



Four Oaks Estate Ltd
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19th April 2023

Four Oaks Estate Ltd – Statement of Management

Introduction

Four Oaks Estate Ltd (“the company”) is a not-for-profit company that owns the roads and associated land (such as footpaths and verges) that make up Four Oaks Estate. Its shares are held by four trustee shareholders who hold the shares on behalf of the Estate’s residents as defined and listed in The Four Oaks Estate Residents Trust, of which ‘qualifying freeholders’ are a member.

The trustee shareholders are Mr R.W.Forrest, Mrs E.Guest, Mr A.N.Andrews & Mr N.M.Humphrey.

Management Arrangements

The company is managed by a Board of Directors who meet quarterly. There are nine directors, one of which is elected as the company’s Chairman (the current Chairman is Mr M.McCollum). Directors must be Estate residents (‘qualifying freeholders’) and must be nominated and seconded by two other residents, approved for appointment thereafter by the Nominations Sub-Committee and appointed thereafter by the Board of Directors. This appointment must subsequently be ratified at the company’s AGM. Directors perform their duties on a voluntary basis and receive no form of remuneration.

There are two permanent sub-committees. One is the Nominations Sub-Committee which is referred to in the paragraph above. This sub-committee consists of three directors and the Company Secretary and meets on an ‘as required’ basis. The other is the Grounds Maintenance Committee which consists of three directors and the Company Secretary. This committee meets on a monthly basis to consider matters relating to the maintenance and improvement of Estate land and these meetings include retained and potential contractors and service providers as necessary. Other sub-committees are formed on an ‘as required’ basis, such as for specific projects for example.

Financial Arrangements

The company is financed by an annual Road Frontage Charge that residents are required to pay. This is demanded on 1st October each year. The company receives other forms of income occasionally, such as consent fees and development fees. The company has no obligation to produce annual audited accounts but does so for transparency and accountability. These audited accounts are circulated to all residents annually, usually upon the calling of the company’s AGM.

The Road Frontage Charge is set by the Board annually in advance of the company’s ‘year-end’ on 30th September. The charge is based on the property’s frontage to Estate land and is set at a rate per yard. The Board sets the charge after consideration of an annual budget prepared by the Company Secretary.

The Road Frontage Charge is set at a level to provide sufficient income to meet routine administrative and maintenance costs. In addition it is designed to provide a surplus for transfer to a Capital Reserve Account, that together with other forms of income, such as consent fees and development fees, provides funds for specific projects and improvements.

Insurance Arrangements

The company maintains two forms of insurance. One is Management Liability Insurance (also known as 'Director's & Officer's Insurance') and the other is Property Owner's Liability Insurance. The cover level and insurance provider are reviewed annually. Current cover levels are £2,000,000 & £20,000,000 respectively (subject to conditions of cover).

Managing Agents, Professional Advisors and Contractors

The company retains a firm of Managing Agents to manage its administrative, financial and maintenance affairs. A director of the Managing Agents is appointed as the company's Company Secretary. The current Managing Agents are Tullah Property Management Ltd.

The company retains a firm of auditors and a firm of solicitors to advise it professionally and these are elected at the AGM. The current auditors are Feltons (Birmingham) Ltd and the current solicitors are Trowers & Hamlins LLP.

The company retains and appoints contractors to carry out maintenance and improvement works on an ongoing and 'as required' basis, with the exception of general grounds maintenance works where a firm of contractors is formally appointed on a contractual basis. The current grounds maintenance contractor is Edges & Hedges Ltd. Maintenance works include works to roadways, footpaths, verges, hedges, trees, signs, drains and lighting columns.

There are over four hundred trees on Estate land, mainly in verges. For safety and tree-stock management purposes they are inspected two-yearly by a qualified firm of arboriculturalists and approval from Birmingham City Council's Tree Officer is gained prior to recommended works being carried out.

Communication with Residents

The Board and the Managing Agents are committed to maintaining a high level of communication with residents. A quarterly newsletter is published and distributed by email, together with other intermittent email circulars relating to Estate matters. There is a Residents Guide Book that is distributed to new residents with a 'welcome letter'. There is a residents-only website that has an archive of newsletters and other documents (www.fouroaksestate.com). Residents are invited to the AGM, which is usually held in April each year, where the company's Chairman and Company Secretary give an annual report, together with the Chairman of the Grounds Maintenance Committee and the company's auditor. Residents are invited to participate at the meeting. An Estate resident administers two WhatsApp Groups that are restricted to Estate residents only. One group is a general group for residents to contribute in general information terms and the other is designed for use relating to security matters only. The company supports these groups but does not administer them or endorse them formally. Any information posted or any views expressed are those of residents in a private capacity.

Four Oaks Estate 'List of Roads'

The roads that make up Four Oaks Estate are shown on page three. The Company has registered freehold title over the roads in its ownership and the five principal roads are Bracebridge Road, Luttrell Road, Ladywood Road, Wentworth Road and Hartopp Road.

Stuart Tullah,
Company Secretary.

*The image shown above on page 1 is an image of Four Oaks Hall which was demolished in 1898.
Reproduced from 'Lost Heritage – Demolished Country Houses of England' (www.lostheritage.org.uk).*

Four Oaks Estate Ltd, registered in England – company number 00224411.
Registered Office: 14 Fotherley Road, Shenstone, Staffordshire, WS14 0NJ.

Four Oaks Estate – list of roads.

The roads in Bold are the five principal Estate roads and those listed beneath each are the cul-de-sacs that run off them.

The principal Estate roads are owned on a freehold basis by Four Oaks Estate Ltd under Land Registry title number MM69180. Cul-de-sacs are held in individual Land Registry titles.

Bracebridge Road

Cedar Bridge Croft

Luttrell Road

Cressington Drive

Ladywood Road

Laureates Walk

The Orchards

Knowles Drive

Wentworth Road

Hampton Drive

Heather Court Gardens

Ravenswood Close

Kenilworth Close

Hartopp Road

Greensleeves

Applecross (first half of road only)

The Copse

Cliveden Coppice

Driveway to 6, 6C & 6E Hartopp Road (between Greensleeves & 6D Hartopp Road)

The Moorlands

Stoneleigh Close

Coombe Park

Whateley Green

Notes:

In addition to the above there are two houses on Four Oaks Road and four houses on Lichfield Road that are part of Four Oaks Estate due to each having land that has a frontage to one of the five principal Estate roads.

Clarry Drive, Heaton Drive, and Parklands Drive (these are off Hartopp Road) are not part of Four Oaks Estate.