

# Stratton Fields



## Stratton Fields Management Limited

8 Rau Court  
Caversfield  
Bicester  
OX27 8FF



Company No: 03327675 (Registered in England and Wales).

Executive Directors: Chris Hartley & Corrine Mitchell  
Company Secretary: Eleanor Booth-Davey

# Welcome Pack





## Welcome to the Stratton Fields estate...

This document will introduce you to the Stratton Fields estate and its management committee which hopefully will answer any questions you might have.

### What is “Stratton Fields Management Ltd”?

In 1987, a range of detached and semi-detached homes were built for the United States Air Force. In 1996/7, since they were no longer required by the Americans, half of the houses were sold off as the private estate **Stratton Fields** and the rest passed to the Ministry of Defence (MoD).

Originally Stratton Fields was run by a management company set up by the seller, however, it soon became apparent that the residents needed to take over the running of their estate themselves...

A residents meeting was called and they decided to apply to take over **Stratton Fields Management Limited** (SFML) to carry out the administration of the estate. Since then, SFML has been run by a Committee of around 8 volunteer residents from the estate – however it is important to note that each household has a stake in the company whilst they live on the estate (see below).

### What do SFML do?

As a Limited company, SFML is registered with Companies House and the accounts are audited on an annual basis. We have an Annual General Meeting, usually in May each year. The company has issued **141 shares**, and **one** is issued to **each household**. This means that each household is a **shareholder** in the company and **has an equal say**. However control of the share is relinquished – and must be transferred to the new owners – when you sell your property.



## Finally...

We hope you are happy in your home!

Should you have any questions – or if you are interested in helping to run the estate, please do contact us – details are on our website, [www.strattonfields.co.uk](http://www.strattonfields.co.uk).

Alternatively, contact the Company Secretary at [secretary@strattonfields.co.uk](mailto:secretary@strattonfields.co.uk) or at the company's registered address detailed on the back of this booklet.





## How can I keep in touch with what is going on?

As well as the website, SFML produces a regular newsletter, the Stratton Fields Gazette, to help keep you aware of things happening on the estate and everyone is encouraged to submit articles for publication.

You may also contact the Committee via the Company Secretary at [secretary@strattonfields.co.uk](mailto:secretary@strattonfields.co.uk) or at the company's registered address detailed on the back of this booklet.

## A few facts...

We have listed a few facts below that we hope you will find useful.

The nearest **Post Office** is in Bassett Avenue (off Churchill Road).  
The main post office is in Sheep Street in the centre of Bicester.  
The nearest **post boxes** are on The Rowans (through the pedestrian walkway off Truemper Grove) or outside The Garden Quarter in Skimmingdish Lane.

The nearest **telephone boxes** are next to the post boxes.

|                                     |                                |
|-------------------------------------|--------------------------------|
| Emergency                           | 999 (landline) or 112 (mobile) |
| Bicester Police Station             | 101 or 01869 320919            |
| Thames Water (24hr)                 | 0845 9200 800                  |
| Scottish & Southern Electric (24hr) | 0800 072 7282                  |
| National Gas Emergencies            | 0800 111 999                   |
| NHS Direct                          | 111                            |
| National Rail Enquiries             | 0845 7 48 49 50                |

Rules for the estate are set out in a series of **covenants** (in your Title Deeds) that **you are required to abide by**. When SFML took over control from the original management company, a **shareholder vote** was taken regarding the **retention and enforcement** of the covenants. **Over 70%** of the households voted to keep – and for the committee to enforce – the covenants and this remains a key activity of SFML Committee. The Committee meets on a regular basis and whilst these meetings are not open to the residents, the minutes are available from the Company Secretary.

**Please note:** if you are not a registered shareholder, you are not entitled to vote on estate matters. When you purchased your house, the solicitors should have raised a Stock Transfer Form to allow the Share Certificate to be issued in your name. If in *any* doubt as to whether or not you are the current listed shareholder for your property – or if you know you are not (and you should be!) – please contact the Company Secretary on [secretary@strattonfields.co.uk](mailto:secretary@strattonfields.co.uk) or at the company's registered address detailed on the back of this booklet.

## What are the “covenants”?

The covenants – in their original language – are detailed in Schedule 4 of your Title Deeds and are a set of conditions that all residents are equally bound to abide by. Your solicitor should have made you aware of these prior to your purchase, however they remain enforceable even if you were not informed at the time. For your reference, a copy of the Plain English version (produced by the Company Solicitor) is attached.

What this means is that **inside your home** you have free reign to do anything you wish (providing it doesn't cause a nuisance to your neighbours!).

