



TADPOLE GARDEN VILLAGE COMMUNITY INTEREST COMPANY

ANNUAL MEMBERS MEETING

7TH MARCH 2022

TADPOLE GARDEN VILLAGE CIC

Agenda

1. Welcome and Introduction
2. Preim & TGVCIC Structure
3. 3.TGVCIC Asset/Handover Update/CIC Works
4. TGVCIC Finances
5. Crest Nicholson South West Update
6. TGVCIC Questions to be Discussed
7. TGV Community Update
8. AOB
9. Summary & Close



I. WELCOME AND INTRODUCTIONS

Preim Ltd

Simon New – Estate Manager

Kasia Ganzera– TGVCIC
Community Mobiliser

Oliver Taylor – Head of Client
Delivery

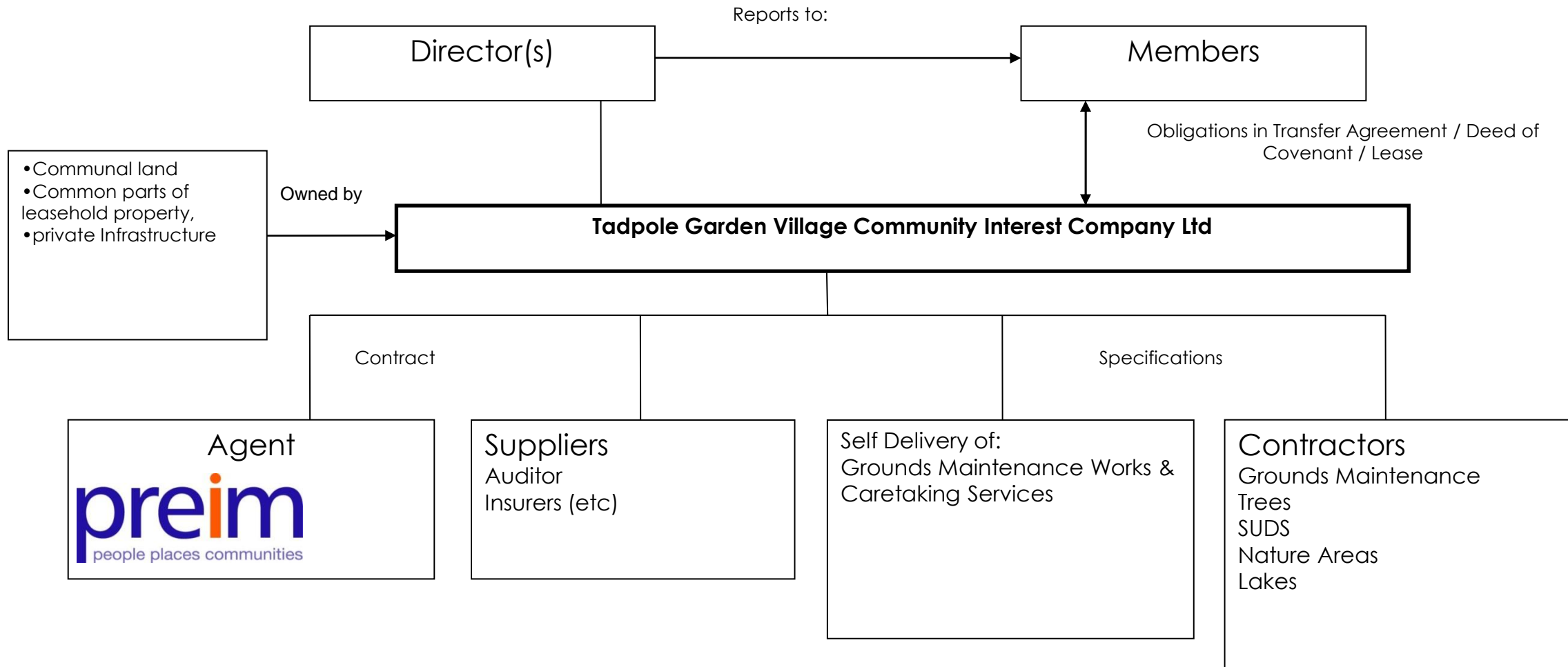


2. PREIM & TGVCIC STRUCTURE



- Crest Nicholson Strategic appointed PREIM Ltd as managing agents for the Tadpole Garden Village Community Interest Company (TGVCIC)
- PREIM Ltd are members of ARMA and are AMRA-Q accredited.
- PREIM Ltd specialises in the management of large 'garden village' style developments across England and Wales.
- All property owners at TGV are members of the TGVCIC and contribute to the estate service charge.
- Currently Crest Nicholson South West are the directors for the TGVCIC following a restructure within Crest Nicholson during 2020/21.
- CNSW make any TGVCIC decisions, however once the development is completed and all CIC assets completed and handed over then the CIC will handover to resident control.

