

# Elmer Sands Ltd Members' Handbook

A Guide to how the Estate is managed  
and our collective responsibilities as  
Residents

(Updated October 2025)

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## **Welcome to our beautiful Estate**

The objective of this booklet is to provide new and existing residents with a simple guide to how the Estate is managed by Elmer Sands Ltd (the Company/ESL). It incorporates the general Rules and Policies of the Company and general guidance for residents.

If there is anything else you would like to know please contact our Secretary (details at the end of this booklet)

## **The Management Company**

As a Private Estate, all residents are collectively responsible for the ongoing maintenance of the common shared assets, such as verges, communal areas and roads.

Elmer Sands Ltd, a private company limited by guarantee, was established to manage and protect these assets. The Company has Members, as opposed to Shareholders. In other words, the Company assets are effectively owned by its members.

Members can volunteer to become Directors (up to a maximum of 15), with the common aim of managing and maintaining the Estate on behalf of all Company Members.

It is their generosity of unpaid time that helps to keep running costs as low as possible within the limited financial parameters.

In order to manage the Estate, the Directors form different working groups or 'sub-committees' that focus on specific areas. For example:- Grounds Maintenance; Surface Water Drainage & Flood Management; Property Development and Planning, and Sea Defences. They will also pick up separate projects, as the need arises.

The Directors meet regularly throughout the year to report on their sub-committee or project activities and discuss issues faced or ideas for improving processes and procedures, as well as feedback from members. These are more commonly called 'ESL Council meetings'.

To maintain private estate status, the entrances of the Estate are closed to the public for a minimum of one day every year.

## **Registration and Membership of Elmer Sands Ltd**

When buying a property on the Estate the buyer/s will need to register for membership to Elmer Sands Ltd. This is usually done as part of the Freehold Management Enquiry process (FME1) via solicitors or agents. Registration forms are also available via the Company website or can be obtained directly from our secretary.

During the buying process new members are provided with full information about the Estate and the Company via their solicitors or agents as part of the Freehold Management Enquiries service (FME1). All members have access to our secretary to assist with any issues or queries they may have.

Members pay an Annual Estate Management Fee (also referred to as a Membership Subscription) which finances the ongoing management and maintenance of the Elmer Sands Private Estate including the running costs of ESL the Management Company, established to protect the interests of its members.

The annual fee is charged per property and entitles every paid-up household one vote at the company's general meetings.

ESL notices and documents are communicated to members via our Notice Boards, Company Website, e-mail and post.

As with most private estates, the maintenance and management of Elmer Sands relies almost entirely on finance from its own residents. There is no regular funding or service provision from the Local Authorities other than that covered by Council Tax payments. For example:- refuse collection and dog waste disposal.

With that in mind, we are lucky that unpaid volunteer residents help with the Estate management wherever they can, in an effort to keep the Management fees low. It should be appreciated, however, that this position can only be sustained if Members are willing to get involved with the service provision. So, please feel free to volunteer at any time.

## **Non-registration of Membership**

Without registered membership to ESL, property owners and their guests are not permitted to use the facilities maintained at the members' expense. This means all the communal facilities on the Estate and includes boat storage.

Unregistered properties are not eligible for the Parking concessions given to members.

### **Fees**

The Estate Management Fee is reviewed annually. Fee Notices are delivered to Members at the end of the current year with payment due by 31<sup>st</sup> January for the ensuing year.

The Company charges administration fees for certain services. For example: Freehold Management Enquiries (FME1), Easement and Licence applications and transfers. For full details please contact our secretary.

Flexible payment options are available and full details can be found on the ESL website or by contacting our Secretary. Anyone facing financial difficulties, should contact the Secretary as soon as possible to discuss options available to you.

### **How the Annual Management fee is spent**

The Company employs a Secretary and Treasurer to carry out essential day to day services.

