



**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 24th November 2011 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 2011 and proposed service charges for the year 2012.

**Previously circulated:**

- 4 - Minutes of the 2010 Annual General Meeting held on the 25<sup>th</sup> November 2010.
- 5 - Report of the management committee, auditor's report and financial accounts for the year ended 31st December 2010.

**\* 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 2011**

This is our fifth combined AGM for OPEC and OPW (Ottershaw Park Woodland).

It has been a year with no major projects, the entrance road is still holding up, we are avoiding additional expenditure on the bridge and the sewers have not let us down in any substantial way.

Our Annual Service Charge is minimal for the benefits we enjoy living on the estate and as long as we have willing volunteer committee members we can keep costs down, so the headline news is that we are not proposing any Service Charge increase and our proposal is £225 for 2012.

The committee maintains high standards of administration and efficient maintenance on the estate at reasonable cost. Please fulfill your side of the deal and pay the invoice in a timely manner. It is really irritating that the same few names every year do not pay promptly and we have to waste time producing reminders, phoning, even knocking on doors.

**Please help by settling your invoice promptly. The committee gives up their time to keep the estate in order, so please have the courtesy to pay the bill on time!**

At the AGM we will again ask members to vote on a resolution to simplify late payment charge to £10 per calendar month. Payments can be made direct to the OPEC account or by cheque to John Gower at 17 Tulk House by the end of January. If you will be away or have any other issues please contact John or myself.

We still look outside the estate and monitor planning, gypsy or aviation issues which could affect us. Any important developments and all estate information is copied to the company website, so members and potential purchasers should visit [www.ottershawpark.co.uk](http://www.ottershawpark.co.uk) for all information.

**If you are not receiving occasional updates by email it is important that you log on and send the site administrator your email address.**

## **2011 ACTIVITIES AND CURRENT ISSUES**

### **Committee Membership.**

I am pleased to report that the committee now meets with 6 members. John Gower deals with the OPEC finances, Peter Bennett represents the Mansion, Elizabeth McEntaggart covers property transfers, Secretarial and social duties, John Athersuch and I tend to deal with projects and we have been joined by Mick Roche who is looking after the 'OPW project'.

Whilst land ownership on the Ottershaw Park Estate is clear 'in law' it is complex and detailed in practice, so it is good to have more folks involved in committee work to give cover for the future.

Please let us know if you would like to get involved with what we do.

## **Woodland & Woodland Management Plan**

Early this year we attended to various perimeter trees on the main road and at the entrance. The dangerous 'hung' trees remain within the woodland areas, which remain 'unsafe' to walk in. We have not opened up any access points and I still have to caution members that if you walk in the woods you do so at your own risk.

Part of our Woodland is recorded as 'ancient'; an area which has been continually wooded for the past 400 years and very likely much longer. Such woodland contains rare plants and provides important habitats which are becoming rare due to public and development pressures.

Grant aid is available through the English Woodland Grant Scheme (EWGS) to help land owners and woodland managers to manage their woodlands for the benefit of biodiversity. The first step is creating an effective management plan.

This year we have registered the land with the Rural Payments Agency and have had provisional approval from the Forestry Commission for a grant which should be sufficient for a consultant to complete a management plan for our woodland. The goal is that the management plan should be self-financing from the sale of waste wood or be achieved through voluntary work at no cost to OPEC.

The management plan will also identify where further grant aid could be relevant, such as for work that benefits biodiversity or a woodland improvement grant.

Mick Roche has begun discussions with 2 agents with a view to selecting one to draw-up the plan and will have further details at the AGM.

## **The Bridge**

There is still work additional work that could be usefully be done on the bridge but currently we are not inclined to commit to the considerable expenditure involved and are not confident that even if the additional work was done that the bridge would not continue to 'flex'. The only real point of concern is the balustrade, which we all need to 'monitor'.

## **Gates, Railings and Signage**

The Bothy Lane entry 'railings' were refurbished but we subsequently withheld part of the payment as we were dissatisfied with the finished job.

The new gates on the entrance road were installed, not without some anxiety! The few comments I have heard since the installation were all positive but no doubt this will be discussed at the AGM.

The sign with an estate map is still outstanding; I hope to have more positive news for the AGM.

## **Estate Roads**

More cracks are appearing and at some stage we will have to do work on the roads. Basically cracks are caused by movement of the layers beneath the road. Repairing the cracks will not cure the problem but relaying the 'foundation' will be horribly expensive and disruptive, so we are trying to avoid expenditure.

## **Travellers' Sites**

The change of government seems to have made no change in traveller policy either generally or in relation to Willow Farm. Your committee attempts to monitor events but it is difficult to be polite about how difficult that is!

