
SINCLAIR PROPERTY
INCORPORATING BERGSON ESTATES

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**TO THE RESIDENTS OF MANYGATE LANE/GROVE ROAD
SHEPPERTON, MIDDLESEX**

As the Manygate Lane estate is now under a Conservation Order any resident wishing to install new windows and doors must contact the local borough council (Spelthorne Planning Department) for formal permission.

Permission will also be required from the freeholder, c/o his appointed managing agents, Sinclair Property Limited.

This also applies in respect of any proposed improvements or alterations to your property.

SINCLAIR PROPERTY LIMITED

September 2003

NO PARKING ON SINGLE YELLOW LINES

**FROM THURSDAY PM TO FRIDAY PM
DUE TO WHEELIE BIN COLLECTION**

SINCLAIR PROPERTY

Berkeley House, Barnet Road, London Colney, St Albans AL2 1BG

Telephone 08442 250131

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MANYGATE LANE ESTATE

REGULATIONS AND OBLIGATIONS FOR SUB-TENANTS (Updated May 2010)

Welcome to the Manygate Lane Estate. We hope you will enjoy living on this award- winning development, which was granted Conservation Area status in 2002. It is requested that all sub-tenants observe the following conditions in order to maintain an agreeable atmosphere on the Estate.

COMMUNAL AREAS

Residents have the right of foot passage **only** over communal tarmac areas, lanes and other pathways. At all times, areas of communal access, (footpaths, walkways, back lanes) **must be kept clear** of obstructions. This is important for safety, legal and insurance purposes. **Lawned areas and gardens are a visual amenity only** and are **not for use as a playground**. **Note that your tenancy gives no rights of use over these areas**. The playing of games, cycling, skate-boarding, ball games, roller-blading etc. in the walkways, parking areas and access roads is **not permitted**. Please keep dogs on a lead and supervised at all times while walking to and from your property. Please do not allow pets to foul the lawns, beds and other communal areas.

PARKING

Residents should use their garages and carports for parking whenever possible. Communal parking and access areas are for residents' cars and access for delivery and service vehicles. Commercial vehicles, caravans, motor homes, trailers, boats and non-residents' cars are **not permitted** to park in communal parking and access areas overnight from **6 p.m. to 8 a.m.** Consideration for others should be observed when parking. Untaxed vehicles should be parked in a garage or carport. Please do not park in turning points or in front of or opposite garages. The yellow lines within the estate must be kept clear at rubbish & recycling collection times - see below. For safety reasons, please do not enter or leave the estate by car or other transport at a speed faster than walking pace.

RUBBISH AND RE-CYCLING COLLECTION (Green Wheelie Bins)

Wheelie Bins must be put out by 6.30 a.m. on collection day (currently Friday).

Houses without kerbside access:-

Phase 1:- house nos. 151-157, 159-173 and 187-207 - use the most convenient collection point at either of the Phase 1 entrances (marked with yellow lines).

Phase 2:- house nos. 131-139 - use the most convenient collection point.

Phase 3:- house nos. 36-48 Grove Road - use designated collection point in Phase 3.
house nos. 109-129 - wheelie bins are collected from car ports (at present).

GARDEN WASTE COLLECTION (Brown Wheelie Bins only)

(Available on request from Spelthorne Borough Council Tel. 01784 451499)

Wheelie Bins must be put out by 6.30 a.m. in the yellow marked boxes adjacent to the entrances to Phase 1 or Phase 3 on the day specified in the Spelthorne Borough Council calendar supplied with these bins.

RUBBISH

Please take bulky items straight to the Civic Amenity Site in Charlton Lane or arrange for a swift special collection. Please do not put out food for animals and birds on the communal areas. There is no cleaning of communal areas by the local council on our private estate. Note that any rubbish dropped in communal areas has to be cleared by the gardeners who cannot attend to the gardens at the same time, causing unnecessary work and additional expense to Residents. No waste material or bulky items should be placed, dumped or allowed to accumulate on private or communal property.