It also regularly engages Grounds Maintenance and Gardening Contractors, a Parking Management Company, Security Guarding, Solicitor and Accountant.

Additional contractors are hired to carry out specific maintenance work such as road and drain repairs, as required.

All other duties, including those of the Company Chairman and Directors are carried out on a voluntary basis.

**The Company Secretary** is responsible for keeping the Company's statutory records and filing reports with Companies House; administering meetings; dealing with all Company correspondence and enquiries, formal documentation and administration, including the collection and management of membership fees and record keeping. Our Secretary lives on the Estate and Members have access to her during office hours Monday - Friday, to answer queries and help them deal with a variety of issues.

**The Treasurer** ensures the correct running of the Company finances, monitors cash flow and investments and provides a monthly report to the Council. The Treasurer also keeps the Company Books and prepares Annual Accounts.

**The Grounds and Garden Contractors** are responsible for a wide range of tasks to ensure the ongoing maintenance of the communal grounds and facilities on our private estate. They work closely with our Grounds and Gardens Sub-Committee Group to meet additional needs when they arise.

### **Security Guarding**

When considered necessary, particularly during busy Bank Holidays and hot Summer weekends, the Company contracts a security company to guard the entrances to the Estate to prevent unauthorised parking. The use of a Member car windscreen sticker helps facilitate entry to the Estate, as visual confirmation to the guard that you are a resident.

### **Parking Management Company**

ESL contracts a company to issue parking charges in accordance with the contractors' terms and ESL rules (full details available from our Secretary or Company website). This service was introduced to reduce the occurrence of unauthorised parking on the Estate.

### **Communal Facilities for use by Members & their guests**

- There is a children's playground and a large recreation area with basket-ball and goal posts to facilitate ball games. Residents are respectfully asked to ensure that their children are playing safely, using the facilities provided and with due consideration for property, general road safety and highway laws.
- **The Jubilee garden** (also referred to as the Kiosk garden) has been designed with a picnic area and Boules Court. It is a thriving habitat for wildlife with its insect hotel and seaside plants. It also contains the 'Little Library', for borrowing (and returning) books.

- **Beach view seating** - Behind the Jubilee Garden is an easily accessible area with bench seating and a wide view of the sea.
- **Disabled parking space** - by the garden with beach access for Members (please note that both an ESL Badge and a Disability Badge must be displayed when using this parking space).
- **Boat Storage and Launching Facilities**  
Elmer Sands Boating & Angling Club (**ESBAC**) operates from the boat compound adjacent to the beach and has a small clubhouse, boat berths and launching facilities. The Club manages the launching of craft to strict safety guidelines with restrictions on the size of boats and types of craft allowed. For safety reasons, jet skis are prohibited from launching anywhere on the Estate. If you wish to join ESBAC, full contact details are at the back of this Handbook.
- **Events and Social Activities:** The ESL Council will, from time to time, arrange social events for the benefit of Members, their families and guests; details of which are published on the Estate notice boards and Company Website.

Notwithstanding this, any Member may also organise social events for Members, in accordance with Company Policy - please contact the Secretary for further information, if you are interested in doing so.

## **SPECIFIC ISSUES TO BE AWARE OF**

1. **Surface Water Drainage:** As residents, we are collectively responsible for the cost of maintaining the surface water drainage system.

There are virtually no pavements or kerbs on the Estate and not all the roads have surface water drains. The grass verges, therefore, represent a key form of surface water capture and drainage on the Estate. For this reason, it is

vital that they are not damaged or converted to non-permeable materials or hard-standing.

In 2010 ESL updated the majority of the Estate's surface water drainage pipework to modern standards and some new systems were installed in 2019. ESL organises an annual jetting of the pipework, clearance of grills and drains, and additional essential repairs or installation of new pipes where required. This is all funded by the Membership fees, so, in accordance with general guidance from Government and Water Companies, please avoid putting oil, fat, paint cleaner or any other substances down the drains that can block or damage our system.