There is a danger that Runnymede will look to 'cut costs' by ceasing their longstanding support of planning policy and allow the Willow Farm development. So, all we can recommend is that members contact their councilor and the Chief Exec of RBC to stiffen their resolve and reminded them that residents continue to be concerned at the lack of effective action.

## **Hanoglu & 10 Tulk House**

Since 2007 there has been an outstanding issue with Mr. Hanoglu, previous owner of 10 Tulk House, who despite numerous reminders and face to face meetings had failed to make payments for the woodland purchases and for Annual Service Charges.

I am pleased to announce complete success in recovering the debt. The property was eventually sold by his bankers (Northern Rock) who, presented with the documentation maintained over the 4 years, paid the outstanding debt in full prior to the occupancy by the current owners. The full payment justified our policy of the avoiding additional costs (and time) in directly pursuing the debt and instead waiting to enforce OPEC covenants on the change of ownership.

### **Property 'Improvement' & the Covenants**

During the year we have had 2 issues with members due to lack of consultation prior to change on their property. A summary of the covenants and committee policy for implementation is available on the OPEC website [www.ottershawpark.co.uk](http://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 obtain committee approval before starting work. It is in everyone's interests to avoid disputes.

### **Picnic in the Park.**

What a fiasco! What a triumph! For various reasons we had to change the date (more than once) and the weather was against us but still the good folks of Ottershaw Park turned out to drink a few glasses and have a good chat.

It was reassuring that so many people turned out on an unpromising afternoon, so thank you to those who came and we will definitely be doing another event in 2012, so pencil Sunday June 10<sup>th</sup> in your diary and lets hope for a great afternoon.

### **Ottershaw Park Website – [www.ottershawpark.co.uk](http://www.ottershawpark.co.uk).**

John Athersuch looks after our excellent company website, so please have a look. We send information by email which saves us time and money, so if you have not done so, please send your email address to [john@ottershawpark.co.uk](mailto: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.

Each member of OPEC is also a corporate member of the Ottershaw Society, which organises talks and social events in the village as well as being an important resource on planning issues. The Society has recently revamped its website and started to communicate with members by email.

If you are interested in contacting the Ottershaw Society directly, please email Sandy Stephens at [secretary@ottershawsociety.org](mailto:secretary@ottershawsociety.org).

### **Sewerage & Drains.**

We had one significant problem this year with sewage discharging over a member's garden, NOT a pleasant experience.

The cause of the problem was rags, not 'J' clothes but cleaning rags. Which idiot put them down their toilet? Although much of the pipework on the estate is 4 inch cast iron, compared to the 6 inch current standard in plastic, the drains we have will be adequate provided that babies' nappies and cleaning cloths are not shoved down the toilet!

Unfortunately this is another case of a small minority of members (or their builders?) making difficulties for others.

### **Fairoaks Airport.**

I still celebrate the 2009 departure of the police helicopter, which has lead to a reduction in helicopter noise nuisance during the day but more especially at night. Noise intrusion continues at a much reduced level because the main helicopter operator at Fairoaks, Alan Mann Group (Engineering), has gone into administration and has been losing clients. It is easy to be complacent when times are good and I hate to be the 'harbinger of doom' but probably, it can only get worse from here.

I have made submissions through the CPRE and local residents groups towards the new government white paper on aviation, trying to focus attention on small airports. If you have any interest or comments please contact me.

### **Other Local Planning Issues.**

The DERA site development: the potential 2,500 additional houses in a 'new town' in Chobham/Longcross is still a very real threat. Remember, this is bigger than either Chobham or Ottershaw. The turmoil in local government means that this is far from resolved, with financial pressure on Runnymede making the proposal more likely. We will do our best to keep you informed.

McLarens: are proposing a further incursion into Green Belt land, opposite the current site alongside Martyrs Lane. When the emphasis is on jobs and the economy it is difficult to argue against expansion by an industry leader, but Woking will get a huge benefit from business rates while Ottershaw will only get the traffic from the M25. We must try to ensure the A320 does not become a duel carriageway!

### **Annual Maintenance Fee - £225**

In the present economic climate we propose that the annual maintenance charge continues at £225 and trust you will support the committee in your vote at the AGM.

### **Your Committee – your thanks**

As usual committee members have devoted considerable time and effort to resolving issues for the benefit of the estate. I hope you will be able to support them by attending the AGM and voting in favour of them continuing in office.

### **Food & Drink – don't miss it.**

Please do your best to attend the dual OPEC/OPW AGM. It is your only 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.

Nigel Eastment, Chairman



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

**Notice is hereby given that the 2011 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 24th November, 2011 at 8.00 pm**

### **AGENDA**

**1 - Minutes**

To approve the minutes of the Annual General Meeting held on 25th November 2010, 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 2010 with the auditor's report thereon, previously circulated.