NOISE

To maintain harmony within the estate, please do not disturb others. In good weather with doors and windows open, due to the design and layout of the estate, any noise can easily be heard by your neighbours. They should not have to suffer loud voices, music or TV. Also please avoid doors banging and vehicle noise.

DRAINS

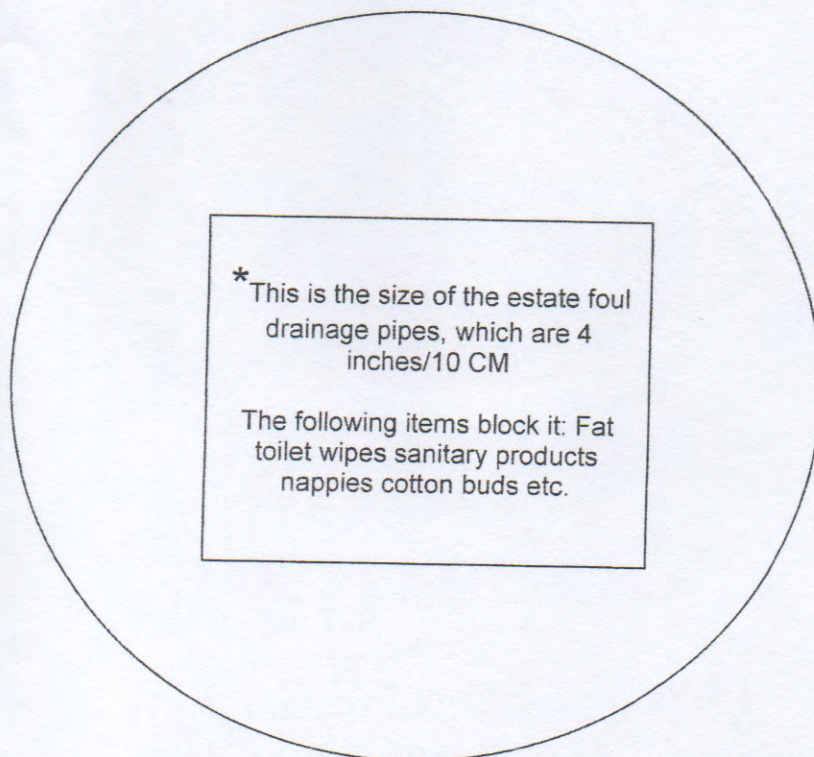
Please do not flush away or dispose of nappies, feminine hygiene products, toilet wipes or bulky items down the toilet as blockages can occur, which then require expensive professional expertise to clear the offending products from the communal drainage system. In addition, do not dispose of cooking fat down the drains as it is illegal and directly causes serious blockages. The Estate drains are only 4 inches in diameter and can be easily blocked. If a tenant causes a blockage, the charge would be recoverable from them directly. *

SUB-TENANT OBLIGATIONS

The Freeholder/Leaseholder is **required to act** on any formal complaint received from Sinclair Property regarding their sub-tenant and is therefore, bound under the terms of these regulations and obligations, to require the tenant to comply. Should the tenant ignore the Freeholder/Leaseholder's written notice to comply with the Sub-tenants Regulations and Obligations, this may result in the managing agent taking action against the Freeholder/Leaseholder causing their tenancy agreement to be terminated.

DISPUTES

If any dispute arises between Residents or Residents and the Estate Owner via his agent, the estate Owner will make a final and binding decision. If necessary, a Local Authority Notice, or a notice under the Law of Property Act 1925 will be served and costs will be recoverable from the Resident concerned. Where the estate Owner incurs any legal or other fees when dealing with nuisance or breaking of covenants, these fees are recoverable from the Resident or owner concerned. The Estate owner is entitled to an immediate repayment from the resident if the Estate owner incurs fees and expenses in stopping breaches of covenants.



For drain problems please ring: Monday-Friday - J & G Drains, Tel. 01483 755031
Weekends only - Drintec, Tel. 01895 677847
Also please inform your Phase Representative

Sinclair Property Limited

MANYGATE LANE ESTATE -INFORMATION FOR LEASEHOLD RESIDENTS

April, 2007

PLEASE READ AND KEEP FOR REFERENCE

The Estate, which is a Designated Conservation Area, comprises a total of 80 Freehold and Leasehold properties.