### **Surface Water Flood prevention measures**

#### **Ditches**

Some residents will have ditches running along the back of their gardens. These form part of the Surface Water Flood Management system, therefore, their integrity must be maintained in order to facilitate the free flow of excess water or additional water capture and drainage, during periods of heavy rainfall, particularly when combined with high tides, when the sea flaps close.

#### **Riparian Ownership obligations**

Where a property is purchased with 'Riparian Rights', the householder or 'Riparian Owner' is responsible for maintaining the bed and banks running alongside their property boundary. This responsibility may be shared with another property located on the opposite bank. If that is the case, each party must maintain their section from their respective bank to the middle of the said ditch. If you are unclear about Ownership - check your deeds. Arun District Council is the Lead Local Flood Authority (LLFA) and further information can be found on their website.

2. **Sea Defences:** The Environment Agency (EA) is primarily responsible for the Sea Defences and management of the Elmer Rife.

The ESL Sub-Committee maintains regular contact with the EA to ensure essential routine maintenance takes place.



In 2019/2020 the EA completed a large-scale project to re-profile the Beach and Sea Defences. Funding was provided by the EA, Arun District Council (ADC) and Elmer Sands Ltd.

At the time of writing this handbook the EA has planned a new project to prevent further erosion to the east of the new revetment. The EA calculations and sophisticated modelling demonstrate that a great deal of research and consideration has been given to gauge the best solution. They believe this to be to extend rock island No.7 by approximately 40 meters and recharge this section of beach.

The EA has said that they are confident that the funding (the overall cost being in the region of £5,000,000) will be obtained).

We hope this will be a long-term solution to protect the Estate.

Further details will be published on the Estate website and notice boards as applicable.

3. **Roadways, Verges and Common Areas:** The verges, roadways and common areas, such as the play areas, are all owned by Elmer Sands Ltd.

This means that Company land is crossed in order to gain access to properties. This does not infer a transfer of ownership; the verge remains corporate property. This is why permission must be sought from ESL for any driveway alterations.

**Maintenance of Verges:** In order to reduce operating costs, rather than contracting a company to mow every individual grass verge, homeowners are asked to maintain those abutting their respective property. This facilitates individual standards for grass cutting and the design of verges.

Any damage to the verges and/or roadways caused by activity at the property must be reinstated by the homeowner/occupier. Otherwise, the Company reserves the right to have the necessary work done and cross-charge the Householder responsible.

**Verge Protectors:** There are a variety of bollards and posts on the verges throughout the Estate. Some of these have been installed by the Company and others by Members. Members are permitted to install protectors in verges abutting their own property. If they do so, they and successive property owners are responsible for their ongoing maintenance.

The protectors can be of any individual design and choice but must be visible in the dark e.g. white or with reflectors. They should not be placed immediately next to the road edge or in a position that impedes access for a neighbouring property.

**Planting on Verges:** Planting on Verges – property owners or their tenants are not permitted to plant trees or large shrubs on the verges without the express permission of ESL the landowner. There is an application process for planting requests with strict guidelines to protect the Estate's infrastructure. A licence agreement for ongoing maintenance responsibilities must be in place before any planting is carried out. Further details can be obtained from our secretary or the Company website.

**Wild Flowers:** The ESL Council supports the addition of wild flowers within the grass verges but these smaller areas must be managed and cut around without letting them grow over or become untidy.

**Use of Pesticides:** The Company Policy is not to use pesticides or herbicides to maintain the Estate's communal facilities. Members are encouraged not to use chemicals or any other substances on their own land that are detrimental to wildlife and the environment.

## **Roads**

**Traffic calming:** There are traffic calming speed humps in various locations throughout the Estate. Residents should adhere to the speed limit signage and to the general safety of other road users, pedestrians, children and pets.

**Highways Laws:** All Highway Laws apply to ESL roads, including requirements for road tax, insurance and applicable licensing.

