



Welcome to your latest newsletter and thank you for your continued support. This newsletter is only sent to home owners on Manor Farm Estate. If you know a resident who has not received it then please forward this on.

Matters related to Manor Farm Company

1. ANNUAL SERVICE CHARGE

For 2019/20, the Directors will maintain a headline service charge of £100, its level since 1995. The special on-off discount from 2018/19 has been removed as we spent almost £10,000 in resurfacing areas of the footpaths surrounding the two greens as well as additional tree maintenance costs reflecting the increasing maturity of many of our trees.

However, for prompt payment, the discount of £25 will remain reducing the annual service charge to £75.

Please note that **the prompt payment discount only applies provided payment is received before the end of the discount period** as shown on the invoice, and we reserve the right to challenge anybody who arbitrarily applies a discount to which they are not entitled.

2. DIRECTORS & EXPERTISE

Most of the current Directors have served on the board for several years (over 20 years for Jenny Guerin). In order to maintain momentum, we are very keen to have input from new 'talent'. Enthusiasm and a desire to help the community are the only skills required. Please call or email us if you would like to chat about becoming a Director.

3. ESTATE MANAGEMENT – gardens, roads, parking

We have continued to work hard on maintaining the gardens, which are for the benefit of all shareholders, therefore could you please keep pets and children off the beds, where possible, to avoid damaging young plants. In addition, please could residents make sure that **overgrown plants/trees are cleared from pavements and common areas.**

The issue of parking on the estate continues to create problems for the management team and we would bring to your attention that cars without a valid MOT do not have permission to park in any of the MFCo owned car parks, as previously mentioned in the Manorism.

The management team will also be taking a strong stand against any forms of garden waste dumping on MFCo land – this includes building materials, old flower pots and ash from fireplaces and BBQs. Our intention is to keep MFCo land looking tidy and safe for the benefits of all shareholders.

4. DOG FOULING on the Estate

Just when we thought we had made progress with dog fouling on the estate, we have had a number of cases of **dog waste in plastic bags being left at the roadside and on some garden walls.** We don't need to tell you how disgusting this is – please take your dog waste home

or use the bins provided in various parts of the village. We have reported the problem to Chiltern District Council, who will be following up in due course.

The Management Company have gained agreement from the Parish Council for a new dog waste bin to be installed at the entrance to the woodland at Farmers Way and Coat Wicks.

We hope that this will assist with the proper disposal of these bags.

5. EMAIL ADDRESSES

Please ensure we have your up to date email address to facilitate communication. We prefer to communicate the annual service charge invoice and the AGM notice by email which helps us keep costs down. Please send your email address to mfco1cw@gmail.com if we do not have it.

6. PROPERTY TRANSFERS

All property transfer documents connected with MFCo are available at www.seergreen.org.uk/transfer. Please instruct your solicitors to access this website page when you are selling your property. The *Supplementary Charge* you need to pay for the work we do in connection with a property transfer is £100 to help defray costs.

7. PLANNING - Permissions & Covenants

Most of you will be aware of the **special covenants** and **planning regulations** which control development on the estate. However, as we have a number of new residents, we thought we would highlight these again.

Please **consult your property title deeds and the Manor farm website relating to covenants**, notably the areas which are meant to remain green and open, before embarking on even minor projects such as paths, walls and fences.

Please remember that **planning approval is required** from the Company for changes to your property. Permission is normally given if consent has already been granted by the Council but note that **permitted development rights do not apply** on the estate.

The rules exist to **preserve the open and green nature** of the estate - from which we all benefit – and the directors are duty-bound to uphold them. These relate to **conservatories and extensions**, in addition to **walls, fences** and even **private gardens**.

In particular, **front gardens** and **land at the rear of some properties** must be maintained as **unenclosed green areas** for the benefit of the estate. Further information can be found on our website www.seergreen.org.uk.

Please note that MFCo reserves the right to draw attention to potential covenant breaches to prospective house buyers. If in doubt, **please contact us if you have any questions.** We are here to help!



Other matters and IMPORTANT NEWS

8. WATER LEAKAGES – From the Supplier Meter to the Householder property

The Management Company have recently been made aware of a water leak between a water meter and the stopcock in the supplied property.

As this is something that could happen to any of our members households, we thought it would be of assistance if information was made available in this edition of the Manorism to provide guidance to you in the event that this should happen to you.

a) How do I check if I have a leak?

Affinity Water have a helpful web site that provides a guide to check for leaks – internal or external – and can be found here:
<https://www.affinitywater.co.uk/customer-leakage-advice.aspx>

b) How do I know who is responsible for the leakage?

The supplier, Affinity, are responsible for supplying the water to the estate.

They are also responsible for the maintenance of the pipework's up to and including the water meters.

The **Householder** is responsible for the pipework from the meter to the house.

c) How do I know if I am insured for getting this repaired?

This will depend upon the type and level of insurance that you have for your house.

In general, the standard household buildings insurance will only cover you for the pipework's that are within the footprint of the house (i.e. foundations), however some insurance through specialised companies, for example **Homeserve**, does cover you for this external pipework.

Note: Please ensure that you check your insurance coverage carefully.

d) Water Supply Estate Map

The Management Company will be requesting from Affinity Water a detailed map of the water supply pipework's for the entire Seer Green estate to identify any supplies that are both individually owned or are shared with other properties.

When this map is available it will be loaded onto the Manor Farm web site.

9. DRAINS & TOILETS

Please **refrain from flushing items such as nappies and wet wipes** down the toilet as they may cause blockages. While some brands of wet wipes are labelled as 'flushable', **most of them do not actually dissolve and can cause blockages in the drains.**

10. GENERAL DATA PROTECTION REGULATIONS (GDPR)

MFCo is **fully committed to protecting your data and respecting your privacy.** Your contact details are stored in a password protected laptop and in a further password protected spreadsheet. Your contact details are also stored in Quick Books accounting system which is stored on a password protected laptop held by the Finance Director. This is used to manage your shareholder invoices and to communicate with you.

Under no circumstances will any of the information held by MFCo be sold or communicated to any third party. We have provided this statement to inform shareholders of how the contact details held by MFCo will be used. If you have any questions, please contact the Company at mfarmco@gmail.com.

Enjoy the summer! **The Editor**