



**OTTERSHAW PARK ESTATE COMPANY LTD
& OTTERSHAW PARK WOODLAND LTD**

**ANNUAL GENERAL MEETING
FOR BOTH COMPANIES**

to be held at

*** Christ Church Hall, Guildford Road, Ottershaw**

Thursday 26th November 2009 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 2009 and proposed service charges for the year 2010.

Previously circulated:

- 4 - Minutes of the 2008 Annual General Meeting held on the 4th December 2008.
- 5 - Report of the management committee, auditor's report and financial accounts for the year ended 31st December 2008.

*** 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 & OTTERSHAW PARK WOODLAND LTD

CHAIRMAN'S REPORT 2009

This will be our third combined AGM for OPEC and OPW.

We have had our usual range of estate matters from leaf sweeping and tennis court clearance to a fallen oak and mystery trenches on the 'Pink Road'. Also some 'not-so-mysterious' trenches on the estate there EDF Energy reinstated a failed electrical supply and familiar requests to our members to send letters to Runnymede on April's new planning application at the travellers site. So quite enough to keep us busy without our consultant's delay getting the bridge work underway and yet more work required as the Willow Farm travellers' site appeal went to Public Inquiry.

I would like to remind members that the way the estate is managed and the quality of the administrative documentation affects the value and 'sale-ability' of your property. A prospective purchaser will be encouraged to move onto an estate that is effectively and efficiently managed. (see the website for info for purchasers)

In the way of a moan, we still have a small number of late payers on annual maintenance and on deferred woodland payments, who just make our lives more difficult than they need to be! So thanks to all you prompt payers but for that hard core minority I will repeat the message from last year:

Your committee members are unpaid, so please assist us by settling invoices promptly!

I am happy to report no exceptional expenditure during 2009, so the committee is proposing to hold the annual service charge to £200 to cover woodland maintenance work and estate maintenance costs. This figure will only slowly replace our reserves following the anticipated 2009 expenditure on the bridge, something we can only properly assess when we have had a full report from the building surveyor.

2009 ACTIVITIES AND CURRENT ISSUES

Company Treasurer – volunteer needed!

Last year I told you that John Gower had resigned as our Company Secretary a position no longer required by law in small companies like OPEC and OPW. Happily during 2009 John continued as Treasurer, keeping the accounts and dealing with our banking and overseeing of property transfers and other company legalities (Many thanks John, much appreciated!).

Elizabeth McEntaggart agreed to join the committee to assist John in property matters and she has also been a great help dealing with estate issues and social events.

John has now announced his intention to relinquish ALL his committee duties by the end of 2010, so we are actively looking for someone to take on the financial aspect of his current role. So if you are good with figures please contact us. Or if you're not, but know a resident who is, then also please let us know.

If we can't get a volunteer we will have to pay an outsider to fulfill the role which I am sure we would all wish to avoid.

Woodland

We are still only maintaining the perimeter of the 3 plots, planning to identify any trees that could be a danger to road traffic. The dangerous 'hung' trees remain within the woodland areas, so please be aware that some of the area is not safe to walk. We plan to have met with a Forestry Officer before the AGM and we can report any options he may have. We have assumed members wish to minimize expenditure on the woods, so we have still not opened up any access points.

The Bridge

Work eventually started at the end of October and may be finished by the AGM. Lets see what I am able to report to members at our meeting.

Travellers' Sites

During 2009 there was a further planning application at Willow Farm and although it was rejected by Runnymede, the judge would not determine the Council's concurrent legal enforcement action while a planning matter was outstanding. So the legal process is 'on hold' until the result of the travellers' planning appeal is decided at a public inquiry. That inquiry finished on October 30th but the decision may still not be known by the time of the AGM.

Generally things outside Runnymede's control are moving in favour of the travellers, so I am not so confident in a favourable outcome but thanks to the large number of you who made the effort to attend some part of the Inquiry.

Covenants

A summary of the covenants and committee policy for implementation is available on the OPEC website www.ottershawpark.co.uk.

It is each member's responsibility to be familiar with the covenants which are owners' legal responsibilities and apply to all estate properties. Failure to get committee approval for change can lead to serious problems which if not resolved would affect the sale of a property. So please get committee approval at the planning stage, before starting work. It is in everyone's interests to avoid disputes.