But if you want to modify the **outside of your house** then please refer to the **covenants**. They will tell you what you **may** and **may not** do. They include conditions that affect fencing,





paving, trees, window replacement, sheds, garages, extensions, pretty much **anything** about the exterior of the property. Note: it is also your responsibility to ensure that your property – including house and gardens – remain tidy, do not encroach on pavements and do not present a nuisance or annoyance to other residents.

**In general you are strongly advised to obtain written permission from the Committee before making *any* changes and *definitely* before requesting Planning Permission from the local council – being granted Planning Permission does not mean that the Committee will approve the plans possibly resulting in you having to change them and then *reapply* for Planning Permission (at additional cost). Furthermore, if you make *unapproved changes* to the exterior of your house, you risk having to *undo them* at your *own cost*.**

Please note that ordinarily applications will only be rejected where they contravene one or more covenant conditions or where they would be detrimental to the neighbours.

Further advice is available in the Frequently Asked Questions section of the SFML website at [www.strattonfields.co.uk](http://www.strattonfields.co.uk).

Alternatively, contact the Company Secretary at [secretary@strattonfields.co.uk](mailto:secretary@strattonfields.co.uk) or at the company's registered address detailed on the back of this booklet.

### **What is the Service Charge?**

SFML levies an annual Service Charge of £182 per annum per household to cover the costs of maintaining the estate. The fee is payable in two instalments of £91, due 6 monthly in advance; there is also a monthly payment option available (please just ask). Invoices are usually issued in June and December each year and all debts are rigorously pursued.



### **Speed limit**

The speed limit is **30mph** however the road is not capable of sustaining traffic at this speed due to parked cars and the winding nature of the road.

The estate is fairly quiet and full of cul-de-sacs – which means that **children** have a tendency to **play in the roads**. There is also the possibility of **ice** on the roads during winter. We all want the estate to be a safe place for everyone – residents and visitors...

**So please kill your speed (as 20 is plenty)!**

### **Parking**

Please help by parking cars on your driveway and by NOT parking near or across entrances, junctions or in turning circles.

### **What relationship do we have with the rest of the community?**

A very good one. The estate forms a very large part of the Parish and it is therefore very important that we have a say in local matters. The company attends various Council meetings and is kept well informed of events – estate residents even form part of the Caversfield Parish and Bicester Town Councils and have regular contact with the American residents.

If you are interested in becoming more involved in the running of the estate, please get in touch with the Company Secretary at [secretary@strattonfields.co.uk](mailto:secretary@strattonfields.co.uk) or at the company's registered address detailed on the back of this booklet.





## Bins and waste collection.

There is a local recycling scheme in place: the **brown bin is for food and garden** waste and the **blue bin for recyclables such as tins, plastic and paper**. The **green bin is general waste for landfill**.

Waste collectors **will not take anything which does not fit in the bins** however there is a **Civic Amenity and Recycling Centre at Ardley** which takes **all items**.

Also:

- **Glass must not be placed in any bins** as it may cause injury.
- If you have **large, bulky items** you are unable to transport, the Council has a low cost service to remove them for you.
- **Small electrical items** may be left on top of (not in) the bins for collection.

Bins are emptied on **Wednesdays**; they arrive early so it is recommended to put the bins out late on Tuesday! Different bin types are collected on alternate weeks: blue & brown together, then green.

*Any questions, or if you need bin(s), please contact Cherwell District Council on 01295 221940 and ask for the Wheelie-bin Helpline.*

## Drains and sewers

In the past, there have been minor problems with blockages in the sewers (now resolved). One problem was found to be the build-up of fat deposits in certain areas, so **please do not pour fat or grease down the kitchen sink**; it cools and then solidifies and blocks the drains. Nappies were also another cause of blockages.



## What does the Service Charge cover?

The Service Charge covers expenses incurred in maintaining the infrastructure of the estate. It is hoped that by keeping the estate in good condition, we can avoid the necessity and substantial costs of large repairs in future years.

The estate is responsible for items such as the road surface, street lighting, pavements, common areas and insurance. Exceptions to this are the road surface in Thompson Drive and Rau Court (only) which were adopted by the local council in 1997 and the sewers/ drains that were adopted by Thames Water a few years ago.

Should the others roads be adopted, the estate would still be responsible for all the infrastructure apart from the actual road surfaces and when polled, 74% of residents voted to keep the roads private.

## Data Protection

Any personal information given to us is processed in accordance with the UK Data Protection Act 1998.

SFML holds information on its shareholders, namely their full name and address, and if supplied, their phone number and e-mail address too.

This information is only used to process requests made by you, to provide any relevant services or information on SFML activities or local events, and to comply with Companies House legal requirements to maintain a Share Register and submit shareholder details in the Annual Return. We do not pass on your information to any third parties.

