estate at any time. Vehicles should enter via a nominated gate, display a valid Oxshott Way permit (obtainable from OWRA) and comply with the speed limit (20MPH). Vehicles should be parked on the development site where possible - in any event so as to ensure continuous and safe access for all other vehicles. In this respect developers are reminded that a) there should be no use of the verges outside the site or elsewhere, and b) that long-term and overnight parking on the Estate's roads is not allowed in any circumstances.
30. Developers wishing to vary these guidelines are asked to seek prior agreement from OWRA.