Picnic in the Park.

Many thanks to Elizabeth MacEntaggert, who organized a most successful social event. I hope she has plans for 2010 to discuss with members at the AGM.

Ottershaw Park Website – www.ottershawpark.co.uk.

John Athersuch has recently modified our excellent company website, so please have a look and let us have your thoughts and ideas. We plan to have a web "gallery" of estate photographs so if you have any suitable contributions please email them to John for inclusion. If you have any photographs of the estate which you would like to see We have started sending information by email which saves us time and money, so if you have not already done so, please send your email address to john@ottershawpark.co.uk. You will then also be notified as new information is added to the website and we can contact you swiftly should the need arise.

Sewerage & Drains.

Lets say this very quietly so as not to tempt fate, "the stuff is still flowing and so far we've had no callouts during 2009!"

Estate Road Lighting.

After EDF declined to continue the maintenance service, we managed to change suppliers at no additional cost. So far it has been a successful transition.

Fairoaks Airport.

At last year's AGM 2 members were concerned with the impact of Fairoaks, particularly from helicopter noise. In July, as a consequence of criminal activity, the police helicopter moved to the security of the Army base in Odiham, Hampshire. The move has resulted in greatly reduced night

flight noise and more surprisingly also made a noticeable difference during the day. I am personally much happier now they have moved away!

Annual Service Charge - £200

In the present economic climate we plan to continue with current annual rate of £200. We must remember the bridge work will draw extensively on reserves, so we will have reduced funds available for any 'emergency' for a number of years. At the AGM we will discuss rebuilding our reserves when we have full details of current and future bridge costs. You may have noticed several long cracks appearing in the road surface, again there is no immediate crisis but they act as a reminder of where we need to be planning for future major expenditure.

Whilst the majority of Members pay the annual Service Charge promptly, a minority persist in delaying payment, in some cases for several months. In 1999 we introduced a schedule of penalty charges for late payment. We propose to seek your approval to clarify the original resolution and to modify the charges levied.

Your Committee – your thanks

As usual your volunteer committee has devoted considerable time and effort to resolving issues for the benefit of the estate.

John Gower, our treasurer, has continued the estates sound financial and legal administration. I very much regret that 2010 will be his last year on the committee but he has given us good 'notice' and we need someone from the estate to take over his role; (so please volunteer yourself or a neighbour!)

He has been assisted by Elizabeth, so our thanks to them both.

John Athersuch runs the website single-handedly, deals with estate trees (and fungi!) and is involved in all estate projects.

Thanks also to Peter Bennett the Mansion representative, for his support.

A special mention to Elizabeth McEntaggart for 'feminising' an all male club and for getting cheerfully involved in picnics and woodland.

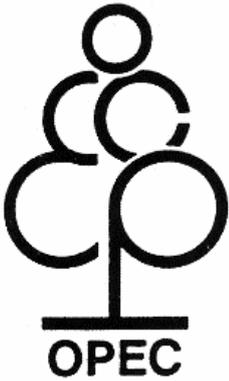
Food & Drink – don't miss it.

Please do your best to attend the dual OPEC/OPW AGM. It is an opportunity to discuss matters and meet with other members and the committee.

I look forward to seeing you there and meeting you less formally over the cheese and wine afterwards.

Please support your committee by attending the AGM on November 26th.

Nigel Eastment, Chairman.



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Notice is hereby given that the 2009 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 26th November, 2009 at 8.00 pm

AGENDA

1 - Minutes

To approve the minutes of the Annual General Meeting held on 6th December 2008, 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 2008 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 2010

To consider and approve the following resolution:

"That a general service charge be agreed for 2010 in the sum of £200 payable on the 1st January 2010."

To consider and approve the cancellation of the 1999 resolution and to substitute the following:

" When an annual service charge remains unpaid for a period in excess of six weeks from the due date an additional £10 is payable. Arrears at 31st March attract a total sum of £20 and thereafter an additional £20 is due for each quarter that payment or any part thereof is outstanding. Legal costs incurred in recovery proceedings are payable by the Member in arrears."

A Form of Proxy is attached for Members unable to attend the AGM in person.

6 - Appointment of Management Committee

a) For members to approve the Management Committee for 2010.