#### **4. ESL PARKING POLICY**

**General Principle:**

**Parking within Property Boundaries:** Members should familiarise themselves with the Parking Restrictions within their Title Deeds and adhere to these and ESL Policy.

Ideally, all parking should be contained within property boundaries. Members must clear or convert their own land for additional parking rather than leave vehicles across the verges or roadways under the concessions below.

Having clear sight along the roads and grass verges enhances the living environment for everyone and makes the Estate a safer place to be.

**Concessions for Members and their Guests:**

1. Members and their guests may park cars on the Estate roadways and verges for a limited period of up to three days but only when absolutely necessary and there is no alternative. If parking under this concession would block or impair pedestrian access across all verges, this concession does not apply.
2. Members may also park domestic vehicles on accessways created across Company verges **BUT ONLY** when there is no space that could be used within the boundary of the property. If parking under this concession would block or impair pedestrian access (e.g. where there is a footpath) this concession does not apply.

**Please note** - This concession also **does not** apply to motorhomes, caravans, commercial vehicles and vehicles with a Statutory Off-Road Notification (SORN).

Members must make good any damage caused by parking under 1 or 2 above. ESL reserves the right to repair any such damage and recover the cost from the Member concerned.

### **Motorhomes, Caravans, Commercial Vehicles, SORN Vehicles:**

Many property deeds on our estate contain a restrictive covenant excluding the siting of mobile homes at properties. The Company therefore encourages owners of motorhomes, caravans and commercial vehicles to park them away from the Estate, where possible.

If such vehicles are parked on the Estate they should be as close as possible to the wall of the property in order to avoid overlapping onto the verges and roads.

There is no concession given for the occupation of moveable accommodation on the Estate.

The Company reserves the right to take legal action against members whose motorhomes, caravans, commercial vehicles and SORN vehicles infringe these parking rules.

**Parking Charges:** ESL contracts a Parking Management Company to issue charges in accordance with their terms and conditions, which align with non-compliance of ESL rules. In particular, charges will be issued where there are yellow lines, hatching and misuse of disabled space.

**Reporting unauthorised parking** - details of how to report parking incidents or issues appear on the Company website and Notice Boards.

### **5. Property Development and/or Alterations to Drive Accessways:**

The general rule is that if a homeowner wishes to undertake a development project to their property, they should first check whether ESL consent is required, in addition to that of the Local Authority; especially where it will result in additional parking requirements or the encroachment on the ESL verge (e.g. heavy plant, storage of materials, additional parking, delivery of materials, blocking access or any other activity that could cause disruption). Permission must be sought **in advance** of the work starting. Property owners are required to sign a '**Development Agreement**' and to comply with the

Estate's Site Requirements, as well as prevailing Government/Local Authority regulations and requirements. Details are available on the Company Website or from our Secretary.

In accordance with the restrictive covenants stated in property deeds, the occupation of moveable accommodation such as static caravans, is not permitted.

However, where necessary, special permission may be sought from ESL for the use of moveable accommodation whilst a property is being developed, with the proviso that it is removed upon completion.

Members wishing to widen or otherwise change their access over Company land, require express permission via an **'Access Alteration Licence Agreement'**. Making such alterations does not give Members any rights over Company land other than a right of access and fellow Members remain free to walk across the verge.

**Artificial Grass:** In the interests of the environment and to maintain the aesthetics of the Estate, Company Policy does not allow the use of artificial grass as part of any access alteration incorporating Company land. Members are also encouraged not to use artificial grass within their own land.

Members are expected to keep additional parking on the roads to a minimum and consider neighbouring properties, road safety and access at all times. No services or trade vehicles should be left on the roadway or verges overnight.

**Skips & Materials on Verges/road:** Homeowners must seek express permission from the Company to site a temporary skip or building materials on the grass verge or road. Contact the Secretary for further information.