Each property owner may become a member of any Manygate Lane Estate Residents' Association, which informs Sinclair Property, via any Association Chairman, when specific maintenance and repairs are required on the Estate. This information is necessary for legal and insurance reasons and would otherwise require more frequent visits by the agents, at greater cost to residents. The Chairman may also advise on quotations and may oversee any day-to-day works in progress in an advisory capacity to Sinclair Property Ltd.

The Chairman, Committee and Association have no executive or planning role or powers in the financial or other management of the estate, the upkeep of which is the sole responsibility of Sinclair Property Ltd. acting on behalf of the private Estate Owner, Mr. S B Margolin.

All communications should be addressed to: Sinclair Property Limited, Reference MLE, Berkeley House, Barnet Road, London Colney, St Albans AL2 1BG
Telephone: 08442 250131 Fax: 08442 250132
Email: enquire@sinclairproperty.co.uk

CONDITIONS, RIGHTS AND OBLIGATIONS

Welcome to the Manygate Lane Estate. We hope you will enjoy living in this award winning development, which was granted Conservation Area status in 2002. Have you read and noticed the contents of your Lease, including attachments? You agreed to all the conditions when you bought your house. Tenants are also required to observe these conditions. Although this leaflet is not comprehensive, or an exact interpretation, the main points of your lease are paraphrased in plain English along with some general guidelines to help maintain an agreeable atmosphere on the Estate.

COMMUNAL AREAS

Residents have the right of foot passage only over communal tarmac areas, lanes and other pathways. At all times, areas of communal access, (footpaths, walkways, back lanes) **must be kept clear** of obstructions. This is important for safety, legal and insurance purposes.

Lawned areas are a visual amenity **only** and are **not for use as a playground**. Your lease gives no right of use over these areas and playing games in the communal gardens or walkways and parking areas is **not permitted** -no ball games, cycling, skateboards, roller blades, etc.

Please do not allow pets to foul the lawns, beds and other communal areas. Please note that residents should use their own garages and carports for parking whenever possible. Communal area car parking is for residents and visitors' cars and service vehicles. Caravans and trailers are not permitted in the communal parking areas and obvious commercial vehicles must not be parked overnight in these areas. Consideration for others should be observed when parking and untaxed vehicles may not be left in the car parking areas. Any untaxed vehicle should be parked in a garage or carport. For your safety and the safety of others, please do not enter or leave the estate by car or other transport at a speed faster than walking pace.

DISPUTES

To maintain estate harmony, please do not disturb others. In good weather with doors and windows open, any noise can easily be heard by your neighbours. They may not appreciate loud voices or share your taste in music, wind chimes, etc or may just want to sleep or relax quietly. Also please avoid door banging and vehicle engine noise and please take care with barbeques so that you don't smoke out neighbours around you.

If any dispute arises between Residents or Residents and the Estate Owner via his agents, a final and binding decision will be made by the Estate Owner. If necessary, a Local Authority Notice or a notice under the Law of Property Act 1925 will be served and costs will be recoverable from the Resident concerned. Where the Estate Owner incurs any legal or other fees when dealing with nuisance or breaking of covenants, these fees are recoverable from the Residents or owner concerned. The Estate Owner is entitled to an immediate repayment from the Resident if the Estate Owner incurs fees and expenses in stopping breaches of covenants.

RUBBISH

For your information, each house is provided with a bin store. Please note bins should only be put out for collection (currently on Thursday mornings) and returned to the Resident's property. Please do wrap, bag and bin items properly as otherwise the wind can litter the area along with foxes, dogs and cats which have all been known to investigate for food. Please take bulky items straight to the Civic Amenity Site in Charlton Lane or arrange for a swift special collection. Please do not put out food for animals and birds on the communal areas.