The following currently represent Members:

Freeholders (1-14, 26-29)	Nigel Eastment	backup	vacant
Freeholders (15 - 25a)	John Athersuch	backup	Carol Athersuch
Tulk House	John Gower	backup	Iorwerth Evans
The Mansion	Peter Bennett	backup	Mark McDonald
Secretary (non-voting)	Elizabeth McEntaggart		

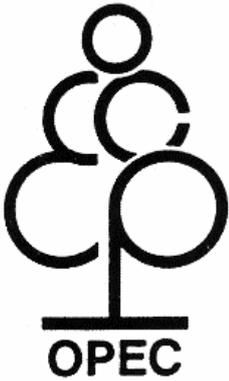
b) For members to vote to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2010.

7 - Any other relevant business

By order of the Management Committee

Nigel Eastment
Chairman OPEC/OPW
4th November 2009

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



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Ottershaw Park Estate Company Ltd		
Projected expenditure 2009 and budget 2010		
ITEM	31.12.2009	31.12.2010
Maintenance Charges	16,000	16,000
D.Over	2,174	
Costs levied and sundry income	125	80
Interest receivable	160	125
	18,459	16,205
Expenses		
Repairs and Maintenance:		
Leaf sweeping, verges, tennis courts	1,030	1,250
Bridge repairs	30,000	
Roads and drains	750	1,000
Signs, seats and gates, electrics	290	400
Street lighting:		
Energy	902	1,000
Maintenance	634	650
Subscription - Ottershaw Society	100	100
Insurance	2,652	2,700
Stationary, postage and telephone	150	160
Audit Fee & expenses	1,445	1,600
Meeting expenses	200	200
Sundry expenses	50	50
Tree Surgeons		2,000
	38,203	11,110
Operating Surplus/Deficit	- 19,744	5,095
Transfer from reserves	19,744	
Surplus for year		5,095
Provisions		
Road resurfacing		5,095
Bridge maintenance		
Tennis Court		
Surplus after Expenses and Provisions		
Maintenance Charge for 2010		200
Total maintenance income		16,000
JOHN GOWER		
7th September 2009		

OPEC and OPW Ltd		
Budget 2010		
ITEM	OPEC	OPW
Income total £16,000	13,250	2,750
Costs levied and sundry income	80	
Interest receivable	125	
	13,455	2,750
Expenses		
Repairs and Maintenance:		
Leaf sweeping, verges, tennis courts	1,250	
Bridge repairs		
Roads and drains	1,000	
Signs, seats and gates, electrics	400	
Street lighting:		
Energy	1,000	
Maintenance	650	
Subscription - Ottershaw Society	100	
Insurance	1,800	900
Stationary, postage and telephone	160	
Audit Fee & expenses	1,000	600
Meeting expenses	200	
Sundry expenses	50	
Tree Surgeons	750	1,250
	8,360	2,750
Operating Surplus/Deficit	5,095	
Surplus for year	5,095	
JOHN GOWER		
9th October 2009		

Ottershaw Park Estate Company Ltd					
General and Reserve Funds (projected)					
31/12/2010	General Reserve	Tennis Court Fund	Bridge Maintenance	Roads	Sewerage & Drains
Balance 01/01/2009	30,017	3,980	20,600	9,000	10,000
Provided during 2009					
Utilised during 2009			19,744		
Balances 31/12/2009	£ 30,017	3,980	856	9,000	10,000
Provided during 2010				5,095	
Utilised during 2010					
Balances at 31/12/2010	£ 30,017	3,980	856	14,095	10,000

Ottershaw Park Estate Company Form of Proxy

A member entitled to attend and vote at the meeting is entitled either to appoint another member of the Company as proxy to attend and vote on resolutions in his or her place or to indicate their voting intentions for the company secretary to vote on their behalf.

A form of proxy is attached and must be lodged with John Gower, 17 Tulk House, at least 48 hours before the meeting.

I,

of

a member of Ottershaw Park Estate Company Limited (hereinafter called "the Company") and entitled to one vote,

hereby appoint

of another member of the Company,

to vote for me and on my behalf at the Annual General Meeting of the Company to be held on 26th November 2009 and at any adjournment thereof.

As witness my hand this2009

Signed.....

PLEASE RETURN THIS FORM to:
John Gower
17 Tulk House
Ottershaw Park
KT16 0QG