6. **Businesses:** Running a business from the Estate is in breach of the restrictive covenants attached to many properties and ESL reserves the right to take legal action against homeowners for a breach of these covenants (e.g. goods vehicles or clients coming and going on a regular basis, parking on the roads, storage of materials, etc.)

particularly where this causes nuisance, disruption or damage to ESL property or to other Members or their property. Any nuisance, disturbance or suspected change of use for business should be reported directly to Arun District Council.

7. **Holiday Letting:** Where there are no restrictive covenants to prohibit this, the letting of properties for holidays, whether privately or through an Agent such as Airbnb, should not impinge on the rights of Members and their quiet enjoyment of the Estate.

If you are letting your property, please follow the guidance in our 'Holiday Let Code of Conduct' found on our website or available from our secretary. Members are encouraged to report incidents to the relevant authorities (Arun District Environmental Health for noise nuisance and the Police for anti-social behaviour) and to submit complaints directly to the letting agent. Reports sent to the ESL Secretary will be passed to the property owner. In some cases, and where necessary restrictions for businesses will be formally followed up as stated above.

8. **Working from Home:** The Company acknowledges that many residents are working from home now. This practice must not negatively impact neighbouring properties.
9. **Scrap Metal:** A resident currently volunteers to provide a free collection service for Members wishing to clear scrap metal and scrapped vehicles from their property. A percentage of the proceeds made are donated to charity. Please contact the Secretary for details.
10. **Second Hand Items:** Residents of the Estate occasionally put out unwanted household items on the verges for others to collect and re-use. Whilst the Company does not intend to prevent this practice, items should not be left out uncollected for long periods of time or cause a hazard for others.

11. **Access to the Estate/Public Footpaths:** Elmer Sands is a private estate with two vehicular entrances and two public footpaths running through it.

1. Via the Manor Way entrance, briefly along Sea Way and out behind the boat yard facility.

2. Via The Layne entrance and out through the Estate into Kingsmead Road.

There is a wide entrance maintained for use by mobility vehicles, wheelchairs, pushchairs, etc. between the West end of Ancton Way and Kingsmead Road. For safety reasons no other vehicles are allowed through this access point.

**England Coast Path – Natural England:** The England Coast Path is designed to give the general public increased access to the coast. This route passes up to the beach top between the seaside garden and the playing field and east along the pathway on the top of the sea defence.

12. **Horses:** Whilst ESL seeks to deter non-resident horse riders from accessing the Estate, resident horse riders have rights of access over the Estate roads on horseback. Riders should take responsibility to clear manure from the roadway when safe to do so. Alternatively, residents may wish to collect it as fertiliser for their gardens.

13. **Beach Access:** There is no public parking for access to the beach. No vehicles, other than the emergency services, are permitted to access the beach without prior consent of Elmer Sands Ltd.

14. **Community Facebook:** Community Facebook pages offer a useful way to distribute instant messages to Members. Members should report security incidents directly to the Police where applicable and also inform the ESL Office, together with the incident number, if allocated.

**Communication with Members:**

There are various ways in which ESL communicates with Members:

**Registered Office:** Direct contact with our Secretary via phone, e-mail or letter. Appointments by arrangement.

**ESL website <http://www.elmersands.co.uk/>:** Provides business updates and downloads of official Company documentation.

**ESL Notice Boards:** Displays notices and items of interest to Members.

**Email & Post:** Annual Reports, Fee Notices, Policy Updates and Information Flyers

**General Meetings of the Company:** At least one formal meeting for Members is held annually to deal with Company business and to give presentations on Estate projects and other matters of interest to the community. This is usually held in the local Village Hall.

**Informal Sessions with Company Directors:** Held occasionally, at a local venue, giving Members the opportunity to meet Directors face to face and discuss any matters of interest or concern.