There is no cleaning of communal areas by the local council on our private estate. Note that any rubbish dropped in communal areas has to be cleared by the gardeners who can't attend to the gardens at the same time, causing unnecessary trouble and expense to Residents.

No waste matter or bulky items may be placed, dumped or allowed to accumulate on private or communal property.

WATER WASTE

For your information, there are two types of water waste. **Fresh** - rain or surface water, is disposed through your private house or communal soakaways. In the case of garages and town houses care should be taken to keep your section clear of leaves, dirt, debris, etc. **Please do not sweep this into the gullies as this makes professional cleaning more necessary and frequent.** The **Foul** drainage system removes toilet and other e.g. washing water waste. As our system is over 40 years old and requires a degree of restoration, it is essential that bulky items are not flushed away. Please take care to ensure that trees and bushes **are planted** some considerable distance from private and communal drain lines and manholes. **Failure to do this can result in very expensive repairs, which could be charged to the offending householder.**

LEAKS, REPAIRS AND ACCESS TO YOUR PROPERTY

The Estate Owner, the Residents or their agents have the right **at any reasonable time, or at any time in the case of emergency, to enter the premises of adjoining or other properties** to carry out work or repairs to property, fences, walls, electricity, gas, water supply, fresh and foul drains.

ALTERATIONS AND DECORATION

Residents **may not make any addition or alteration** to the plan (including roof) or elevation (front, rear and sides and windows) of any property. Flat-roofed two storey houses require that their ground floor windows are unpainted aluminium framed and likewise for the upper floors of the three storey flat-roofed houses. Other windows should be in keeping with the original design. The Estate Owner, together with his surveyor, may however, consider any application in writing, for property extension or modification. **As the estate is a Conservation Area**, Residents also need to gain approval from Spelthorne Borough Council Planning and Building Control Section, which must also inspect and approve any tree surgery in both communal and **private** gardens.

Properties including garage doors, are required to be kept in good repair and painted externally every three years as per the Lease and the Estate Owner's guidelines, properties with UPVC cladding should also be cleaned every three years. A copy of these guidelines is available from Sinclair Property and this details the exact colour for use on the external paintwork including balconies, ironwork, fences, gates etc. This is to ensure that properties are externally in harmony. External brickwork, including walls should be pointed and rendering kept in good condition. Likewise, all fences and gates must be maintained. Residents must maintain the boundary walls or fences around their properties in good original condition.

USE OF PROPERTIES

Premises are **only** for use as a single family home and garages and carports are only for the purpose of garaging private motor vehicles. The Estate Owner has to give permission for any hut, shed or similar or placement. No garage may be sold separately from the property unless it has first been offered to other estate residents.

SERVICES

For your information, as well as general and financial estate management, the Estate Owner's agent provides communal boundary wall, garden, tree surgery, drain and electrical services, general estate maintenance, restoration and repairs. On the estate, there are four water standpipes for use by the gardeners or workmen on estate business though Residents may use them to fill watering cans for gardens or wash buckets for car washing. Hoses may be used to clear spillage and by builders or such other residents' workmen.

SERVICE CHARGE

All Residents have to pay their share of twice yearly management, maintenance and repair fees **in full on demand** so that the agents can be swiftly re-imbursed and management fees kept to a minimum. Leasehold owners are also required to additionally pay on demand their annual ground rent and any applicable insurance policy premium through Sinclair Property Ltd. Insurance Policies.

ABSENT OWNERS

If owners let their properties, **their tenants must be made aware of the covenants and advice in this leaflet**, e.g. access, use of communal grounds, waste/rubbish disposal, etc. Where a house is let or used by a Resident other than the owner, **the owner must notify the managing agents in writing of the address and telephone number of where the owner resides, the name of the new occupant and any letting agent involved. Such information is vital in case of emergency** and the Landlord's agent should be aware of where a key has been lodged locally to allow emergency access.

