



**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 2015 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 2015 and proposed service charges for the year 2016.

Previously circulated:

- 4 - Minutes of the 2014 Annual General Meeting held on the 28th November 2014.
- 5 - Report of the management committee, auditor's report and financial accounts for the year ended 31st December 2014.

*** 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 2015

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

2015 ACTIVITIES AND CURRENT ISSUES

Committee Membership.

The committee has 7 members as follows:

John Gower (OPEC finances) & Simon Wilcox - Tulk House

Mary Turner/Reidun Karlson - Mansion

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

Nigel Eastment & Mick Roche - Freeholders

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

This year we have had some unexpected costs and only remained within budget by deferring some works into 2016. We have also identified other necessary work that will take our 2016 spend well above our annual income and will require use of our reserves.

We are proposing an increase in the 2016 Service Charge to £250.

The additional £25 will generate an £2,000 annual income for a gradual replacement of reserve funds.

This is our first increase in the service charge for 5 years.

Woodland:

Let's start with a Good News story - We have a wonderful woodland walkway. Working parties of volunteer members started in April and stalwart woodsmen have met during the summer. The front entrance has been tidied, trees chain sawed, bracken and nettles cleared and a pathway has been formed and maintained - it has discreet markers at its entrances and junctions. It is ready for all members to explore.

There is a single track from the top of the Old Estate Road that comes out on the Entry Road, where you can cross for a circular walk in the OPEC/Tulk woodland which you can leave on the Tanglewood Lane or return via the alder carr.

Special thanks are due to Simon Wilcox, Richard Trevor and Sandy Goldblatt from Tulk, who kick started the work and then stuck with it over the summer. Simon and Richard also sourced and installed the excellent walkway signs.

Also, to Robbie Samson who slashes, cuts and sprays his way through the woodland, his enthusiasm and practical experience is much appreciated.

It is nine years since we acquired the woodland, which is now available and accessible for members' use.

We had unexpected costs when a massive oak fell close to the road. It was one of our 'signature' trees with no indication of visible decay. Once on its side the blackened roots indicated oxygen starvation as a result of being waterlogged. That has led us to have the ditch cleared and to check the 2 culverts in an attempt to improve water flow. We also removed other 'heaved' trees that had the potential to affect the road if they fell

Estate Repairs and Financial Impact.

Roads & Drains.

This year we have made repairs at the bottom of the parking area outside No 22 O/P. We replaced a collapsed slot drain that has caused considerable erosion by overflowing into the driveway to No 21, an area owned by OPEC. Unfortunately that work has not been completely successful and remedial work is still required.

The next phase was to clean out the storm drains and manholes whose condition caused flooding in the driveway. This led to the discovery of previously unknown pipe work leading to a 6ft deep soak away buried 3 foot under a patio. The eventual bill for the work done this year was i.r.o. £3,500. There is further work required during 2016 for which we have budgeted £5,400.

The area in front of the Mansions West Wing, excluding the Mansion parking spaces is also OPEC property. Ongoing discussions over the ownership and responsibility for this area has meant that work to reinstate and repair the surface has been delayed. We have made a provision of £3,100 in 2016 which will deal with the area of work for which we consider OPEC is responsible. Full implementation will be subject to OPM agreement.

Members should also be aware of the poor state of the lane leading to Tanglewood. Robbie Samson has tackled various pot holes himself, with OPEC providing only the materials. Additional resurfacing and a 'tack' coat to waterproof the whole surface to better preserve the road long term will cost iro £3,500

Lighting.

As a result of legislative changes our existing SON lamps are no longer available and over time we have to change to LED which has a different light colour, so should not be mixed. You may recall a few years ago we replaced 3 of the 5 lamp standards in the Entry Road. We now need to replace the 2 remaining standards and at the same time install LED lamps to the other 3 to keep consistent light. The replaced lamps can be used as spares on the other standards in the park to replace lamps that are no longer be purchased. The cost of this work will be £4,400

The Bridge.

Last year I wrote "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 balustrade." We have had options from 2 competent contractors. Work has been costed at up to £40,000 and you may recall we deferred over £30,000 of works at the time of the original project. Our best option to control costs is to use 1 contractor for repairs to the road at £8,000 and an alternative specialist for initial work to the balustrade at £5,400.

Finances. After many years of expenditure largely on maintenance and minor repairs we have now identified several areas requiring more serious attention.

Completing all the additional items, roads, bridge and lighting will cost £29,800. About £25000 would have to be financed from Reserves, which currently stand at £77,000 (including £3,000 carried over from this year.)

Our proposal is to increase the Annual Service Charge by £25, to £250 total, which will raise an additional £2,000/annum. If we achieve all the listed works during 2016 our reserves at year end

would stand at about £52,000 and we will retain the higher level of Annual Charge to slowly build up reserves over future years.

That is what Reserves are for, to enable OPEC to achieve exceptional works while avoiding exceptional Service Charge demands.