2. PREIM & TGVCIC STRUCTURE



2. PREIM & TGVCIC STRUCTURE

Some of Preim's Duties:

- helpline, dealing with queries. Lawyers to members.
- provide an Account Manager – Simon
- procure supply chain
- dealing with handover of assets
- Preim website and Newsletters
- budgets and invoicing / direct debits
- managing monthly income and expenditure
- provision of financial reports
- arranging an independent audit of accounts
- fulfilling the role of Company Secretary
- arranging and attending the annual meeting
- supporting the residents steering committee - attending meetings
- holding a register of freeholders and leaseholders
- leasehold properties - application of Landlord and Tenant Act
- making the CIC annual return
- dealing with members selling their homes



2. PREIM & TGVCIC STRUCTURE

Resident Steering Committee

- There is a resident steering committee in place to liaise with Preim and CNSW regarding CIC and development issues
- Assets such as the pavilion and community space will be discussed with the committee once there are updates from CNSW and plans to be reviewed
- Liaise with Preim on handovers for CIC assets and CIC related works and large items of expenditure
- There is a committee constitution that has been drafted and amended by the committee, however currently it is not used as there are only 7-8 members of the committee. To work with Preim when taking handover of areas from the developer
- Trying to establish working groups that will review certain elements of the CIC
- Currently residents are free to join should they wish
- Currently require a Secretary for the committee for the agendas, meeting minutes and organising the committee meetings
- The resident committee does not make final decisions on CIC items, this is CNSW as they are the director. The Committee focus is CIC areas not areas still with the developer, however they can raise items to be passed to CNSW.
- Committee recently voiced their frustrations in the level of feedback and engagement from CNSW, Preim addressed this in a meeting with CNSW and have agreed monthly meetings with the infrastructure manager for CNSW and regular approval meetings with the CIC Director to provide better feedback for the committee.

3. TGVCIC ASSET/HANDOVER UPDATE/CIC WORKS

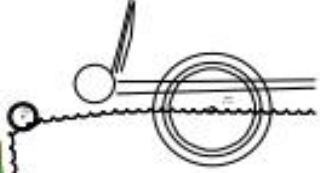
Handed Over to TGVCIC – Blocks and Internal Phases

- Phase 1A Landscaping
- Phase 1C Blocks of Flats – 3 Blocks & Surrounding Landscaping
- Phase 2.1A Landscaping
- Phase 3.1 Landscaping
- Phase 4.2 Blocks of Flats – 2 Blocks & Surrounding Landscaping
- Sections of 4.5 & 4.6
- Phase 4.8a Blocks of Flats – 4 blocks & Block Landscaping

Handed Over to TGVCIC – POS & Play Areas

- Eastern Common
- Western Section Eastern Common
- LEAP (Locally Equipped Area for Play)
- NEAP (Neighbourhood Equipped Area for Play)
- The Stray
- Town Park
- Phase 1 Allotments
- Bellway Pocket Park
- Greene Street Verge (alongside 2.1A)

■ Green: Green Space
 ■ Blue: Water
 ■ Pink: Pathway
 ■ Orange: Access Road
 ■ Red: Plot Boundary
 ■ Black: Building Footprint
 ■ Grey: Parking Area
 ■ Dashed: Boundary Line
 ○: Tree Symbol
 ●: Light Pole
 ○: Manhole
 ○: Utility Pole



- 1. All works to be completed in accordance with the approved planning conditions.
- 2. All works to be completed in accordance with the approved planning conditions.
- 3. All works to be completed in accordance with the approved planning conditions.
- 4. All works to be completed in accordance with the approved planning conditions.
- 5. All works to be completed in accordance with the approved planning conditions.