**4 - Auditors and Remuneration**

To appoint Barnbrooke Sinclair as auditors to the Company and to authorise the Management Committee to agree their remuneration.

**5 - Budget 2012**

To consider and approve the following resolution:

*"That a general service charge be agreed for 2012 in the sum of £225 payable on the 1st January 2012."*

**6 - Late payment of Annual Service Charge**

To consider and approve the following resolution:

*"When an annual service charge remains unpaid for a period in excess of one calendar month from the due date an additional £10 is payable. For each further month or part thereof that the account remains in arrears an additional £10 is levied. Legal costs 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.

## **7 - Appointment of Management Committee**

a) For members to approve the Management Committee for 2012.

The following currently represent Members:

Freeholders (1-14, 26-29)	Nigel Eastment	backup	Mick Roche
Freeholders (15 - 25a)	John Athersuch	backup	Elizabeth McEntaggart
Tulk House	John Gower	backup	vacancy
The Mansion	Peter Bennett	backup	Russell Jacobs

b) For members to vote to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2012.

## **8 - Any other relevant business**

By order of the Management Committee

Nigel Eastment  
Chairman OPEC/OPW  
20<sup>th</sup> October 2011

Registered Office:  
1 High Street  
Knaphill  
Woking  
Surrey GU21 2PG



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

<b>Ottershaw Park Estate Company Ltd</b>		
<b>Projected Income &amp; Expenditure 2011 and Proposed Budget 2012</b>		
ITEM	31.12.2011	31.12.2012
Maintenance Charges	18,000	18,000
Hanoglu Plots A & B & O/S service charge	6,231	
Costs levied and sundry income	275	1,250
Interest receivable	117	120
	<b>24,623</b>	<b>19,370</b>
<b>Expenses</b>		
Repairs and Maintenance:		
Leaf sweeping, verges,	1,318	1,500
Tennis court	1,104	
Roads and drains	510	750
Signs, seats and gates, electrics	2,498	750
Street lighting:		
Energy	594	655
Maintenance	738	800
Subscription - Ottershaw Society	100	100
Insurance	2,768	3,050
Stationary, postage and telephone	110	120
Audit Fee & expenses	1,409	1,250
Meeting expenses	200	220
Sundry expenses	50	50
Tree Surgeons	3,816	3,500
	<b>15,215</b>	<b>12,745</b>
Operating Surplus/Deficit	9,408	6,625
Transfer from reserves		
Surplus for year	<b>9,408</b>	<b>6,625</b>
<b>Provisions</b>		
Road resurfacing	7,000	4,000
Bridge maintenance	2,408	2,625
	<b>9,408</b>	<b>6,625</b>
<b>Surplus after Expenses and Provisions</b>		
Maintenance Charge for 2012		225
Total maintenance income		<b>18,000</b>
<b>JOHN GOWER</b>		
3rd October 2011		

<b>Ottershaw Park Estate Company Ltd</b>						
<b>General and Reserve Funds (projected)</b>						
<b>31/12/2011/12</b>						
	<b>General Reserve</b>	<b>Tennis Court Fund</b>	<b>Bridge Maintenance</b>	<b>Roads</b>	<b>Sewerage &amp; Drains</b>	<b>TOTAL</b>
Balance 01/01/2011	10,000	3,980	9,852	15,895	10,000	49,727
Provided during 2011	3,475		2,408	7,000		
Utilised during 2011						
<b>Balances 31/12/2011</b>	<b>£ 13,475</b>	<b>3,980</b>	<b>12,660</b>	<b>22,895</b>	<b>10,000</b>	<b>63,010</b>
Provided during 2012			2,625	4,000		
Utilised during 2012						
<b>Balances at 31/12/2012</b>	<b>£ 13,475</b>	<b>3,980</b>	<b>15,285</b>	<b>26,895</b>	<b>10,000</b>	<b>69,635</b>

# 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 Nigel Eastment, 27 Ottershaw Park at least 48 hours before the meeting.

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I, .....

of .....

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

(COMPLETE EITHER SECTION 1 or SECTION 2)

### SECTION 1

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 24<sup>th</sup> November 2011 and at any adjournment thereof.

### SECTION 2

cast my vote \*FOR/AGAINST the following resolution:

*"That a general service charge be agreed for 2012 in the sum of £225 payable on the 1st January 2012."*

cast my vote \*FOR/AGAINST the following resolution:

*"When an annual service charge remains unpaid for a period in excess of one calendar month from the due date an additional £10 is payable. For each further month or part thereof that the account remains in arrears an additional £10 is levied. Legal costs in recovery proceedings are payable by the member in arrears."*

As witness my hand this .....day of .....2011

Signed.....

\* delete as appropriate