



**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 27th November 2014 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 2014 and proposed service charges for the year 2015.

Previously circulated:

- 4 - Minutes of the 2013 Annual General Meeting held on the 28th November 2013.
- 5 - Report of the management committee, auditor's report and financial accounts for the year ended 31st December 2013.

*** 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 2014

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

2014 ACTIVITIES AND CURRENT ISSUES

Committee Membership

The committee has 6 members as follows:

John Gower (OPEC finances)- Tulk House
Mary Turner/Reidun Karlsen - Mansion
John Athersuch (Web Master)- Bothy Freeholders
Elizabeth McEntaggart (Property, Secretarial & Social) - Bothy Freeholders
Nigel Eastment (Chairman) & Mick Roche (Woodland), Freeholders

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

We have again avoided any major expenditure and continue to keep costs down with a volunteer committee, so we are proposing a Service Charge of £225 for 2014; no increase for a fourth year.

It has been a "comfortable" year in all respects; fabulous summer weather and no expensive projects or too many unexpected problems – so far!

Estate Maintenance

Robin Spicer does 2 days a month maintenance on OPEC property, spending a lot of his time on the entrance road and the areas under and over the bridge and also deals with OPEC's tennis courts, a few hedges and "specials" such as installing gates or ditching as required.

Hedges

It is unfortunate that a few sections of the estate road are dominated by hedges. The "open" areas of the Park are much lighter and more attractive. The problem is the result of hedges being planted right up to a property's boundary and the natural growth inevitably extending over the estate road.

Remember it is an obligation under the covenants to keep your hedges in a "good manner" and not to allow anything "detrimental" to the value of the estate.

If you own one of these hedges please think of the effect on others and do your utmost to keep the hedge tidy and under control for the benefit of all. Robin already attends some hedges on the estate and we can provide a quote for doing work for other members if that is useful.

Dogs, leads and "doggie doo"

As well as hedges dogs need to be kept under control!

Please keep dogs on leads, "scoop" any poop and help us to reduce problems by challenging anyone walking their dog off the lead or any dog walkers not from Ottershaw Park.

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 and Signs.

Although we have spent nothing on the bridge this year it still needs monitoring and we are anticipating an expensive job replacing and resetting the ballustrade. We also used Robin to make good various patches in the road, a cost effective solution for the time being.

You may also have noticed that many of the old signs have been replaced – a ridiculously tortuous business – but the new signs are a definite improvement.

Sewerage and Drains

Again no major repairs but we did have all gulleys and soak-aways cleaned out and have fitted grills to drain covers in the Bothy Lane

Lighting

Our only major expenditure was over £5,000 to install 3 new lamp standards on the entry road. The previous ones, some of the newest on the estate, were rusted though at the base and in serious danger of falling. Now we know about the poor quality of the metalwork we have protected the bases of the remaining "original" lamp standards along the pathway. Other posts throughout the estate have been inspected and are satisfactory.

Picnic in the Park – Sunday 21st June

We are setting the date now to encourage members to put the date in their diaries and come along with their picnic to join the regulars who meet up for a convivial afternoon, which usually extends into a slightly beery early evening.

Usual start time of 3pm on the Mansion lawn opposite the lower garage block, barbecues encouraged, we hope to see you there.

Fairoaks Airport

Last year I reported on a new 6,000 sq.m. hangar to be built in the current open space between Bonsey's Lane and the existing airport buildings. There has been no work on the project, probably because of the split ownership of the airport site; a subsidiary of RBS owning the "built area" but not being the licensed airport operator or owning the rest of the airfield.

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

Willow Farm Travellers' Site

You will recall that in October 2013 the travellers' application for temporary permission for 3 years was passed by Runnymede Borough Council's planning committee. Since then a considerable amount of work appears to have taken place on the site.

It is increasingly difficult to have any confidence in the chief planning officer's statement at that planning meeting that temporary means temporary – particularly as no minutes were produced for the meeting!

RBC's "Travellers' Accommodation Assessment" was reported at September's planning meeting and stated a requirement for 8 traveller sites plus 2 plots to be provided for each of the next 15 years to satisfy local demand. We can anticipate RBC will be under pressure to find suitable sites.

Guide to Ottershaw Park

This exciting document has been fully revised and is available on the company website for all members and potential purchasers.

Property "Improvement" and the Covenants

The Guide includes a summary of the covenants and committee policy. Owners must obtain committee approval for any alteration in appearance before starting work. It is in everyone's interests to avoid disputes so please talk and confirm details in writing with your committee rep for any external changes, building development – including sheds and outbuildings, fence, hedge or tree work.

Woodland and Woodland Management Plan

To remind members, the full management plan is available on the OPEC website.

Last year we had Merrist Wood students cutting some birch as part of their course work. This year we had "woodsmen" cut quite a bit of the remaining birch in the central section but they found the ground too wet in June to get the wood out. I expect them to have returned to do a bit more felling and to have removed the timber by the time of the AGM. They have confirmed that they will return next year to clear the birch in the woodland between Tulk and the road - which is potentially even wetter – before attending to the final "top" section.

So far this planned work has all been achieved at no cost and we hope in the longer term it will benefit woodland diversity.

The "hung" trees have not been in the worked areas so they still remain, leaving the woodland "unsafe" to walk in. You are reminded that you walk in the woods at your own risk.