Lead Architect: [Name]
 Lead Engineer: [Name]
 Lead Planner: [Name]
 Lead Designer: [Name]
 Project No: [Number]
 Date: [Date]

Tadpole Farm - Phase 1A
 Master Circulation Plan

Scale: 1:500	Date: 15/11/2023
Drawn by: [Name]	Checked by: [Name]
Project No: [Number]	Site No: [Number]



- KEY**
- Crest Ownership Boundary
 - Residential Development
 - Employment Areas
 - Retail
 - School Site
 - Landscaping
 - Roads - Site
 - Roads - Highways Land
 - Existing Farm
 - Hedge row maintenance
 - Pocket park within residential boundary (Not excluded from residential areas)

Lot No.	Area (sqm)	Area (sqft)	Notes
1			
2			
3			
4			
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Talpole Farm

INDICATIVE DEVELOPER LAYOUT

Site: Talpole Farm, M7

Scale: 1:1000

Drawn: [Name]

Checked: [Name]

Approved: [Name]

Date: [Date]

Crest CREST DEVELOPMENT SERVICES

Studio

DRAFT

3.TGVCIC ASSET/HANDOVER UPDATE/CIC WORKS

- <https://nervous-euclid-10cb6b.netlify.app/>

3. TGVCIC ASSET/HANDOVER UPDATE/CIC WORKS

- Planned Maintenance Schedule (PMS)
- Details the maintenance works across the CIC areas, uploaded previously onto the Tadpole Community Website
- Based upon the landscape maintenance specifications that were designed by the Landscape Architect for the development

Column 1 Trade Maintenance Tasks	Column 2 Weekly	Column 3 Fortnightly	Column 4 Monthly	Column 5 Quarterly	Column 6 Bi-Annually	Column 7 Annually	Column 8 Other	Column 9 Notes	Column 10 Period of Year
Crosscutting - amenity grass	■	■						Starts on the larger strategic areas such as The Drive and the commons is cut weekly and is cut weekly, ensuring the cuttings will be left on site. The beds of beds and some of the smaller landscaped areas have a fortnightly cut and collect consisting of cuttings are removed from site.	Mar - Nov
Crosscutting - woodland areas						■		These areas are only cut once a year, primarily this refers to the woodland area next to the Town Hall and the woodland area just off The Drive	Autumn
Grass Cutting - The Drive	■	■			■			The Drive consists of 2 differing types of grass, along the foot of the field and then the foot part of the second field the grass is designed as amenity grassland as it is cut weekly or fortnightly dependent on the growth or if the ground is too wet it will be left for a few days. The First Grass is cleared as wild grass and is left to grow until the end of September of July when it will receive the first cut. A second cut is then scheduled for September and it is then left until the following June/July. As the grass matures on going maintenance the wild grass and flowers will appear, it often takes a few seasons for this area to appear as per the above.	Throughout the year
Crosscutting - Wild Meadows					■			These areas are cut twice a year and the cuttings left on site for a few days to let the grass seed/germinate. These works are early summer and then again late Autumn.	Early Summer/Late Autumn
Weeding Shrub Beds	■							Weeds will be removed by hand where possible. Some weeds may require spraying, the landscapers will work around the different areas of the development on a rotational basis.	Throughout the year
Shrub Maintenance	■							Shrub beds are trimmed and shaped	Throughout the year
Commercial Hedge Maintenance				■				Hedge hedges within the development are trimmed and maintained	Throughout the year
Native Hedge Maintenance							■	As part of the ecological strategy for Tadpole the native hedges are only cut to be cut every 2-3 years. All ground that is adjacent to the hedges should be cut and some hedges cut one year and others in the following year. This will continue until most areas have been cut once and all hedges can be included into the same 2-3 year cycle.	Sept/Oct
Weed Spraying			■					Weed control is used to be carried out for weed spraying. Sprays take place throughout the year, however they are weather dependent. Call A/Clear Landscapes to spray weekly if the weather allows.	Throughout the year
Edging of grass, shrub beds, flowerbeds etc.					■			Grass areas are edged in the winter months and then again just before the spring season in March	Winter/March
Tree Planting						■		The annual TGVCIC Tree Survey will identify any failed trees, or trees that are a high risk, they trees that have died will be replaced between Nov - Feb, dependent on the weather. With young planted trees the tree survey may recommend that the tree be given a couple of years to take.	Nov - Feb
Planting works Shrub Beds						■		The TGVCIC has the responsibility to replace any dead or failed shrubs in any areas that have been handed over to the TGVCIC. The planting works are undertaken in Autumn/Winter	Oct - Mar
Bank Mulch in shrub beds							■	The shrub beds also require top ups with bank mulch. This is reviewed regularly and areas are topped up when required and this will be at least once a year. The TGVCIC undertakes an annual tree survey	Throughout the year
Tree Survey						■		Following the survey recommended works will be scheduled in for the winter months. Lesser work can occur when required throughout the year. This will include any planting works on failed over trees that fail.	Summer
Tree Works							■	The TGVCIC undertakes an annual tree survey	Spring
Play Area Survey						■		Weekly visual inspections by the landscaping team for any visible, obvious defects	Throughout the year
Play Area Inspections	■							The bank mulch in the play areas is added and mixed once a week and then this is topped up quarterly when it is due to come across.	Throughout the year
Bank Mulch in play areas	■			■				Following the survey any recommended works are completed, however should defects be noted on the weekly inspections actions and repairs will be undertaken	Summer
Play Area Works							■	Annually the large water basins that form a part of the Taylor Water Urban Drainage system (SU2) have to have sections of weeds removed to ensure the inlets and outlets are clear.	Oct - Mar
SU2 Basin clearing						■		There are a number of bushes around the development that also form a part of the SU2 strategy for FOU. These will be cleared and cut back annually.	Oct - Mar
SU2 Bush maintenance						■		Weekly bin clearance	Throughout the year
Bin Emptying	■							Weekly bin clearance, this is undertaken by H.Ashmore's Parish Council	Throughout the year
Dog Waste Bin Emptying	■							The road surface water gullies owned by the TGVCIC are jetwashed and cleaned annually.	Spring/Summer
Street Cleaning						■			

