

Felpham Fields Residents Association Ltd.

Private Estate

A Guide to the Management of “Felpham Fields”

Which Incorporates - Ley Road (Private Section)
Duncton Close and Tryndel Way

(excluding the part of Tryndel Way running south from
the southernmost boundary of 15 Tryndel Way)

as this section of Tryndel Way is retained under a
separate Private Land Title

Members’ Handbook

(Third Issue - July 2022)

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A Warm Welcome to Felpham Fields Residents Association Ltd.

1. This booklet aims to provide new residents with a simple guide to the way “**Felpham Fields**” is managed. It incorporates the general Rules and Policies of The Company and Members’ Code of Conduct.
2. Newsletters, Bulletins are either distributed to households or made available via our Notice Boards and The Company’s Website.
3. If there is anything else you would like to know after reading this booklet please contact our Secretary (details at the end of this booklet)
4. This booklet outlines the General Rules and a Code of Conduct for our Members. We are a community and our aim is for everyone to live here in harmony, support each other and enjoy the wonderful environment and facilities that “Felpham Fields” has to offer.
5. An organisation of some sixty freeholders contributing to the Management and Maintenance of “Felpham Fields”, with a sound and sensible outlook and a great deal of combined experience, who represent our interests effectively and ensure that everything is well managed now and in the future.
6. We all share a desire to enjoy living in this unique community by the sea and to preserve our joint assets.

Registration of Your Property and Membership of Felpham Fields Residents Association Ltd.

7. New residents need to register their property for Membership of The Company by completing a simple ‘Registration Form’ available from The Company Website or the Company Secretary.
8. Members pay an Annual Membership Fee per household to finance the management and maintenance of “Felpham Fields”, including the running of the The Company established to protect the rights and interests of its Members.
9. Members have the right to vote at General Meetings and stand for Council. They have access to our Secretary to assist with any issues or enquiries they may have. Every **Member** is a **Member** of ‘**The Company**’ - **Felpham Fields Residents Association Ltd.** which is a not for profit private limited company by guarantee. Members are provided with access to a copy of The Company’s Memorandum & Articles of Association and Annual Report & Accounts.

“Felpham Fields” Membership and Maintenance Fees

10. As with most private estates, the maintenance of “Felpham Fields” relies almost entirely on finance from its own residents. There is no regular funding from the Local Authorities other than which is covered by Council Tax payments e.g. refuse collection and dog waste disposal. Felpham Fields Residents Association Ltd. Members are collectively contributing to the maintenance and management of “Felpham Fields”. As property owners here, we are lucky that the Membership Fees remain low and that we can rely on an established reliable team of volunteers and contractors to secure our assets.

11. The Membership Fees are reviewed annually and collected through formal notice to residents and payable in Full no later than the 31st July each year. The Company has set up a number of payment options for Members - Fast transfer or cheque. We are always willing to be flexible with ways to pay to assist our Members.

How the Annual Membership Fee is Spent

12. The Company will pay all re-occurring expenditure e.g. Roads and Directors Public liability Insurance and maintain cover to suit all aspects of GDPR costs in order to protect resident's personal data held. All administrative and consumables costs connected with the efficient running of The Company including Room Hire for Residents Meetings (AGM) etc. and any costs connected with Company funded Member activities and events and general care and maintenance of The Company's assets will also be funded through the Membership Fee.

13. Where suitable volunteers are not available to fulfil certain roles and/or the law requires The Company to engage professional services, The Company will pay for those services for the benefit of The Company e.g. Solicitor, Accountant, Company Secretary, Treasurer.

14. Where necessary external contractors will be engaged to carry out specific maintenance work such as road and drain repairs as required.

If You do Not Register for Membership of "Felpham Fields"

15. Solicitors and Agents require that Membership to Felpham Fields Residents Association Ltd. is fully paid up to date before any sale of property proceeds.

16. If the annual Membership Fee is not paid for your property, you may be required by law to pay for road and drainage maintenance separately in accordance with the title deeds and covenants attached to your property.

17. Without Membership, you are not permitted to use The Company's facilities or participate in any Member funded events and/or activities at any time, except where in advance, such persons agree to and pay for Membership of Felpham Fields Residents Association Ltd. Nor are Non-members permitted to use the verges for any purpose or park on any hardstanding drive/accessway across the verges.

Responsibilities of Company Directors, Secretary and Treasurer

18. **The Company** can have up to seven (7) voluntary Directors on its Council at any one time. The Directors are a cross-section of "Felpham Fields" Resident Members, elected by the Membership and they retire by rotation. Directors have a common interest in protecting our assets and keeping "Felpham Fields" well managed and maintained.

19. **The Directors** meet every 4-6 weeks (except in August) to discuss Council business and vote on a wide variety of proposals. The Council splits into working groups to focus on specific issues e.g. general maintenance, road repairs, drainage, traffic calming, planning and development.

20. **The Company Secretary** is responsible for keeping The Company's statutory records and filing reports with Companies House; administering meetings; dealing with all Company correspondence and enquiries, formal documentation and administration, including the collection and management of Membership Fees and record keeping. Members have access to The Secretary to help them answer any Company related questions, enquiries and issues.

