

OXSHOTT WAY ESTATE GUIDELINES FOR OWNERS AND RESIDENTS

The Oxshott Way Estate is a group of dwellings in Cobham, Surrey. The roads – The Bowsprit, Broad Highway, Harebell Hill, Mizen Close, Mizen Way, Oxshott Rise, Oxshott Way and Spinnaker Close – are all owned and maintained privately. All owners of houses on these roads own a share of Oxshott Way Residents Association Ltd. that is registered to them when they buy the house by notification to the Company of the share transfer from the prior owner. Ownership brings certain rights and obligations. The purpose of these guidelines is to explain to residents the relationship between the owners of the properties and the Company that manages and maintains the Estate. They also set out the rules which apply to all owners and highlight ways in which we can all ensure the Estate remains a pleasant and peaceful environment for us all.

Oxshott Way Residents Association Ltd

The Oxshott Way Residents Association Ltd ('OWRA') is a limited company which owns the roads, grass verges and islands on the Estate (except Mizen Close which is owned by the residents). The work of maintaining the Estate is carried out by OWRA. One share each of OWRA is held by all the owners of properties on the Estate – 206 shares in total. OWRA's workings are governed by its formal Articles which are available on OWRA's website – www.owra.co.uk. OWRA provides a forum for exchanges of views between residents, both informally and formally at its Annual General Meeting, and most importantly it allows them to control the work of those managing the Estate. The shareholders as a whole choose from amongst its members those to work on their behalf by electing fellow owners to the Board who are re-elected annually. The owners also annually elect an Honorary Auditor. The Board decides between themselves who will be the Chairman and allocates other offices like Accountant/Treasurer, Secretary, Infrastructure Manager, Horticulture Manager, etc.

Management of the Estate

The objects of OWRA are set out in its Articles as follows:

- To maintain in a reasonable state for use the private roads of the Estate.
- To encourage the preservation of the residential refinements of the Estate and to resist by every possible means any erosion of the amenities and refinements of the Estate.
- To uphold the one-house-per-plot policy established at the Estate's inception and to strenuously resist sub-division. To uphold OWEA's Planning Guidelines in relation to all planning applications.
- To preserve the Estate as a high-quality residential area and to encourage the preservation of the rural beauty and characteristics of the Estate by the care and maintenance of the verges, trees, shrubs and common areas.
- To make representations to the Local Authority, Public Bodies and others with regard to matters concerning the Estate and these objects.
- To do all lawful things incidental or conducive to the attainment of these objects or any of them.
- To provide a medium for social interaction between the residents of the Estate.

This breaks down into four broad areas:

Road Resurfacing: This is a major and very expensive task undertaken approximately every 15-20 years. Depending upon the state of the roads this work may range from a simple new 'top coat'; through a removal of the old 'top coat' and reapplication of a new one; to repair of the foundations. As this work is so expensive the Estate a) tries to build up a sinking fund to meet this cost based on estimates and b) spreads the work over several years.

Routine Maintenance: This covers the sweeping and maintenance of the roads, the cleaning, clearing and repair of surface water soakaways (sewers are the concern of Thames Water); the care and renewal of trees and shrubs on the verges and islands; the general maintenance of the islands; the maintenance of the lights; and the maintenance of the gates and signs at the

OXSHOTT WAY ESTATE GUIDELINES FOR OWNERS AND RESIDENTS

entrances to the Estate. In order to carry out this work OWRA employs outside contractors as necessary. OWRA does NOT cut the grass on the verges; the Estate decided many years ago that the cost of doing so would involve the residents in unacceptably high charges, so each member is responsible for cutting the grass on the verge(s) outside their home.

Planning: OWRA has a mandate to oversee applications for extensions and rebuilds on the Estate, with a view to ensuring that the one house per plot policy is upheld and that all new building is in keeping with the Planning Guidelines published by OWRA. This has become a major part of OWRA's work and involves discussing projects with residents and builders, making representations to Elmbridge Planning Dept and in some cases appealing to residents to make objections as well. OWRA is the beneficiary of covenants which apply to many properties on the Estate and will always seek to enforce them. OWRA approval is required before any building work is undertaken. Residents wishing to build should contact the current Planning Officer to discuss their designs *before* a formal application is made for planning permission and should ensure that their projects follow the Planning Guidelines currently in force, which are available on the Association's website at www.owra.co.uk

Special Projects: In the past, these have been matters such as installing the gates at the entrances. Such projects are only undertaken by OWRA after a clear mandate from residents at the AGM or at an SGM called for the purpose.

Finances

Managing an Estate of this size is very costly. The only source of regular income is the annual subscriptions. These have always been kept at a level well below that of other estates of a similar calibre by virtue of the fact that the Board is made up of volunteer residents rather than paid managers. The level of the subscription for each year is set at the previous year's AGM by vote of the owners. Subscription notices are sent out at the beginning of each year and residents should pay promptly so that the Board does not waste time and resources chasing payment.