3. TGVCIC ASSET/HANDOVER UPDATE/CIC WORKS

- Play Area Repairs – Ground beneath the swings on the NEAP to be repaired in March, order raised in February.
- NEAP Swings – these were replaced. Parts ordered in December 2021, however only arrived in Feb 2022. Discussions had been on-going with the installer over warranties.
- Town Park Swing – Bush damaged, however whole top bar would need to be replaced as the connecting part is a part of the top bar. Currently discussing repairs with the manufacturer and the warranties, however CNSW have approved the expenditure if required.
- Town Park Slide – Should be installed in May 2022
- Tree Survey works – March 2022, identified 6 defective trees that require a tree surgeon
- Over 30 trees identified as struggling, however alive. CutNClear bark mulched and top soiled all bases as this should help the trees recover
- Top Basin Works – March 2022/June 2022 – depends on Ecology report and how wet the basin area is
- Tree Replanting Stray/Surface Water Drainage issues Stray – May 2022, identified the first section of trees on the right hand side. All dead. Arboriculturalist believes surface water has damaged the trees.
- Stray DWH verge still to be remediated at their cost
- Greene St Verge – maintenance will be passed to the CIC, however it will be topsoiled and seeded once CNSW have finished footpath works this spring.
- CNSW agreed to pay for the removal of vegetation across the ditches on Greene St and Phase 2.1A and then the cost for CutNClear to top soil and reseed the green area that has been damaged.

TENTH SCHEDULE
CIC Covenants in respect of the Maintained Property

1. Insuring (where insurance cover is available at reasonable cost) any risks for which the CIC may be liable for material and third party liability and for the liability of the directors and officers of the CIC and as an employer of persons working or engaged in business on the Maintained Property or as the owner of the Maintained Property or any part thereof in such amount as the CIC shall reasonably think fit
2. Employing a qualified accountant for the purpose of auditing the accounts in respect of the

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3. TGVCIC ASSET/HANDOVER UPDATE/CIC WORKS

3. Carrying out or procuring the carrying out of health and safety risk assessments at such times as may be required under statute or otherwise
4. Keeping the Maintained Property generally in a neat and tidy condition and tending and renewing any lawns flower beds hedges shrubs and trees forming part thereof as necessary and repairing maintaining inspecting as necessary reinstating renewing or improving any hard landscaping steps boundary walls hedges gates or fences (if any) on or otherwise enclosing the Maintained Property save for any walls and/or fences marked with an outwards "T" on the Plans
5. Repairing maintaining inspecting as necessary reinstating renewing or improving the Service Installations within the Maintained Property which serve two or more of the Dwellings and which are not the responsibility of any of the Authorities
6. Providing and paying such persons as may be necessary in connection with the upkeep and maintenance of the Maintained Property

4. TGVCIC FINANCES

- Every property at TGV pays the estate service charge that is approx. £250 per annum. This includes any housing association properties and leasehold properties.
- Leasehold properties have an additional service charge that is specifically for the maintenance and upkeep of their communal block. This charge is for the building and the internal amenities. The external areas are classed as the estate.
- The schools and the commercial units pay a calculated amount per annum, usually it will be the estate service charge multiplied by X amount as their contribution. Each school or unit will have a set calculation within their transfer documents
- The budget is based upon the entire development being completed and all services being provided, the end of year service charge accounts for the TGVCIC confirms the actual expenditure.
- Residents have queried in the past why they would have paid lesser direct debit payments. This would be in relation to the transfer documents and the credit/surcharge mechanism in place

