



Policy Name:	Estate management
Lead Directorate:	Development & Housing
Authors:	Barry Waller, Director of Assets
Reason for change:	Review
Date:	February 2026

APPROVAL PROCESS FOR CURRENT VERSION

Presented to:	H&S committee Poplar Board Services committee
Date:	March 2026
Decision:	Approved

Contents

1. Discretion	2
2. Enforcement.....	2
3. Communal spaces.....	2
4. Private gardens and balconies	2
5. Installations of works	2
6. Garage, parking, licensing and permits	3
7. Estates budget	3
8. Policy review	4
Appendix - Impact assessment.....	4

1. Discretion

Poplar HARCA has absolute discretion in assessing health and/or safety risks on its estates, and in applying this policy.

2. Enforcement

Poplar HARCA will assess the severity and number of breaches of this policy; and take proportionate enforcement action.

Enforcement may take the form of written warning, injunctive proceedings and/or possession proceedings. Costs will be sought when legal proceedings are instigated.

3. Communal spaces

Poplar HARCA operate a zero tolerance approach to items stored in communal areas for all buildings over 18m and 'in scope' of the Building Safety Act 2022. A managed approach is implemented for all buildings under 18m.

Nothing done or stored in a shared area should compromise fire safety, nor (in the opinion of Poplar HARCA) present a risk to health and/or safety.

Specific guidance on the permitted in communal areas and private balconies can be found in our guidance notes for buildings over 18m and under 18m.

Items that, in the opinion of Poplar HARCA, present an immediate risk to health and/or safety will be removed and disposed of without notice. Other items will be removed and disposed of 24 hours after the resident is notified by way of a 'removal notice'. Poplar HARCA will recharge all of its costs.

Items left in shared areas must **never**:

- cause an obstruction
- be rubbish (bulk or in bags)
- be fabric, wood or other flammable material
- contain flammable liquids
- be left on charge

4. Private gardens and balconies

Nothing done (or not done) or stored in a private open space must compromise fire safety; or, (in the opinion of Poplar HARCA), present a risk to health and/or safety.

Specific guidance on the items permitted on private balconies can be found in our guidance notes for buildings over 18m and under 18m.

Anything assessed as an immediate risk to health and/or safety must be immediately remedied by the resident when notified.

5. Installations of works

Poplar HARCA will normally refuse permission for installations except in proven exceptional circumstances.

Prior written permission from Poplar HARCA must always be sought for proposed:

- structural change
- change or installation in a rented property
- item to be fixed to the structure of its building
- item to be installed or left on its land

Installations and works are at residents' sole risk and cost; and must be carried out to Poplar HARCA's satisfaction.

Damage to Poplar HARCA's property must be immediately remedied. Poplar HARCA will recharge all costs if it has to remedy.

6. Garage, parking, licensing and permits

A license/permit can be ended at any time with one week's notice.

A license/permit will be ended or refused if:

- there is an unreasonable service expectation; and/or
- money is owed to Poplar HARCA by anyone living at, or with a legal interest in, the address; and/or
- the license/permit holder breaches estate parking rules

In order, priority for available parking will be offered to:

- a. Poplar HARCA tenant or resident leasehold household with a blue badge, then
- b. Poplar HARCA tenant or resident leaseholder required by Poplar HARCA to relocate, then
- c. Poplar HARCA tenant or resident leaseholder, then
- d. Anyone else

Poplar HARCA tenant or resident leasehold household with a blue badge are eligible for:

- one parking bay free of charge, or
- one garage at 50% of the charge

Underground parking will be charged at the garage rate.

7. Estates budget

Each year in April, recognised Estate Boards and Gatherings will be allocated a budget that can be spent only on projects that:

- Benefit more than one Poplar HARCA resident household; and
- Enhance how an area looks and/or how safe an area is; and
- Is 'revenue' not 'capital' expenditure e.g. small fixture, fitting or feature

Funds must be allocated by September and cannot be carried over to the next financial year.

8. Policy review

Policies are reviewed every 5 years or sooner if they no longer reflect best practice.

Appendix - Impact assessment

How does the policy contribute to Poplar HARCA's aims?	This policy regularises the management of estates.
Which group(s) of people will benefit from the policy? If any group could be disadvantaged, what is the mitigation or justification?	Everyone benefits from good estate management. Exemptions and concessions are included.
How have residents been involved in developing the policy? If they have not been involved, why not?	Over time, Estate Boards and JEP have fed into the policy. Feedback from complaints and contacts is incorporated.
How will the policy be monitored and measured? (e.g. performance indicators?)	The resident satisfaction survey measures how residents feel about the estate they live on.
If any, what are the Value for Money implications?	Provision is made to recharge costs.
Will personal data be collected, stored, used, or shared? If yes, has a privacy impact assessment been carried out.	No additional data will be collected because of this policy. Data will be stored/secured on existing databases.