



**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 28th November 2013 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 2013 and proposed service charges for the year 2014.

Previously circulated:

- 4 - Minutes of the 2012 Annual General Meeting held on the 29th November 2012.
- 5 - Report of the management committee, auditor's report and financial accounts for the year ended 31st December 2012.

*** 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.**

CHAIRMAN'S REPORT 2013

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

2013 ACTIVITIES AND CURRENT ISSUES

Committee Membership.

The committee has 6 members as follows:

John Gower - Tulk House (OPEC finances)

Peter Bennett - Mansion

John Athersuch - Bothy Freeholders (Web Master)

& Elizabeth McEntaggart - Bothy Freeholders (Property, Secretarial & Social)

Nigel Eastment & Mick Roche, Freeholders

The committee members are prepared to stand for another year if that is the members wish.

We have continued to avoid any major expenditure and continue to keep costs down with a volunteer committee, so we are proposing a Service Charge of £225 for 2013; no increase for a third year.

Property 'Improvement' & the Covenants

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

For the avoidance of any doubt it is each members legal responsibility to be familiar with the covenants which apply to all estate properties – so saying you didn't know doesn't work!

Owners' must obtain committee approval for change before starting work. It is in everyone's interests to avoid disputes so please talk and confirm details in writing with your committee rep.

Woodland & Woodland Management Plan

The full management plan approved by the Forestry Commission is available on the company website.

Chestnut paling was installed along the Chobham Road. This may not look particularly gracious but it will become less striking as the colour fades and vegetation re-grows to soften the visual impact. It was installed to provide a measure of security to the woodland which we will appreciate when woodland walkways have been created.

The verges on the entrance road have been grassed, cleared of smaller trees and the barbed wire has been removed, so I hope you agree that we present a more 'open' woodland aspect to residents and visitors.

Students from Merrist Wood did some clearance in the central section and I am expecting contractors to make a significant impact over late autumn, clearing most of the birch and other agreed trees. They will not leave us with pristine woodland walks but we will have cleared spaces - at no cost.

As I write some dangerous 'hung' trees remain so the woodland remains 'unsafe' to walk in, so I have to caution members that if you walk in the woods you do so at your own risk.

Firewood: We notified all residents that cut trees were available for collection but access is difficult without appropriate transport.

Dumping Waste: It is disappointing that some properties neighbouring the woods use it as a dump for their compost – PLEASE DON'T! It is nitrogen rich, can introduce unwanted plants and is unsightly.

Wildlife: We are very lucky to have not only the woodland but also trees throughout the estate which support a wide selection of birds and animals. Woodpeckers and owls are common; buzzards have been seen, even the occasional red kite overhead. Badgers and bats are in the woods, deer are common enough to be a pest in some gardens. My personal views on foxes, parakeets and squirrels are less generous but I understand some folks like them.....

I think we all need to do what we can to preserve our estate as an environment we can share with fur and feather; friend or foe!

Estate Maintenance

Robin Spicer continues to do regular maintenance on the limited OPEC property on the estate. He spends a lot of his time on the entrance road and the areas under and over the bridge but also deals with tennis courts, a few hedges and 'specials' as required. I am happy with the results but if members have any suggestions please contact me.

Dogs, leads and 'doggie doo'.

Whenever I speak to dog-owning residents they assure me that they keep their dogs on leads and scoop and remove any poop. Please help us to reduce problems by challenging 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 are accessible on foot from Ottershaw Park.

The Bridge & Estate Roads

We have spent nothing on the bridge or the roads this year but continue to monitor both as work will inevitably be required.

Our informal survey on the roads last year was reassuring but we are aware of some cracking.

Sewerage & Drains.

The other potential area for costs is the sewage system.

Please help us look after our pipework, designed for an age without dishwashers and washing machines, not to mention 'J'-cloths, babies' nappies and even cleaning cloths

The drains are perfectly adequate provided we all take care with what goes down your toilet! And please tell your builders.

Picnic in the Park.

We had difficulty this year with the weather and a general lack of enthusiasm, which is a shame as the members that do turn up have a great time.

We will do it again but if anyone has any suggestions for change or other social events please let us know.

Fairoaks Airport.

The airport, our most significant neighbor and also a member of OPEC through the ownership of the 63 acres of 'Agricultural Land' running behind Tulk House and the Mansion, has given rise to various concerns during 2013.