**GDPR:** Information held on members by ESL is held and processed in full compliance with the General Data Protection Regulation (GDPR). ESL Privacy Policy can be found on our website

**Finally****Community Spirit**

We would all like to continue living in a clean, safe environment and as such, all residents are responsible for maintaining certain standards of behaviour that will contribute enormously to this desire. So please:-

1. Have **consideration for your immediate neighbours and fellow residents:**
  - If you are having any sort of work done to your property or garden, let your immediate neighbours know and, where



appropriate, notify ESL and comply with their requirements. This is particularly important with regard to additional parking on the roads or surface water drainage. [For further information, refer to the appropriate sections in this Handbook]

- Maintain the frontage of your property to a reasonable standard to maintain the aesthetics of the Estate and contain drive/access stones and shingle within the property Boundary.
  - Park within your boundaries whenever possible.
  - Bonfires & Fireworks - ADC publishes general guidelines for bonfire and fireworks use within the district. Members are expected to familiarise themselves with these guidelines and show due consideration to neighbouring properties. Complaints or concerns should be directed to ADC Environmental Health.
2. **Litter:** Given the shortage of litter bins on the Estate, ESL requests that residents dispose of their litter at home.
  3. **Dogs:** Owners should keep their dogs safely on leads when walking around the Estate and clean up after their pets. Dog bins are situated at several points on the Estate and emptied regularly by the local authority. Standard waste bins can also be used.

Please observe and adhere to signage where dogs are not allowed.

All dog related incidents should be reported to Arun District Council (ADC) Dog Warden or the Police when applicable.

4. **Refuse Collection:** To avoid nuisance or obstruction, vermin issues, etc., Members are asked to use appropriate bins rather than leave plastic sacks on the street and wheel bins back into their properties as soon as possible following collection.

## **CONTACTS**

Enquiries to: Kim Edden, ESL Company Secretary

### **Elmer Sands Limited Registered Office:**

23 Arundel Way, Elmer Sands,  
Middleton-on-Sea, West Sussex, PO22 6JH  
Tel: (01243) 584900 24-hr answer-phone

[Secretary@elmersands.co.uk](mailto:Secretary@elmersands.co.uk)

Members are asked to remember that the Registered Office is also the Secretary's private residence and to make a prior appointment if they wish to visit the Registered Office in person.

**ESL Website:** [www.elmersands.co.uk](http://www.elmersands.co.uk)

### **Elmer Sands Boating and Angling Club (ESBAC):**

Commodore: Adi Howe tel 07891 794421  
[esbacemail@gmail.com](mailto:esbacemail@gmail.com)

**Community Facebook:** Please note ESL does not operate a Facebook Page or Group.

There are a number of groups administered independently by Members for the Estate community to exchange items and messages of interest.

**Volunteers:** If you have some time to spare, your assistance would be much appreciated. There are always odd jobs that need doing around the Estate. If you wish to help, please contact our Secretary for further details.

**Elmer Sands Limited - Further Information:** For more detailed Company information, a copy of the ESL **Memorandum and Articles of Association** can be obtained from the Secretary or downloaded from the website: [www.elmersands.co.uk](http://www.elmersands.co.uk)

If there is anything you want to ask, please contact our Secretary who will be happy to help tel: 01243 584900 or e-mail [secretary@elmersands.co.uk](mailto:secretary@elmersands.co.uk)

## **In Summary**

This booklet outlines how the Estate is currently managed as well as the General Rules and guidance for our Members. As a community of some 380 properties, our aim is for everyone to live here in harmony, supporting one another and enjoying the wonderful environment and facilities that our Estate has to offer.

The Volunteers do their best to manage the Estate within limited financial constraints and welcome constructive, inoffensive feedback from all Members - better still, why not volunteer yourself and help?

We hope all households enter into the Community Spirit and share a common desire to enjoy living in this unique community by the sea and to preserve our joint assets for the future enjoyment of all residents.

**THANK YOU for taking the time to read this booklet - keep it handy for referencing!**