WHEN YOU SELL YOUR PROPERTY

At the sale of property, the Landlord's agent **must** be informed that contracts are being exchanged and that the new owner and his mortgage lenders have been made aware of the Landlord's reversionary interest. This must be confirmed in writing to the Estate Owner, c/o his agent. The new owner must be provided with a copy of leasehold or freehold deeds from his solicitor and must obtain a copy of this simple guide from his solicitor or Sinclair Property. When Sinclair Insurance Policies are not used, your buildings Insurer must also be made aware of the Estate Owner's interest.

When you have any queries etc which cannot be resolved by reference to this guide or your leasehold deeds, then please consult your Association Chairman or Committee, Sinclair Property or your solicitor.

Although Tenants do not own the rented properties in which they live, like all freehold and leasehold owners, they are still required to abide by the estate regulations.

Please help to keep the Manygate Lane Estate a quality place to live and treat the estate and other residents with care and consideration.

Many Thanks!

Manygate Lane Estate - Decorating Schedule

Note that Sinclair Property will legally enforce covenants for the benefit of all residents and the estate freeholder. We need to adhere to these legally binding covenants on both leasehold and freehold properties. Amongst numerous other obligations, these covenants, which were agreed to and signed when houses were purchased, require properties to be kept in good repair. Every three years, external woodwork, garages, fences, walls, etc, should be painted according to the schedule below.

3 storey ML (phase 1) Nos 187 to 207

Ground floor woodwork (or PVCu) at front	white
Balcony wood front rails	white
Balcony rail metal upright posts	black
Balcony wood floor	natural stain/varnish
Soffit panels and fascia boards	white
Render panels (rear)	white (see below)

Garages (phases 1, 2) Nos 1-26, 27-33

Fascia boards, soffits	white
Doors (see below)	savannah

2 storey ML (phases 1 and 2) Nos 131 to 185

External woodwork, gates, and wood fencing	white
Window panels (bathroom and rear)	matt black
Rear garden walls (exterior houses)	white (see below)
Front wooden door	natural or medium stain/varnish

3 storey ML (phase 3) Nos 109 to 129

Garages (phase 3) Nos 34-50

Front door (either PVCu or wood)	white	Fascia boards, soffits	white
Ground floor woodwork at front	white	Doors	green
Ground floor front masonry	white		
Render panels (rear)	white (see below)		
Balcony wood front rails	white		
Balcony rail metal upright posts	black		
Balcony wood floor	natural stain/varnish		
Soffit panels, fascia boards, gates, fences	white		

2 storey (phase 3) Nos 97 to 107 ML and 36 to 48 GR

Front/rear woodwork	white (including any T&G boarding to elevations and fences & gates)
Front wooden door	natural or medium stain/varnish
Front PVCu door	white
External wood fencing, gates	white
Render panels (where applicable)	sandstone (see below)
Soffit panels and fascia boards	white

3 storey GR (phase 3) Nos 2 to 34

Soffit panels and fascia boards	white
External woodwork inc porch	white
Render panels (where applicable)	white (see below)
Garden fences and gates	white
Garage doors (see recommended below)	green
Front door (to match garage)	green

- Paint to be used on phase 1 & 2 garage doors (nos 1 to 33) is Savannah (previously Topaz) - available as British Standard 10C35 from Shepperton Homecare, 95 High Street, Shepperton or from Cane Adam Ltd, Decorators' Merchants, 172 Oatlands Drive, Weybridge and other suppliers. Phase 3 garage doors, use Dulux Trade Woodland Fern 2 green reference 50GY 13/306. Use grey undercoat. Available from same suppliers above.
- External masonry paint is Dulux Weathershield White (house nos. 131-139, 151-157 & 159-173). Use Dulux Weathershield Portland (or Johnstones Stormshield Masonry paint, mixed as Portland) for house nos. 141-149 & 175-185 Manygate Lane. For 109-129 and 187-207 Manygate Lane rear render panels and 2-34 Grove Road front and rear render panels - also use Dulux Weathershield White. For 36-48 Grove Rd front and rear render panels - use Dulux Weathershield Sandstone BS 08 B17. All woodwork white gloss is Dulux Trade Brilliant White or equivalent.
- For relevant covenants see Leasehold Deeds section 2 (3) or Freehold Deeds - First Schedule (v).