



**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 29th November 2012 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 2012 and proposed service charges for the year 2013.

Previously circulated:

4 - Minutes of the 2011 Annual General Meeting held on the 24th November 2011.

5 - Report of the management committee, auditor's report and financial accounts for the year ended 31st December 2011.

*** 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 2012

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

The headline news is that we are proposing a Service Charge of £225 for 2013; no increase for a second year running. In the absence of any major expenditure and while we continue with a volunteer committee we can keep maintenance costs down.

We are in the process of improving the appearance of the estate with increased attention to painting, estate maintenance, signs, fencing, verges etc. Some of the costs are not yet finalised and have been carried over on the budgets which as a consequence show a deficit for 2013. Our financial situation is healthy and the position should be clearer by the date of the AGM.

While we take active steps to improve the park please play your part, particularly with overgrown hedges.

2012 ACTIVITIES AND CURRENT ISSUES

Committee Membership.

The committee continues to meet with 6 members. As previously John Gower from Tulk House deals with the OPEC finances, Peter Bennett represents the Mansion, Elizabeth McEntaggart covers property transfers, Secretarial and social duties, John Athersuch and I deal with projects and Mick Roche has been dealing with the woodland.

Woodland and Woodland Management Plan

We have made good progress. A Forestry Commission grant covered the cost of drawing up a management plan which has since been approved. The plan is to remove approx. 30% of the trees to open up glades to support better growth from surrounding trees and provide space for a variety of ground-dwelling species. Areas towards the road and boundary with adjacent properties will not be touched. In addition, the plan includes creating a circular walkway linking the bottom section in front of Tulk House to the top section towards Home Farm Close. We plan on conducting the work in a phased manner, with one 'plot' per year, starting with the plot on the left hand side as you enter the Park. Our challenge now is to find a way of covering the cost of the clearing work from the value of the wood cropped. Once the thinning has been completed, we will re-assess the area and perimeter for selected replanting.

We have also discussed making improvements to the roadside appearance of the woodland and recommend the following approach

1. Increased maintenance on the verges in the entrance, which has now been added to the regular maintenance schedule
2. Install chestnut paling along the perimeter
3. Introduce new evergreen planting in the perimeter (behind the paling) of varied species and depth to provide increased visual and sound cover, while maintaining the character of the woodlands

The new planting on the road perimeter and chestnut paling fencing, would have cost implications but are viewed as long term investments to improve the appearance of the estate.



Example of Chestnut Paling

Note: No work has yet commenced, the dangerous 'hung' trees remain and there are two areas of deep water, so the woodland remains '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.

Estate Maintenance – for OPEC AND individual members

This year many private hedges on the estate had been neglected with the consequence that by September the estate was starting to look a real mess. It was a wet spring and I know some members have belatedly attended to their hedges but can everyone with a hedge please try to keep it tidy, especially where it overhangs estate roads. The gradual reduction of road width and visibility causes a real problem.

Beginning in September, OPEC employed a new contract gardener on longer hours than previously to keep the common areas of the estate clean and tidy. His first job was to sort out the few OPEC hedges and verges and we are pleased with what he has achieved. So we are now in a position to lecture everyone else! Hedges, particularly those terrible leylandii, need at least one if not 2 trims a year, so please, please, please do better in 2013 as they do significantly affect the whole appearance of the estate and the value of our properties. Furthermore we do not want to be hedge police!

Note: I am sure our gardener would take on extra work, so if your hedges are a problem let me know and he can deal with you direct.

Estate Maintenance - Signs

We intend to replace some of the brown wooden signs that are at the end of their life with new, metal signs in the same 'OPEC Brown' style. They will not be as 'gracious' as Arnold's wonderful bespoke signs but it is essential to replace rotting wood with something that will require less ongoing maintenance. We hope to have this done in 2012 but currently a provision has been made from the surplus of this year's budget for the signs. The large wooden 'estate' signs at the entrance will be kept and refurbished.

Dogs, leads and dog excrement.

There are no common areas on the estate for running dogs off lead so residents are required to keep their dogs on leads at all times.

The Mansion owns and maintains the meadow leading to the tennis courts. Only Mansion residents are entitled to use the meadow, OPEC members can enter only to access the tennis court. As a private area it is not available for dog walking under any circumstances.

The lawn opposite the lower garage block is owned by the Mansion which pays for its upkeep. They accept that it is not practical to wholly exclude dogs on leads being walked through the park but they must be 'pooped and scooped'.

Similarly the lawns in front of Tulk House are actually the private property of the Tulk House residents and must be similarly respected. The Tulk gardeners have understandably complained about the dog mess on the lawn and it is grossly inconsiderate to expect them to deal with it.

So please, keep your dogs on leads, scoop and remove any excrement and challenge anyone walking their dog off the lead. We are fortunate to have extensive dog walking areas in Ottershaw Chase, Timber Hill and the woodland leading to the Memorial Fields all of which are accessible on foot from Ottershaw Park.

The Bridge

As the cracks on the bridge had become more noticeable in the last year or so we consulted another engineer who has assured us that the structure is stable. However, there is no doubt that we will be required to do work in the near future to secure the balustrade and look at the effects of water on the structure.

Estate Roads

One of our members walked the estate roads with a 'highway' engineer from Berkshire Council who was reassuring about their general condition and indicated the main entrance as the most likely area to require attention in the future. Our strategy is to maintain company reserves so we can deal with any problems should they arise.