Dumping Waste: It is really disappointing that some properties neighbouring the woods continue to use it as a dump for their compost – **PLEASE DON'T!** The nitrogen rich waste can introduce unwanted plants, is unsightly and has been adversely criticised by visitors from the Forestry Commission and Surrey Wildlife Trust.

Estate Trees and Wildlife

It is fantastic to have buzzards, red kites and tawny owls in the area; we must do our utmost to preserve not only our woodlands but also the trees in our gardens which also support our wildlife. The removal of any tree must be agreed by the OPEC committee and in addition many trees on the estate are protected by a TPO (copy on the website) for which RBC approval is also required.

The committee always tries to accommodate members' requests on trees but we also need to remember that they were usually here before we were and will be here long after we are gone - "no trees, no birds" and the Park would be a much poorer place without both of them.

Other Local Planning Issues

McLarens: Have outline permission for development on Green Belt land, opposite the current site on the A320, alongside Martyrs Lane.

The DERA site: The proposal for a "new town" in Green Belt land in Longcross remains despite considerable opposition from neighbours in Runnymede and adjacent boroughs. There will be an obvious impact on local infrastructure, especially local roads and we will do our best to keep you informed.

Annual Maintenance Fee - £225

As mentioned above, we propose that the annual maintenance fee 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!

The Committee

As always I would like to sincerely thank the committee members for their time and effort given

Registered Office: Chancery House, 30 St Johns Road, Woking, Surrey, GU21 7SA

for the benefit of the estate.

Cheese, Wine and 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 them and other members.

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 send the site administrator (john@ottershawpark.com) your email address.



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Notice is hereby given that the 2014 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 27th November, 2014 at 8.00 pm

AGENDA

1 - Minutes

To approve the minutes of the Annual General Meeting held on 28th November 2013, 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 2013 with the auditor's report thereon, previously circulated.

4 - Accountants and Remuneration

To appoint Henibay Ltd as auditors to the Company and to authorise the Management Committee to agree their remuneration.

5 - Budget 2015

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 2015."*

6 - Appointment of Management Committee

a) For members to approve the Management Committee for 2015.

The following currently represent Members:

Freeholders (1-14, 26-29)	Nigel Eastment/Mick Roche
Freeholders (15 - 25a)	John Athersuch/Elizabeth McEntaggart
Tulk House	John Gower/vacancy
The Mansion	Mary Turner/Reidun Karlson

b) For members to vote to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2015.

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

12 May 2017

Registered Office: Chancery House, 30 St Johns Road, Woking, Surrey, GU21 7SA



**OTTERSHAW PARK ESTATE COMPANY LTD
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Ottershaw Park Estate Company Ltd						
General and Reserve Funds (projected)						
	General Reserve	Tennis Court	Bridge Maintenance	Roads	Sewerage & Drains	TOTAL
Balances 31/12/2013	£ 13,475	3,980	14,934	29,994	10,000	72,383
Provided during 2014		1,200		595		
Utilised during 2014						
Balances at 31/12/2014	£ 13,475	5,180	14,934	30,589	10,000	74,178

Ottershaw Park Estate Company Ltd		
Actual expenditure against budget 2014 at 12th October 2014		
ITEM	Actual	31.12.2014
Maintenance Charges	18,000	18,000
Costs levied and sundry income	395	200
Interest receivable		140
	18,395	18,340
Expenses		
General Maintenance:	2,430	3,000
Tennis courts		250
Bridge repairs		1,250
Roads and drains	600	2,000
Signs, seats and gates	1,410	1,500
Street Lighting: Energy	566	800
Street Lighting: Maintenance	6,832	750
Subscription - Ottershaw Society	100	100
Insurance	2,752	2,700
Stationary, postage and telephone	200	125
Audit Fee & expenses	840	1,500
Meeting expenses	150	150
Sundry expenses		50
Woodland	720	4,000
	16,600	18,175
Surplus/Loss	1,795	165
Maintenance Charge for 2014		225
Total maintenance income		18,000
JOHN GOWER Treasurer		
12th October 2014		

Ottershaw Park Estate Company Ltd		
Budget 2015		
ITEM	2015	
Maintenance Charges	18,000	
Costs levied and sundry income	200	
Interest receivable	120	
	18,320	
<i>Expenses</i>		
General Maintenance:	3,000	
Tennis courts	300	
Bridge repairs	2,500	
Roads and drains	2,000	
Signs, seats and gates	1,000	
Street Lighting; Energy	700	
Street lighting: Maintenance	1,000	
Subscription - Ottershaw Society	100	
Insurance	2,800	
Stationary, postage and telephone	200	
Audit Fee & expenses	850	
Meeting expenses	200	
Sundry expenses	100	
Woodland	2,500	
	17,250	
Surplus/Loss	1,070	
Maintenance Charge for 2015		225
Total maintenance income		18,000
JOHN GOWER Treasurer		
12th October 2014		



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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 27th November 2014 and at any adjournment thereof.

SECTION 2

cast my vote *FOR/AGAINST the following resolution:

"That a general service charge be agreed for 2015 in the sum of £225 payable on the 1st January 2015."

As witness my hand thisday of2014

Signed.....

* delete as appropriate