15th Feb, 2017,

Dear

**Re: Park Place Polo**

Firstly, I would like to introduce myself, as the Project Manager for the above project and to give you a brief outline of the works involved and a planned programme.

I have many years’ experience in the equine field, specialising in the high end market. Well managed sites are key to both a successful project and for maintaining a good working relationship with close neighbours. My website [www.dsequine.com](http://www.dsequine.com) gives you a flavour of the type of projects managed in the past.

Planning was achieved last December and works are now about to commence.

A brief outline of the works to be undertaken include the creation of a polo field, an outdoor arena, an exercise track, a stable block, an irrigation pond and a small private pavilion. We expect the build programme to be completed within 12-13 months starting on the 1st April.

There is some early prep work required on the 16th and 17th Feb, which entails removing fencing and some trees for the new access. Then the initial “site set up” works start on the 20th Feb, which include the widening of the existing stable access and establishing a route into the site.(This early work is essential as no traffic is permitted to use Dairy Lane).

Then, also slightly ahead of the main schedule we start the ground works for the exercise track on the 20th Feb, after we have had our ecologist checking the whole site.

Around mid March, I will write to you all again with a full construction programme, details of the working day etc so that you are aware of the exact timing of works.

Obviously, one of the most important points for you as neighbours, is the road access (on A4130) and how this is to be managed. We will have a gate man in charge together with a banksman and wheel washer. (They will control access, book deliveries in, and ensure that no mud gets carried onto the road).So there are three personal on the gate during working hours. Vehicles arriving will have priority access to come off the road and exiting vehicles will be held on site until it is deemed safe to exit.

Additionally, we are aware that during Henley Week and Ladies Week, traffic volume is high. Therefore, we will either limit deliveries to early in the day or will restrict the numbers during those two weeks. It seems only sensible.

The main contractor managing the site is Villecrest Construction Ltd, who are highly experienced and will manage every aspect of the site.

I hope to meet everyone at some point personally and if you have any questions at any time please do not hesitate to either call me on 07831 758231 or e mail on david@dsequine.com. Or Villecrest Construction Ltd office number is 01252 939460.

Regards,

David Spragg

Project Manager