Travellers' Sites

It is not worth wasting space on this topic. When we have any information it goes on the company website and members are notified via email, so please make sure we have your email contact details.

Property 'Improvement' & the Covenants

Members should be familiar with the covenants which apply to all estate properties. It is the owners' legal responsibility to obtain committee approval for changes before starting work. If you are not clear what is required a summary of the covenants and committee policy is available on the OPEC website www.ottershawpark.co.uk. It is in everyone's interests to avoid disputes so please talk and confirm details in writing with your committee representative.

Picnic in the Park.

We had problems with the weather and the dates but we persevered with the annual picnic and the good folks of Ottershaw Park turned out to drink a few glasses and have a chat on the Mansion's lawn opposite the lower garage block. It's always good fun and we will do it again. The proposed date is Sunday 9th June 2013, please put that in your diaries.

Sewers and Drains.

I am touching wood as I write - no major problems this year. To restate the annual warning, much of the pipework on the estate is 4 inch cast iron, compared to the 6 inch current standard in plastic, and was installed in the age before dishwashers and even washing machines. Please take care with what goes down your toilet! The sewers we have are perfectly adequate provided 'J'-cloths, babies' nappies and cleaning cloths are not shoved down the toilet, just don't do it..... and tell your builders, too.

Fairoaks Airport.

Some residents contacted me with concerns about the perceived increase in helicopter noise this summer which was also made front page news in the 'Surrey Herald'. Hopefully this was a temporary change and I look forward to more information from Fairoaks on this.

If you have any interest or concerns about the airport please contact me.

Other Local Planning Issues.

The DERA site development: this proposal for a 'new town' in Green Belt land in Longcross features large in Runnymede's Core Strategy and the financial pressure on local government makes the proposal more likely.

McLarens: are proposing a further incursion into Green Belt land, opposite the current site on the A320 and alongside Martyrs Lane.

As these developments impact infrastructure, especially local roads, we will do our best to keep you informed.

Annual Maintenance Fee - £225

As mentioned above, we propose that the annual maintenance charge continues at £225 and trust you will support the committee in your vote at the AGM.

The committee intends to maintain high standards of administration and efficient maintenance on the estate at reasonable cost. They also give up their time to keep the estate in order, **so please have the courtesy to pay the bill on time. Prompt payment is much appreciated, so we do not have to waste time producing reminders, phoning, even knocking on doors.**

Email Contact.

Note: If you are not receiving occasional updates by email it is important that you send the site administrator your email address. When we have any information it goes on the OPEC website www.ottershawpark.co.uk and members are notified via email, so please make sure we have your email contact details; one day it might be important to contact you at short notice, so if you have not already done so, please send your email address to john@ottershawpark.co.uk.

Your Committee – your thanks

As usual I would like to thank the committee members who 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.

Food & Drink – don't miss it.

Please do your best to attend the dual OPEC/OPW AGM on **Thursday 29th November at 8.00 at Ottershaw Church Hall**. 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 2012 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 29th November, 2012 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 2011 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 2013

To consider and approve the following resolution:

"That a general service charge be agreed for 2013 in the sum of £225 payable on the 1st January 2013."

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 2013.

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 2013.

7 - Any other relevant business

By order of the Management Committee

Nigel Eastment
Chairman OPEC/OPW
30th October 2012

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



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Ottershaw Park Estate Company Ltd		
Projected Income & Expenditure 2012 against Budget 2012		
ITEM	Actual 31.12.2012	Budget 31.12.2012
Maintenance Charges	18,000	18,000
Costs levied and sundry income	265	1,250
Interest receivable	127	120
Forestry Commission	1,000	
	19,392	19,370
<i>Expenses</i>		
Repairs and Maintenance:		
Leaf sweeping, verges, Tennis court	1,139	1,500
Roads and drains	1,350	750
Signs, seats and gates, electrics	2,082	750
Street lighting:		
Energy	549	655
Maintenance	637	800
Subscription - Ottershaw Society	100	100
Insurance	2,623	3,050
Stationary, postage and telephone	110	120
Audit Fee & expenses	1,408	1,250
Meeting expenses	200	220
Sundry expenses	50	50
Woodland	1,870	3,500
	12,118	12,745
Operating Surplus/Deficit	7,274	6,625
Transfer from reserves		
Surplus for year	7,274	6,625
<i>Provisions</i>		
Road resurfacing	5,000	4,000
Bridge maintenance	2,274	2,625
	7,274	6,625
<i>Surplus after Expenses and Provisions</i>		
Maintenance Charge for 2012		225
Total maintenance income		18,000
JOHN GOWER		
31st October 2012		



**OTTERSHAW PARK ESTATE COMPANY LTD
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Ottershaw Park Estate Company Ltd						
General and Reserve Funds (projected)						
31/12/2011/12						
	General Reserve	Tennis Court Fund	Bridge Maintenance	Roads	Sewerage & Drains	TOTAL
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						
Balances 31/12/2011	£ 13,475	3,980	12,660	22,895	10,000	63,010
Provided during 2012			2,274	5,000		
Utilised during 2012						
Balances at 31/12/2012	£ 13,475	3,980	14,934	27,895	10,000	70,284

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.

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 29th November 2012 and at any adjournment thereof.

SECTION 2 Do we need this?

cast my vote *FOR/AGAINST the following resolution:

"That a general service charge be agreed for 2013 in the sum of £225 payable on the 1st January 2013."

As witness my hand thisday of2012

Signed.....

* delete as appropriate