'The Eight Schedule, Computation of Variable Rentcharge

3. Within twenty one days following the service on the Transferee by the management company of the audit certificate (as more particularly detailed in Paragraph 2 of the tenth schedule) for the Rentcharge year in question the transferees shall pay to the management company the balance by which Rentcharge interim payment fails short of the variable Rentcharge actually payable as certified by the said certificate and any overpayment by the transferee shall be credited against future payments of variable Rentcharge becoming due.'

4. TGVCIC FINANCES

- As per the wording in the transfer documents, following the financial year end residents can either receive a credit or a surcharge, depending on income and expenditure for that financial year.
- Where the income has exceeded the expenditure residents have received credits that would have reduced their direct debit payments or total amount due.
- However, all residential properties are invoiced the same amount for the estate


SERVICE CHARGE BUDGET - BREAKDOWN BY SCHEDULE


Estate: Tadpole Garden Village
Period: 01/04/21 - 31/03/22
Version: APPROVED


Expenditure Heading	Estate	Rent	Ph 1c Blk 1	Ph 1c Blk 3	Ph 1c Blk 4	Ph 4.2 Blk 3	Ph 4.2 Blk 2	Ph 4.8a Blk 1	Ph 4.8a Blk 2	Ph 4.8a Blk 4	Ph 4.8a Blk 5	New year budget total
Surveys												
103 Playground Survey	£800											£800
108 Tree Survey	£1,750											£1,750
102 Building Survey			£273	£165	£109	£109	£109	£109	£109	£109	£109	£1,201
Planned Maintenance - Estate												
301 Landscaping Contract	£227,100											£227,100
304 Add. Works Ditch Clearance	£5,100											£5,100
307 Gully Cleaning & Emptying	£1,000											£1,000
310 Community Engagement	£4,000											£4,000
324 Not Used (except TGV WWT contribution)	£42,375											£42,375
Repairs - Infrastructure												
501 Street Lights Repairs	£2,000											£2,000
508 Tree Work	£5,500											£5,500
509 General Repairs	£7,000											£7,000
510 Signage	£500											£500
Utilities												
601 Street Light Electricity	£4,000											£4,000
604 Com Areas Utilities			£1,545	£772	£515	£360	£360	£360	£360	£360	£360	£4,992
Recharge												
702 Third Party Recharge	-£84,750											-£84,750
Administration												
803 Managing Agents Fees	£169,500		£3,900	£1,500	£1,050	£900	£900	£600	£750	£600	£750	£180,450
807 Public Liability Insurance	£565											£565
810 D&O Insurance	£543											£543
813 Audit Fees	£700		£300	£110	£110	£110	£110	£110	£110	£110	£110	£1,880
814 Companies Hse & Data Protec	£75											£75
817 Bank Charges	£90											£90
819 Other Expenses	£2,000											£2,000
809 Buildings Insurance			£3,060	£1,806	£1,057	£1,312	£1,392	£886	£1,043	£660	£835	£12,051
Other Charges												
1101 Rent Charge		£1,116										£1,116
Planned Maintenance - Block												
202 Internal Cleaning			£2,418	£1,935	£1,217	£1,139	£1,139	£1,139	£1,139	£1,139	£1,139	£12,404
203 Window Cleaning			£1,661	£648	£360	£360	£456	£184	£184	£184	£240	£4,277
208 Fire System Testing			£1,782	£788	£730	£607	£607	£478	£523	£478	£523	£6,516
210 General Maintenance			£3,000	£1,500	£1,000	£800	£1,000	£600	£600	£600	£750	£9,850
211 Gutter Clearance			£540	£540	£330	£330	£330	£200	£200	£200	£200	£2,870
Operating Expenditure	£389,848	£1,116	£18,479	£9,764	£6,478	£6,027	£6,403	£4,666	£5,018	£4,440	£5,016	£457,255
Reserve Fund												
Major Works Provision	£33,975	£0	£6,200	£3,150	£2,100	£1,800	£1,800	£950	£1,000	£950	£1,150	£53,075
Total	£423,823	£1,116	£24,679	£12,914	£8,578	£7,827	£8,203	£5,616	£6,018	£5,390	£6,166	£510,330
	Number of Properties	1695	1116	26	10	7	6	6	4	5	4	5
	Average Per Property	£250.04	£1.00	£949.19	£1,291.40	£1,225.43	£1,304.50	£1,367.17	£1,404.00	£1,203.60	£1,347.50	£1,233.20





KEY

 Green Street and William Morris Way: Final Surfacing to start in Summer 2022, ongoing streetlight remedials.