21. **The Treasurer** ensures the correct running of The Company finances, monitors cash flow and investments and provides a monthly report to the Council. The Treasurer also keeps The Company Books and prepares Annual Accounts.

Specific Issues for Members to be Aware of

22. **Infrastructure** - "Felpham Fields" is made up of Three Private Roads, Ley Road (private section), Duncton Close and Tryndel Way (excluding the part of Tryndel Way running south from the southernmost boundary of 15 Tryndel Way) as this section of Tryndel Way is retained under a separate Private Land Title. There exists a pedestrian and vehicle Access right of way over these roads.

23. **Ownership of Roadways and Grass Verges** - The verges, and roadways are all owned by and formally registered to The Company - Felpham Fields Residents Association Ltd.

24. **Essential Drainage** - There are no pavements on "Felpham Fields" and not all parts of the roads have surface water drains. Therefore, the grass verges are one of the most important forms of surface water drainage and it is vital that they are not damaged or converted to tarmac or hard-standing.

25. **Maintenance of Verges** - Rather than contracting a groundsman to mow every individual verge, homeowners are asked to maintain the grass verges abutting their own properties. This keeps the overall maintenance fees low and allows for individual standards for grass cutting and design of frontages. Homeowners are also expected to keep frontages tidy and in good condition e.g. to contain drive/accessway stones and shingle within boundaries. Any damage to the soft verges caused by activity at the property must be repaired by the homeowner/occupier.

26. **Planting on Verges** - To support and protect the Utilities and their supporting infrastructure, The Company prohibits the planting of any trees or shrubs in the verges.

27. **Skips and Materials on Verges** - Homeowners must seek permission from The Company to site a temporary skip on the grass verge. The Company will issue a licence free of charge to Members to do this. Building materials may only be placed on verges with the express permission of The Company under a Development Agreement, issued free of charge to Members.

28. **Alterations to Drives Accessways** - If Members wish to utilise Company land, e.g. a portion of the grass verge, to widen or otherwise change their access over Company land, they must first submit an application to The Company and adhere to certain guidelines. The Company and the Member concerned will then complete and sign an Access Alteration Agreement which where agreed will be granted to Members free of charge. Making such alterations does not give Members any rights over Company land apart from a right of access (e.g. other Members may walk across driveways/accessways).

29. **Building Development** - There has been an increase in the number of developments throughout the locality in recent years. If a homeowner undertakes development to a property that may result in encroachment on The Company's verge (e.g. heavy plant, storage of materials, additional parking, delivery of materials, blocking access or any other activity that could cause disruption) permission must be sought from The Company in advance of the work. It is the responsibility of the homeowner to reinstate any damage caused to the verges and/or roads. Property Owners/Members are required to sign a 'Development Agreement' which is issued free of charge to Members, who are required to comply with The Company's Building Developments Requirements. Details are available on The Company Website or from our Secretary.

30. **Working from Home** - The Company acknowledges that many residents are self-employed working from home and that this does not usually affect neighbouring properties. The Company does not propose to restrict this practice, however Members are advised to familiarise themselves with any restrictive covenants that may be contained within their property title deeds and where there is nuisance, disruption, damage or disturbance caused (e.g. goods vehicles or clients coming and going on a regular basis, parking on the roads, storage of materials) these matters should be reported directly to Arun District Council.

31. **Neighbourhood Watch** - “Felpham Fields” is a Neighbourhood Watch area and details of our Neighbourhood Watch Co-ordinators are available from The Company Secretary. Members should report incidents of concern directly to the Police where applicable, by calling 999 in an emergency and 101 for non-emergency situations. We also ask that you inform The Company Secretary so that the incident can be recorded.

32. **Frontages of Properties** - In order to maintain the attractive and unique environment of “Felpham Fields”, Members of The Company are asked to keep their frontage in a reasonable state of repair and order and to consider the street scene and impact on others around them.

General Issues for Members to be Aware of

33. **Playing Safely** - Residents are respectfully asked to ensure that their children are playing safely and with due consideration for property, general road safety and highway laws.

34. **Traffic Calming** - There are no current traffic calming measures in place.

35. **Highways Laws** - Although Private, the roads making up “Felpham Fields” are subject to the Highway Laws e.g. requirements for vehicle insurance, tax and licences are applicable.

36. **Litter** - Residents are required to be mindful to keep “Felpham Fields” verges tidy and free from litter.

37. **Dogs** - In the case of dog walkers, owners must keep their dogs safely on leads and clean up after their pets.

38. **Bonfires** - Arun District Council (ADC) publishes general guidelines for bonfire use within the district. Members are expected to familiarise themselves with these guidelines and show due consideration to neighbouring properties. Complaints or concerns should be directed to ADC Environmental Health.

39. **Refuse Collection** - To avoid nuisance or obstruction, vermin issues etc, Members are asked to wheel bins back into their properties as soon as possible following collection.

40. **Data Protection** - Information held on Members by The Company is held and processed in full compliance with the General Data Protection Regulation (GDPR).