They have determined on a 6,000 sq.m. new hangar as a Permitted Development which will be located in the current open space between Bonsey's Lane and the existing airport buildings. This will house existing helicopter operations and lead to some increase of activity once completed.

Savills made a submission to the Airports Commission on behalf of Fairoaks Operations Limited, which suggested an increase in business flights - supported by a longer runway and a passenger terminal along with an increase of existing activity. The submission has been widely discredited as unrealistic. While a runway extension might not be an immediate threat the submission was presumably made on behalf of the owners - and they have indicated quite clearly they would favour expansion.

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

Willow Farm Travellers' Site REPORT ON PLANNING DECISION

Thank you again to all members who turned up for the council Planning meeting. The travellers' application for temporary permission for 3 years was passed by 9 votes in favour, 4 against, with 2 abstentions. This is the culmination of over 10 years of RBC's failure to both enforce its decisions and provide alternative sites for travellers.

The chief planning officer stated that temporary means temporary but nevertheless could not issue any guarantees that at the end of the 3 year period alternative site will have been found or that the travellers would move.

The committee now need to monitor the RBC's progress towards providing alternative sites and whether the travellers adhere to the conditions of the approval.

We will need support from all OPEC members if we are to put effective pressure on the council.

When we have any information it will be posted on the company website and members will be notified via email. It is essential that we have your email contact details; so if you have not already receiving information send your email address to john@ottershawpark.co.uk .

Note: The planning application, minutes of the committee meeting and other relevant documents are on the OPEC website.

Other Local Planning Issues.

The DERA site development: this proposal for a 'new town' in Green Belt land in Longcross has been included in Runnymede's Core Strategy but is still subject to strong opposition.

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.

Please pay promptly so we do not have to waste time producing reminders, phoning, even knocking on doors.

The committee gives up their time to keep the estate in order, so please have the courtesy to pay the bill on time!

Your Committee – your thanks

As usual I would like to thank the committee members who have devoted time and effort to resolving issues for the benefit of the estate.

Cheese, Wine & Chat.

Please support the committee by doing your best to attend the OPEC/OPW AGM. It is your only opportunity to discuss matters and meet with other members and the committee.

We try to get the formal business over as quickly as possible to give time for general discussion. We then withdraw to the small hall to continue informally over the cheese and wine.

Nigel Eastment, Chairman.

Note: If you are not receiving occasional updates by email it is important that you log on to the Ottershaw Park Estate website and send the site administrator your email address.



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Notice is hereby given that the 2013 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 28th November, 2013 at 8.00 pm

AGENDA

1 - Minutes

To approve the minutes of the Annual General Meeting held on 29th November 2012, 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 2012 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 2014

To consider and approve the following resolution: *"That a general service charge be agreed for 2014 in the sum of £225 payable on the 1st January 2014."*

6 - Appointment of Management Committee

a) For members to approve the Management Committee for 2014.

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 2014.

7 - Any other relevant business

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

By order of the Management Committee.

Nigel Eastment, Chairman OPEC/OPW

20th October 2013



**OTTERSHAW PARK ESTATE COMPANY LTD
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Ottershaw Park Estate Company Ltd		
Projected final expenditure 2013 and budget 2014		
ITEM	31.12.2013	31.12.2014
Maintenance Charges	18,000	18,000
Costs levied and sundry income	260	200
Interest receivable	127	140
	18,387	18,340
<i>Expenses</i>		
General Maintenance:	2,800	3,000
Tennis courts	43	250
Bridge repairs		1,250
Roads and drains	1,676	2,000
Signs, seats and gates	1,272	1,500
Street lighting:		
Energy	605	800
Maintenance	631	750
Subscription - Ottershaw Society	100	100
Insurance	2,645	2,700
Stationary, postage and telephone	100	125
Audit Fee & expenses	1,406	1,500
Meeting expenses	110	150
Sundry expenses	10	50
Woodland	7,363	4,000
	18,761	18,175
Surplus/Loss	- 374	165
Maintenance Charge for 2014		225
Total maintenance income		18,000
JOHN GOWER Treasurer		
31st October 2013		



**OTTERSHAW PARK ESTATE COMPANY LTD
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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 28th November 2013 and at any adjournment thereof.

SECTION 2

cast my vote *FOR/AGAINST the following resolution:

"That a general service charge be agreed for 2014 in the sum of £225 payable on the 1st January 2014."

As witness my hand thisday of2013

Signed.....

* delete as appropriate