 Eastern, Central and Western common. Annual landscape maintenance regime to continue until adopted.

 Bellway and Bovis Pocket parks now complete and to be handed over to Management company April 2022.

 Central Landscaping complete and will continue to be maintained until adoption.

 Eastern Common NEAP is now complete and handed over to ManCo.

Phase 1: Highways: Sewer remedials complete. Further highway remedials required before maintenance period commences.

Phase 2: Sewer Remedials complete. Final surfacing and streetlight remedials to commence April 2022.

Phase 4.8: Highway and Sewer remedials to start Aprils 2022.

Phase 1C: Highway and Sewer Remedials to start April2022.

Phase 4.1, 4.2 & 4.3: Highway and Sewer Remedials to Start June 2022.

Regular conversations are held between local authorities and the management company and when areas are complete and adopted residents will be kept informed.

Future Proposals 

- Parcel 4.5/4.6 (Pinnacle) Play area (LEAP): Scheduled to be opened March 2022.
- Northern Allotments to be complete 2022.
- Parcel 2.3 (Adjacent to Custom Build) Play Area (LEAP) due to be complete summer 2022, subject to planning and Parcel 2.2 NEAP to be installed Autumn 2022 subject to David W homes completion.
- Community Building and Pub: Pub to be opened June 2022. Community Building planning discussion are ongoing.
- Eastern and Western Common Sport pitches: Scheduled to submit for planning permission Summer 2022.
- Woodland Play area plans to be finalised and submission summer 2022.

5. CREST NICHOLSON SOUTHWEST UPDATE

5. CREST NICHOLSON SOUTHWEST UPDATE

- Medical centre set to finish in May 2022, top of development opposite GWA. CNSW have confirmed that the NHS Trust are to occupy the medical centre and there has also been an approach from a pharmacy who are interested in being located at TGV.
- Wiltshire Wildlife Trust – CNSW are still looking to finalise the lease agreement with WWT. Preim saw an iteration of the lease in 2020, however still awaiting copies of the latest versions. Preim agreed with CNSW that they will send over the last communication on the Nature Park and WWT as this needs to be finalised.
- CNSW have confirmed that their maintenance for all non-handed over or non-adopted areas of land will start in the next 2/3 weeks. The grass is scheduled to be cut fortnightly and the weeds to be treated monthly. If CNSW miss any areas please contact the Preim Helpdesk and we will send it onto CNSW to include.
- Phase 1C, Maizey Road, Retail Centre – Sections of Maizey Road sit with CNSW, however the main sections are with Bellway who are aiming to be off site on that phase at the end of March/early April. Retail centre areas sit with Sovereign to complete the handover with Preim for the CIC areas
- CIC Retail Unit – Currently CNSW undertaking a sale of the freehold for the retail units, however Preim confirmed in a meeting that a unit had been promised to the CIC. There were not any formal legal agreements drafted, however CNSW confirmed they will review the information Preim have sent over from emails and meeting minutes. Due to the freehold sale being scheduled soon they confirmed they would not open the empty unit up as a pop-up store.
- Surface Water Drainage works – The Stray – May 2022 as the ground will need to be dry and it will sit with other groundwork they have being completed in that part of TGV.
- Maize Footpath Eastern Common – The block paving has now been repaired, reset and had a bond placed over it to ensure it is in place. Preim reported that there is currently surface water pooling down near the hedge so CNSW will be installing land drainage in the next two weeks.

6. TGVCIC QUESTIONS TO BE DISCUSSED

- Tree Planting
- Parking/Covenant Enforcement
- Central Common/Western Common
- Verge Areas John Ruskin Road/wider development
- CutNClear – CIC contractor, compound
- Speeding, speed limits, double yellow lines



7.TGV COMMUNITY UPDATE

KASIA GANZERA



7.TGV COMMUNITY UPDATES

- Queen's Jubilee – Arkells
 - Business Directory
 - Preim App
 - TGV Community Website
- [Tadpole Garden Village \(appscontrolpanel.com\)](https://appscontrolpanel.com)



8.AOB





9. SUMMARY AND CLOSE



THANK YOU FOR LISTENING