41. **Volunteers** - If you have a little time to spare, there are always odd jobs that need doing around “Felpham Fields” (delivering newsletters, litter collection, minor repairs etc.). If you would like to help, you will be very welcome. Please contact our Secretary for further details.

Felpham Fields Residents Association Ltd. - Parking Policy

42. **General Principle** - There is a general principle, based on restrictive covenants and practical considerations, that parking on The Company's roads and verges is not permitted (except in emergencies) subject to concessions (a) and (b) set out below.

- a) Company Members and their guests may park cars on The Company's roadways for a limited period of up to three days, but only when absolutely necessary and there is no alternative.
- b) Company Members may also park cars on hard-standing drives/access ways across The Company's verges at any time. This concession does not apply to motorhomes, caravans and commercial vehicles.

43. The most important issues with regard to parking on "Felpham Fields" grass verges are safety concerns (in particular, access for emergency vehicles, safety for pedestrians, children and pets) and any adverse impact on drainage and general damage to verges through misuse. Parking on the grass verges can cause considerable damage to them, particularly when the verges are soft due to wet weather and as such is prohibited.

44. Company Members must make good any damage caused by parking under concessions (a) or (b) above. The Company reserves the right to repair any such damage and recover the cost from the Member concerned.

45. **Parking for Property Development** - If additional parking is required during a development, Members must enter into a Development Agreement with The Company, which is issued free of charge to Members, such Agreement may include provision for extra parking. Members are expected to keep additional parking to a minimum and consider neighbouring properties, road safety and access at all times. No services or trade vehicles should be left on the roadway or verges overnight.

46. **Parking Within Property Boundaries** - Members should familiarise themselves with the Parking Restrictions within their Title Deeds and adhere to these.

47. Ideally all regular parking must be contained within the property boundary. Issues to consider are e.g. causing obstruction to other road users, blocking views and general road safety.

48. **Felpham Fields Residents Association Ltd** - Encourages Members to convert or clear their own land for additional parking rather than leave vehicles across the verges or roadways under the concessions above.

49. **Motorhomes, Caravans and Commercial Vehicles** - The Company encourages owners of motorhomes, caravans and commercial vehicles to park them away from "Felpham Fields". If such vehicles are parked on "Felpham Fields" they should be parked as closely as possible to the wall of the house or bungalow in order to avoid overlapping onto the verges and roads. The concession given to Members at 42 (b) above to park their cars on their drives/accessways does not apply to motorhomes, caravans and commercial vehicles.

The unique sight of clear roads and wide grass verges enhances the living environment for everyone and makes "Felpham Fields" a safer place to be. The Company strives to manage the land and ensure compliance with the parking rules to maintain this uniqueness.

Further Information

For more detailed Company information, a copy of The Company's Memorandum and Articles of Association can be obtained from the Secretary or downloaded from The Company's Website - www.felphamfields.co.uk

Communication with Members

There are various ways in which we communicate with Members -

Registered Office - Direct contact with our Secretary via phone, e-mail or letter. Appointments by arrangement.

The Company Website - Providing business updates and downloads of official Company documentation - www.felphamfields.co.uk

Newsletter - Produced and distributed by volunteers. Members can contribute items of interest.

Notice Boards - Displaying meeting summaries and posters etc.

Contacts

Secretary - All enquiries are to be directed to - Felpham Fields Residents Association Ltd. Company Secretary at The Company's Registered Office - 18 Ley Road, Bognor Regis, West Sussex, PO22 7HR

Members are asked to remember that the Registered Office is also the Secretary's private residence and to make a prior appointment by telephone on **Tel: 01243 829439** or via e-mail secretary@felphamfields.co.uk if they wish to visit the Registered Office in person.

Neighbourhood Watch - Co-ordinators - Contact details available from the Secretary.

Emergency Numbers

Emergencies can arise in many forms, flood; fire; wind; sea; air; accident or continued loss of services (electricity, gas, water, main drainage). If you suffer, witness or are advised of any form of such an emergency taking place your first action is to contact the emergency services Police; Fire, Ambulance or Coast Guard by telephone **999**.

Emergency Services – Agencies and Utilities – Contacts

Police, Fire, Ambulance and Coast Guard Services – 999

Environment Agency (EA) - Pollution Hotline - All Hours - 0800 80 70 60

The EA should be contacted for incidents in which foul or sewer blockages are involved or where water mains failures have occurred.

Floodline - 0345 988 1188 at any time to receive automated up-to-date information on flooding
- www.environment-agency.gov.uk

Southern Water - Tel: 0330 303 0368 Sewer Blockages.

Portsmouth Water Company - Tel: 02392 477999 for Mains Drinking Water failures.

Gas Supply Emergencies - Tel: 0800 111 999 What to do in a gas emergency (Information from Gas Safe) http://www.gassaferegister.co.uk/help/gas_emergency.aspx

Electrical Power Cuts – 105

**THANK YOU for taking the time to read this booklet -
Wishing you a happy and prosperous time in “Felpham Fields”**

Notes