



Introduction to the Waverley Community Management Company Ltd



a development by Harworth Estates

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1. Introduction

The Waverley Community Management Company Ltd exists to manage the common areas and amenity land of the Waverley site. This report outlines the background to and role of the Management Company in the context of the Waverley development.

2. Waverley

Waverley is an emerging mixed use development located equidistant from the centres of Sheffield and Rotherham, in the heart of South Yorkshire. The land comprises a former industrial site (Orgreave colliery and coking works) which is being transformed by its owners, Harworth Estates, to deliver an ambitious and sustainable new community.

The development is being delivered in phases and will take approximately twenty years to complete. It comprises three main elements; the *Advanced Manufacturing Park (AMP)*, home to hi-tech occupiers such as Rolls Royce and TWI, *Highfield Commercial*, the first plot of which is currently being developed by the University of Sheffield as a new teaching facility, and *Waverley New Community*, which will provide up to 3,900 new homes together with associated amenities.

The AMP is located to the north-west of Waverley, above Highfield Spring, whilst Highfield Commercial and the New Community are located to the south-east. The AMP is managed separately; therefore the remit of the Waverley Community Management Company concerns only the latter two areas of the development. These parts, herein referred to as 'the [Waverley] site', are shown edged in red on the plan attached.

Sustainability is at the heart of Harworth Estates' approach, and careful attention has been paid to the aspiration for Waverley to deliver an array of economic, environmental and social benefits. Highlights of the development include:

- High quality residential design and layout, and the requirement that all homes must be built to minimum standards (Level 4 of the Code for Sustainable Homes);
- Community facilities within a local centre including shops, cafes, restaurants, a public house, health and leisure centres, children's play areas and a primary school;
- Improved highways, infrastructure and public transport services;
- A dedicated Travel Manager whose role is to promote sustainable transport choices;
- Over 200 acres of landscaped recreational space within a waterside setting;
- Green corridors, footpaths and bridleways located throughout the site;
- Creation of jobs and access to on-site employment opportunities;
- Potential for on-site energy generation using renewable resources.

Harworth Estates will continue to work closely with developers to ensure that these ambitions are realised, delivering an attractive community which meets the needs of those who use it.

3. Waverley Community Management Company Ltd

3.1 Overview

The company was incorporated on 17 April 2012 under company number 08034506. It is a not for profit management company, with the liability of each member being limited to £1.

3.2 Membership

Residents of Waverley shall become members of the Management Company upon completion of their house purchase.

3.3 Administration

The company is administered by Harworth Estates, who are based at the Advanced Manufacturing Park. This ensures that they can closely oversee the site at all times, arranging for planned and reactive works to be undertaken in a timely manner.

4. Role of the Company

The Management Company's role is to manage and maintain the unadopted common parts and amenity land within the Waverley site, including: inspecting, repairing, maintaining, cleaning, landscaping, planting and cultivating as appropriate and when necessary (in the company's reasonable opinion) altering, renewing, replacing and rebuilding. The company is also responsible for provision of lighting to the common areas as required.

More specifically, the services will include:

- An annual health and safety assessment plus regular site inspections and mitigation of any risks identified.
- Maintenance of unadopted highways and roads within the site.
- Maintenance and monitoring of the containment cell situated to the west of the site.
- Maintaining the landscaped areas by planting, pruning, cultivation and weed removal. This includes certain street frontages, boulevards and greenways.
- Additional planting (trees, shrubs, plants) to the landscaped areas.
- Grass cutting of the open areas of the site.
- Provision, maintenance and repair of art features and installations on the site.
- Boundary treatment such as fencing and hedging along site perimeters.
- Maintenance of the footpaths and bridleways within the site.
- Provision and maintenance of bridges to the pathways within the site, over drainage culverts.
- Provision and maintenance of benches/picnic tables upon the site.
- Maintenance of the water and drainage structures serving the site.
- Provision of entrance and navigational signage for site users.
- Provision and maintenance of play areas within the residential community.
- Provision of litter bins and removal of litter from the common areas of the site.
- Organisation of community schemes and events.
- Opportunity for community consultations.

By virtue of the development's planning consent, the Management Company is also obliged to provide funding for the promotion of sustainable travel initiatives, including provision of 400 TravelMaster annual tickets for public transport in South Yorkshire, travel packs for new residents, a car club, bicycle pool scheme, real time public transport information and improvements to public transport. The cost of these provisions will not be borne by the householders, but by the developer, Harworth Estates, which will deposit the necessary sums in the Management Company bank account. This is a requirement of the Local Planning Authority.

5. Service Charge Administration

For the Management Company to manage the common areas of the site in perpetuity, it is necessary to collect a service charge from all site occupiers which will fund the required works.

The Management Company shall uphold the principles of the RICS Service Charge Code of Practice 2011 and associated guidance, ensuring that the service charge is administered in a fair, transparent and timely way.

5.1 Site Scheduling

The principle of the service charge is that occupiers should only pay a proportion towards the services that they benefit from. Accordingly, the most sensible approach is to split the site by occupier groups within separate schedules.

The schedules proposed are: whole site, Highfield Commercial, residential and local centre.

5.2 Service Charge Year and Payment

The service charge year shall be the calendar year, running from 1 January to 31 December each year. Payment will be due on 1 January each year. Those purchasing new homes part way through a service charge year will only be required to pay a pro rata amount on completion, calculated from the date of completion to the 31 December.

For ease of administration, the residential contribution has been set as a fixed sum and is to be reviewed every five years, with the first review effective from 1 January 2017.

For non-residential occupiers, the amount payable will be subject to fluctuation each year.

The Management Company will write to occupiers on or around 1 January each year to arrange for collection of the service charge, and payment options will be provided, such as cheque or BACS transfer.

5.3 Service Charge Budget

The Management Company will produce an annual budget, detailing all of the services to be provided in that service charge year together with estimated costs. The budget will reflect the separate schedules and the amounts will be duly apportioned. The budget shall be made available to all members at least one month in advance of the new service charge year. The service charge budget for the year 2013 has been set at £304,600 and a copy of the budget is available to members on request.

5.4 Service Charge Accounts

The Management Company will make available service charge accounts for the previous service charge year, within four months of year end.

5.5 Contractors and Suppliers

The Management Company will engage approved suppliers to carry out the services on site. This means that our contractors have been subject to rigorous background checks, including quality assurance and health and safety procedures.

6. Services in 2013

In 2013 and subsequent years until the service charge becomes self-financing, Harworth Estates will subsidise the Management Company (the contribution to be the difference between the cost of services and the service charge income) to enable full services to be delivered in accordance with the budget.

Services to be provided in 2013 include the majority of those detailed in section 4, with a particular focus on health and safety, provision of a bridge and benches, footpath improvements and landscaping.

Some of the services will not be delivered until the Management Company considers it reasonable to do so; for example the provision of play areas and community schemes.

7. Contacts

Waverley Community Management Company Ltd can be contacted by post:

c/o Harworth Estates
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The company will also be happy to receive your enquiries by telephone or email, to the following points of contact:

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