

## GPRA Graylingwell Park Residents Association

### ROLE:

Residents' associations are organisations formed by groups of people from a specific geographic community who come together to address issues within their local area and act as a voice for their local community. Membership of a residents' association is normally open to those who pay a service charge or rent charge directly for services supplied to the development in a defined area such as a housing estate, a large residential building, a suburb or an electoral district of local government. They are generally wholly inclusive. The committee members carry out a vital role within the community and voluntary sector. Their role is not necessarily about doing, it is about ensuring things are done.

### RESPONSIBILITIES:

- To represent the residents of Graylingwell Park ('the development').
- To protect and further the community interest of the residents.
- To make representation to, and negotiate with, the developers, estate management company, relevant housing association(s), Community Development Trust, local councils and other interested parties.
- To monitor services and service charges annually having regard to reasonableness, cost efficiency and transparency.
- To seek and obtain professional advice from suitably qualified persons as required.



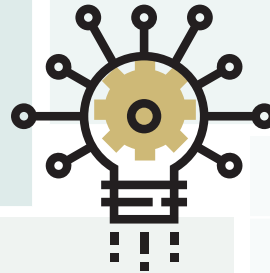
## CCDT Chichester Community Development Trust

### ROLE:

Development trusts are organisations operating in the UK that are; community based, owned and led; engaged in the economic, environmental and social regeneration of a defined area or community; independent but seek to work in partnership with other private, voluntary, and public sector organisations; self-sufficient or aiming for self-sufficiency, and not for private profit.

### RESPONSIBILITIES:

- Engagement and participation - developing community activities that promote its core values and address the needs of the local area in order to involve a significant proportion of residents.
- Community development including youth provision
- Community liaison with Developers and housing providers, CDC, WSCC and CCC
- Community leadership - engaging with residents, businesses, voluntary groups and the wider area to grow its membership base.
- Sustainability - encouraging a low carbon lifestyle amongst residents through the roll out of projects, green travel initiatives and working in partnership with organisations to deliver innovative and groundbreaking projects. We will develop projects and initiatives to reduce carbon emissions and the promotion of sustainability partnerships.
- Facilities - managing a portfolio of community facilities. Management and delivering of community facilities and land in CCDT ownership
- Enterprise for all - encouraging the development of small enterprises and enhance residents' employability. The enterprise hub will host artists' studios. Partnerships are maintained and new ones developed to ensure that new business and enterprise opportunities are secured.



## GRANGE Property Management

### ROLE:

Management companies deal directly with prospects and tenants, collecting rent, handling maintenance and repair issues, responding to tenant complaints, and managing common areas. To provide a reliable, responsible and cost effective property management service.

### RESPONSIBILITIES:

- Ground rent and service charge collection
- Client service charge account management
- Credit control - debt recovery and arrears management
- Setting service charge budgets and regular expenditure reporting
- Production, certification and distribution of year end service charge accounts
- Compliance on health and safety matters including fire and risk assessment, asbestos, mechanical and electrical plant
- Consulting and advising on lease matters
- Managing housekeeping contracts e.g. cleaning / gardening / window cleaning
- Managing reactive repairs
- Planning and advice on long term projects
- Ensuring lessees are compliant with the lease terms
- Managing lessee applications for alterations
- Arranging no less than 6 visits to the property annually and liaising with all parties connected to the development. The purpose of each visit is to inspect the common parts only of the property (as can be reasonably inspected safely and without the use of access or other equipment) for the purpose of day to day management and to note the general condition only.
- Monitoring and complying with all relevant statutes, statutory instruments and local government legislation in respect of the communal areas only.



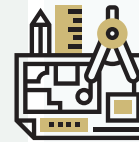
## CDC Chichester District Council

### ROLE:

Providing core local services, including economic development, planning, housing, leisure, wellbeing and environmental services for local communities.

### RESPONSIBILITIES:

- Council Tax collections
- Planning applications and development
- Leisure and culture
- Rubbish collection
- Recycling
- Housing
- Grants to help local organisations
- Play areas and play equipment
- Community centres



## WSCC West Sussex County Council

### ROLE:

The county council is responsible for services across the whole of the county.

### RESPONSIBILITIES:

- Education
- Transport
- Fire and public safety
- Social care
- Libraries
- Waste management
- Trading standards
- Bus shelters
- Grants to help local organisations
- Education, children and families



## CCC Chichester City Council

### ROLE:

This operates at a level below district and borough councils

### RESPONSIBILITIES:

- Allotments
- Community centres
- Play areas and play equipment
- Grants to help local organisations
- Consultation on neighbourhood planning
- Benches
- Bus Shelters
- Consultation on Planning Applications
- Footpath Lighting
- Street Naming & Numbering

