



Oak Tree Developments  
Office Suite 2, No. 1 Derby Street,  
Leigh, Lancashire, WN7 4PF

OAK TREE DEVELOPMENTS

MANOR GARDENS NORTHCOTE ROAD

LANGHO

PRIVATELY MANAGED AREAS

MANAGEMENT PLAN

Ref; OTD-NR-E-DS02 05-01-2024

[REDACTED]  
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## **The Management Company**

Oak Tree will invite quotations, at the appropriate time from a number of suitably qualified award-winning management companies, who can offer high service levels in respect of the maintenance of the managed areas for the lifetime of the development. These will only be management companies with a good track record and resume of maintaining private residential housing developments.

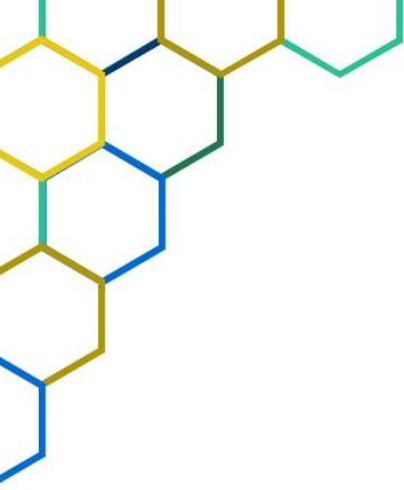
The following will be Oak Tree's management company specification and scope of works to these companies when quotations are invited.

Oak Tree see the benefit in appointing a management company who can provide an "Estate Manager" as a single point of contact for Residents.

The management company will be established with at least one Resident as a Director and the maintenance funds will be secured by way of equal monthly service payments by each property on the development.

The responsibilities of the management company will be;

- Minimum of two independent site inspections per annum in addition to Resident fault reports
- One Directors meeting to be held at the convenience of the Directors
- Quarterly Directors reports;
  - Bank Statements
  - Debtors Report
  - Creditors Report
  - Expenditure Reports
- Audited annual accounts
- Invoicing of maintenance service charges in advance as per the lease
- Correspondence in writing to Estates Manager to be responded to within 48 hours
- Repairs completed within 72 hours, any delay to be communicated with the Residents
- Emergency repairs completed within 24 hours
- Settlement of energy and telecom payments relating to the managed areas/items.
- Annual tendering of any maintenance contracts
- 30-day terms in respect of all contractor invoices
- Annual Residents meeting/AGM
- Monitoring and maintaining a sinking fund for capital replacement purposes.
- Ad-hoc meetings on site with residents as and when required
- Expenditure cap set to level agreed by Directors.
- All correspondence from Directors responded to by Estates Manager within 24 hours
- Debt recovery
- All funds held on behalf of residents are to be held in a designated client account.
- Development Public Liability Insurances



### **Managed Areas/Items**

The areas/items of the completed development which will be privately managed in future can be defined as follows;

1. Highways/Roads
2. Drainage
3. Soft Landscaped Areas



## **1. Highways/Roads**

No roads within the development will be offered to Lancashire County Council for adoption.

The management company will be responsible for the maintenance of all the roads as coloured yellow on the plan in Appendix A

This includes but is not limited to;

- a. Street sweeping
- b. Upkeep and repairs to street lighting including energy costs
- c. Gully cleaning (silt clearance and falling leaf)
- d. Winter salt gritting
- e. Maintenance of the electric gates and any associated energy costs
- f. Capital replacement items relating to the roads such as surfacing, kerbs, street lighting etc in future

All other areas of private and communal driveways will be deeded to the appropriate individual plots.

## **2. Drainage**

No sewers within the development will be offered to United Utilities for adoption.

The management company will only be responsible for the maintenance of all the sewers and drains directly beneath the roads coloured yellow on the plan within the previous Highways/Roads chapter.

The site drainage consists of separate foul and surface water systems constructed from UPVC and concrete pipework.


### **Foul Water**

Foul water shall connect into the existing public manhole and combined sewer within The Ferns for all plots.

All foul drainage will remain the responsibility of each plot within its own curtilage

### **Surface Water**

The surface water drainage flows via a pump system to an attenuation tank. The tank is constructed utilising a proprietary crate tank wrapped in an impermeable membrane (shown



coloured blue on the plan in Appendix B ). The outfall from this will be heavily restricted in order that storm returns in excess of a 100 in year return can be accommodated without the risk of flooding to the development. The outflow from the storage tank will discharge to the existing combined sewer and manhole within The Ferns and that currently crosses the development.

All surface water drainage will remain the responsibility of each plot within its own curtilage

All the surface water drainage from the entry into the crate attenuation system to where it connects back onto the existing sewer near the site boundary is the responsibility of the management company.

### **Drainage Inspection Regime**

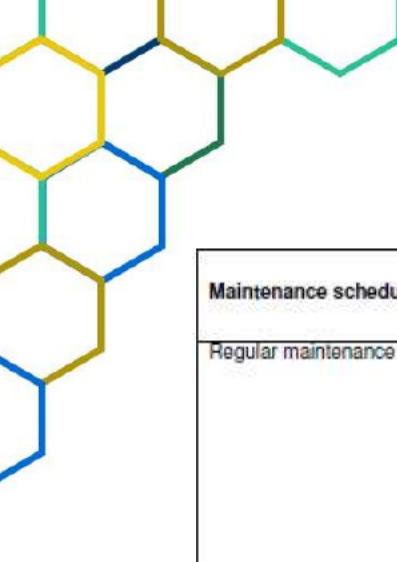
The following elements should be inspected regularly as part of this preventative routine:

- Road Gullies
- Rainwater Gullies
- Control manholes
- Inspection chambers.
- Air Vents

They should also be inspected after every major storm event. Catchpits and interceptors should be emptied regularly to prevent them from becoming full. The frequency of this being necessary will be determined on the basis of the regular inspections.

Paved surfaces above any crate attenuation installation should be inspected at the same time to ensure the units continue to provide the required structural support.

The maintenance of the drainage and attenuation system is to include the following:



| Maintenance schedule | Action  | Frequency *                      |
|----------------------|---|----------------------------------|
| Regular maintenance  | Road gullies and rainwater gullies to be kept clear of debris such as leaves.   | Annually                         |
|                      | Air vents from the attenuation tanks should be kept clear of debris such as leaves  | Annually                         |
|                      | Silt traps prior to inlet pipework should be inspected and cleaned out to minimise debris reaching the tank.                    | Monthly or as required           |
|                      | Inspection chambers should be inspected and cleaned out to minimise debris reaching the tank.                                   | Monthly or as required           |
| Remedial actions     | Repair/rehabilitation of inlets/outlets, overflows and vents  | Annual inspection or as required |
| Monitoring           | Inspect/check all inlets, outlets, vents and overflows to ensure that they are in good condition and operating as designed      | Annually                         |
|                      | Survey of hardstanding at tank locations for any undulation in ground indicating loss of structural support to attenuation tank | Annually and after large storms  |

Note;

Pressure jetting within the modular storage tank should be low pressure/high volume to protect tank structure and geo-membrane.

### **3. Soft Landscaped Areas**

There is one soft areas of landscaping as shown coloured green on the plan within Appendix A.

The management company is responsible for maintaining this area.

This will include but not be limited to;

- Grass cutting at least twice weekly from April to October and as required at other times
- Trimming of shrubs to prevent over growing
- Replanting of dead shrubs and trees
- Leaf control and management
- Litter picking

All other soft landscaped areas of the development will be deeded to individual plots.

