



OTTERSHAW PARK ESTATE COMPANY LTD

ANNUAL GENERAL MEETING

to be held at

* Christ Church Hall, Guildford Road, Ottershaw

Thursday 27th November 2003 at 8.00 pm

followed by

a cheese and wine reception

Attached:

- 1 - Chairman's report
- 2 - Formal notice of meeting and resolutions
- 3 - Management accounts for the 12 months ending 31st December 2003 and proposed service charges for the year 2004.

Previously circulated:

- 4 - Minutes of the 2002 Annual General Meeting held on the 28th November 2002.
- 5 - Report of the management committee, auditors' report and financial accounts for the year ended 31st December 2002.

*** Christ Church Hall is at the top of the hill past the Trident garage on the road to Woking. You may park opposite the Church.**



OTTERSHAW PARK ESTATE COMPANY LTD

CHAIRMAN'S REPORT 2003

This year has been more eventful than usual, with works on the estate roads and the serious local impact of traveler's sites, so let's break with tradition and deal with the interesting matters before the regular reminders.

Traveller's Site – tremendous response.

The committee had already written to Surrey Heath, the council responsible for the unlawful site towards Fair Oaks, to support that council's actions against breaches of planning legislation. We were even more concerned when a second, larger unlawful site appeared at Willow Farm, owned by the same family and close to the estate entrance. We immediately contacted the council and wrote to them and residents. The council has taken significant action through the courts and has had enforcement notices applied, which are now the subject of appeal by the travelers. The first of these was an informal appeal to be heard on September 23rd. We notified residents, contacted concerned neighbours and our notice to residents was circulated locally. The response was tremendous, with 58 people turning up at the hearing, which the chairman had to adjourn to a full public enquiry in the face of such widespread local concern. I had not foreseen this consequence, but it was the best possible outcome, and many thanks to those of you that joined us at the appeal hearing.

This promises to be a long process, with the travelers using planning appeals to delay decisions and human rights legislation in an attempt to overturn the planning procedures that we live by.

We will keep you informed, please support us by writing and attending in person. It is in all our interests to reverse this cynical incursion into the green belt.

Roads – new maintenance schedule

Earlier this year an inspection of the roads raised concerns on the condition of the surface. We were recommended a contractor whose terms compared favourably with those charged previously by the council. They were contracted to surface treat about 50% of the estate roads. We have been pleased with the standard of the work done and will have the rest of the estate attended to next year. The cost of the complete exercise, with weed treatment and white lining is about £20,000. The 'surface treatment' doesn't just look better, it performs an important job of sealing the surface and delaying any breakup, which would require expensive 'resurfacing'. So it is a worthwhile delaying tactic, which we expect to repeat on a 6 year cycle, but we will continue to make a provision for the inevitable expense of more major works.

Public Liability Insurance – huge price increase.

This year our insurance charge rose from £375 to £1050, an astonishing increase. It seems absolutely crazy that we have paid 10% of this year's income on insurance but we are a small limited company and affected by the minimum payments required by insurers. Our costs would have been even higher if Ken Peters had not moved OPEC to the same company that insures the mansion.

Maintenance Fee - £140 pa.

All this news of price increases brings me neatly to the annual maintenance fee, which has been unchanged at £125 since 1998. To allow us to cover the increases in our regular commitments and to continue to build up healthy reserves, **the committee is recommending an increase in the maintenance fee to £140**, which we believe is still a modest charge for the services provided.

Covenants - reminder

Please remember it is your responsibility to be familiar with the restrictive covenants in the deeds of all estate properties. These are outlined in the "Guide to Ottershaw Park" and are for the benefit of all residents. The covenants apply not only to structural changes to property, but also decorative change, fences, the appearance of gardens and nuisance to neighbours.

Please keep properties and gardens to a reasonable standard and if you are making changes you must consult your committee representative. Failure to get committee approval can lead to serious problems during the sale of a property, which are easily avoided by obtaining prior approval.

This is the one area that continues to create problems on the estate, and all should be quite unnecessary with consultation with your committee member and reasonable consideration for neighbours.

Security.

Please remain vigilant, inform committee members and the police of any incidents or suspicious activity, and where practical approach people you do not recognise on the estate.

Conveyances – keep committee correspondence.

All property matters are processed by Ken Peters. Purchaser's solicitors want reassurance that the estate is well run and usually ask for copies of the last 3 years accounts and confirmation of the annual maintenance payments. Please keep all committee correspondence for forwarding to any purchaser, which will save you time and charges for duplicate copies.

Your Committee – your thanks

I would again like to thank on your behalf, Ken Peters for all his work as Company Secretary. This year he has dealt with all our financial and legal matters as well as major surgery and while he personally may have missed a heartbeat the estate continued to run smoothly with him at the helm.

Our response to the travellers has been handled by John Athersuch with particular thanks to Russell Jacobs from the Mansion who has drafted notes, liaised with planners and was to speak on our behalf at the informal inquiry. (it is only a matter of time before we have the opportunity to see him in action!)

Thanks also to John Gower and Mark MacDonald for their efforts in what became a busy year.

Food & Drink – don't miss it.

I hope you will do your best to attend the AGM, it is the only regular forum members have to express their views to the committee, and it is nice to see yo

The main business of the evening is followed by general discussion on estate and local matters, which continues more informally over cheese and wine afterwards. John Athersuch will be displaying some historical photographs, maps and documents relating to Ottershaw Park since the 18th century so there should be something interesting for everyone to see.

Please support your committee by attending the AGM and get updated on local events. There's a lot going on.

Nigel Eastment, Chairman



OTTERSHAW PARK ESTATE COMPANY LTD

Notice is hereby given that the 2003 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 27th November, 2003 at 8.00 pm

AGENDA

1 - Minutes

To approve the minutes of the Annual General Meeting held on 28th November 2002, previously circulated.

2 - Chairman's Report

To receive the report attached hereto.

3 - Report on Financial Accounts

To approve the report of the Management Committee and the Financial Accounts for the year ended 31st December 2002 with the auditor's report thereon, previously circulated.

4 - Auditors and Remuneration

To reappoint Kew, Ford & Co. registered auditors of Chobham as auditors to the Company and to authorise the Management Committee to agree their remuneration.

5 - Budget 2004

To consider and approve the following resolution:-

"That a general service charge be agreed for 2004 in the sum of £140 payable on the 1st January 2004."

6 - Appointment of Management Committee

To approve the Management Committee for 2004. The following currently represent Members:

Freeholders (1-14, 26-29)	N Eastment	backup	Neil Morgan
Freeholders (15 - 25a)	J Athersuch	backup	Sophie Dix
Tulk House	J Gower	backup	Iorwerth Evans
The Mansion	K Peters	backup	Mark McDonald

7 - Any other relevant business

By order of the Management Committee

K C Peters
Company Secretary

NOTE:

A member entitled to attend and vote may appoint a proxy to attend and on a poll vote instead of the Member. To be valid forms of Proxy must be received by the Company at least 24 hours before the time of the meeting. A Proxy need not be a Member of the Company.

13th October 2003

Registered Office:
60 High Street, Chobham
Surrey
GU24 8AA