Roads and Verges

With the exception of Mizen Close, all the roads, islands and verges on the Estate are the property of OWRA. They do not belong to the individual residents. OWRA's ownership of the roads and verges is an important weapon in our stand against unsuitable building developments and infilling and OWRA therefore will not allow its rights over them to be eroded. Residents may not alter *in any way* the appearance of the verges without written permission from OWRA. This includes (but is not limited to) the placing of signs or hoardings, the planting, trimming or cutting down of trees and shrubs and the altering of access from houses to the roads. OWRA will require any of its verges altered without permission or damaged to be restored to their previous state promptly and fully by those responsible. OWRA also reserve the right to carry out any such repairs required and recover the costs incurred from those responsible.

No one is permitted to deposit materials such as garden waste or rubbish or building materials, tools or equipment on the verges, crossovers or roads. Rubbish bins and garden waste bags should not be left on the verges once collections have taken place and kept out of sight from the front of properties. Skips are not permitted on the roads, crossovers or verges. A charge of £500 per week or part week (reviewed annually by OWRA) is made for any item or material that is placed on OWRA's roads, verges or crossovers.

Sometimes the repair or installing of services such as gas or electricity to a property will mean the utility company has to dig up the road outside the resident's property. This is not permitted without the prior notification to and express agreement in writing from OWRA. Such permission will not be unreasonably withheld, but the resident concerned will always be responsible for the quality of the restitution made by the utility company and will be required to redo at their own expense any work reasonably considered by OWRA to be unsatisfactory.

OXSHOTT WAY ESTATE GUIDELINES FOR OWNERS AND RESIDENTS

Since OWRA owns the roads and verges, it follows that individual residents cannot give permission for activities (such as filming and photography) by outside bodies or companies to take place on the Estate. Such permission can only come from OWRA and, if given, will involve a charge.

Speed and use of Roads

There is a mandatory 20 mph speed limit on all roads in the Estate. Residents are reminded that the Road Traffic Act applies to all roads throughout the Estate. In compliance with the Road Traffic Act it is a legal requirement that all drivers and their motorised vehicles are licensed. This means that no motorised toy, unlicensed vehicle or unlicensed driver may use the roads.

General Guidelines

There are many ways in which all residents can contribute to keeping the Estate a pleasant and peaceful environment in which to live. We will all benefit if everyone observes the following:

Noise: Bear in mind that one resident's fun party is another resident's sleepless night or disturbed weekend. Other common sources of noise nuisance are barking dogs or loud radios in the garden. Please be as considerate to your neighbours as you would wish them to be to you.

Outside Lights, CCTV and External Fixtures: In the interests of your neighbours please avoid lights shining outside your boundaries from skylights, conservatories or floodlights. Please ensure that any camera installations do not infringe the privacy of neighbours. External fittings such as Satellite dishes and should be discretely sited so as to be unobtrusive.

Dogs: In the interests of health and safety, dogs are not allowed to roam free on the Estate. Owners must ensure that their dogs are kept on leads and that they do not foul verges and roads. Please remove any dog fouling – and do not put the waste in the soakaways where others will have to remove it.

Gardening and Bonfires: Please no noisy garden works before 8 am. Bonfires should be avoided; Elmbridge provides recycling facilities for garden waste.

Estate Gates: Please be patient whilst waiting at the gates – unnecessary revving of engines or aggressive acceleration causes increased noise and pollution. If the gates do not open, please reverse a little way and try again. This will give the mechanism a chance to re-set itself. If there is still a problem please contact a member of the Board (see website for details). **UNDER NO CIRCUMSTANCES** push the gates by hand or with your vehicle – this will probably break the mechanism and repairs are very expensive.

Private Gates: In keeping with our 'country lane' ambience most properties on the Estate have no private gates and some that are permanently open. Residents should obtain OWRA's approval before installing any gates and are advised that those of a close board design, or are over 2 metres in height, are considered out of keeping. Please note that in any event gates over 2 metres in height also require planning consent from the council.

Fencing: Properties should be bounded by green planting on the inside of green chain-link fences of up to 1.5 metres in height. Front boundary treatments of a close-board, brick or stone construction should be avoided as these are not in keeping with the ambience of the Estate.

Parking: Vehicles should always be parked on resident's property and not on the Estate roads on a regular basis or at all on the verges or crossovers or so as to impede pedestrian paths

**OXSHOTT WAY ESTATE
GUIDELINES FOR OWNERS AND RESIDENTS**

Washing: Hanging out washing where it is visible from the road or where its display adversely affects the amenity of the neighbours should be avoided at all times.

Neighbourhood Watch: A Neighbourhood Watch scheme operates on the Estate. If you see something suspicious, or become a victim of crime, please contact the current Neighbourhood Watch co-coordinator.

Board

A list of current Board members, their responsibilities and contact details is available on the website - www.owra.co.uk