Previously we have always had a specific vote on items of major expenditure. None of the 'exceptional' items is an enormous cost so we intend to have 2 resolutions (see attached agenda), one for the revised Annual Service Charge and a second to agree a prioritised list of the additional works, to be implemented at the committee's discretion, and to wherever possible minimize costs and where necessary to be financed from Reserves.

Away from the headline acts life has gone on!

Estate Maintenance:

Robin Spicer has been retained for 2 days a month on OPEC property over the winter period. His usual routines are the entrance road, areas under and over the bridge and general leaf clearance. Also OPEC's tennis courts, hedges and verges. He has also done useful work on the woodland drainage and entrance ditches.

Hedges.

The situation with hedges has improved somewhat over the last few years. So some congratulations to members with hedges - please keep your hedges tidy and cut back from the road to maintain the improvement for everyone's benefit.

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'.

No Chairman's Report would be complete without a reference to dog poop. 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 now have new woodland walking areas that need footfall to help us keep the way clear, so please do your bit - get walking!

Picnic in the Park .

This year we changed our venue to the open area in the woodland on the Entry Road. At the AGM we will be asking for thoughts and ideas for 2016.

Fairoaks Airport.

You will recall that Fairoaks management spoke to the AGM in 2013 and distributed copies of their map of local 'Avoidance Areas', which includes Ottershaw Park. In the event that you think pilots are ignoring the local instructions you should contact the Fairoaks Control Tower direct on 01276 857300

Willow Farm Travellers' Site

The travellers' 3 year temporary permission was granted in October 2013, so will be revisited in some form in 2016.

Early this year we reported significant structures being delivered to the site to RBC Planning, who visited the site and assured us that the developments were in accordance with the temporary permission.

I will endeavour to get a full update before the AGM.

Property 'Improvement' & the Covenants

The 'Guide to Ottershaw Park' is available on the company website and includes a summary of the covenants and OPEC 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.

2016 Annual Maintenance Fee - £250

As mentioned above, we propose that the annual maintenance fee is increased to £250 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 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 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 – which is fun, so don't miss out!

Nigel Eastment, Chairman.

Note: If you are not receiving occasional updates by email it is important that you send the site administrator your email address (john@ottershawpark.com). It to everyone's benefit that we can contact you.



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Notice is hereby given that the 2015 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 26th November, 2015 at 8.00 pm

AGENDA

1 - Minutes

To approve the minutes of the Annual General Meeting held on 28th November 2014, 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 2014 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 2016

To consider and approve the following resolutions:

1 - *"That a general service charge be agreed for 2016 in the sum of £250 payable on the 1st January 2016."*

2 - *That reserve funds are used to implement various projects (listed in the proposed budget attached) to a maximum expenditure of £29,800.*

6 - Appointment of Management Committee

a) For members to approve the Management Committee for 2016.

The following currently represent Members:

Freeholders (1-14, 26-29)	Nigel Eastment/Mick Roche
Freeholders (15 - 25a)	John Athersuch/Elizabeth McEntaggart
Tulk House	Simon Wilcox/John Gower
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 2016.

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

Ottershaw Park Estate Company Ltd						
General and Reserve Funds (projected)						
31/12/2015						
	General Reserve	Tennis Court Fund	Bridge Maintenance	Roads	Sewerage & Drains	TOTAL
Balance 01/01/2015	13,475	5,180	14,934	30,589	10,000	74,178
Provided during 2015						
Utilised during 2015				1,363		
Balances 31/12/2015	£ 13,475	5,180	14,934	29,226	10,000	72,815
Provided during 2016						
Utilised during 2016			13,400	11,000		
Balances at 31/12/2016	£ 13,475	5,180	1,534	18,226	10,000	48,415

Ottershaw Park Estate Company Ltd			
Budget 2016			
ITEM	Budget	Exceptional Items	Total
Maintenance Charges	20,000		
Costs levied and sundry income	200		
	220		
	20,420		20,420
Expenses			
General Maintenance:	3,000		
Tennis courts	300		
Bridge repairs - Road surface		8,000	
Bridge repairs - Balustrade		5,400	
Roads and drains - general provision	2,500		
Roads - No 21		5,400	
Roads - Mansion Slope		3,100	
Tanlewood Lane		3,500	
Signs, seats and gates	1,000		
Street lighting: Energy	800		
Street lighting: Maintenance	1,250		
Street lighting: Replacement		4,400	
Subscription - Ottershaw Society	100		
Insurance	2,800		
Stationary, postage and telephone	150		
Audit Fee & expenses	850		
Meeting expenses	200		
Sundry expenses	100		
Woodland	2,500		
	15,550	29,800	45,350
Surplus/Loss	4,870		-24,930
Maintenance Charge for 2016			250
Total maintenance income			20,000
JOHN GOWER Treasurer			
6th October 2015			



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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 and 3)

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 26th November 2016 and at any adjournment thereof.

SECTION 2

cast my vote *FOR/AGAINST the following resolution:

"That a general service charge be agreed for 2016 in the sum of £250 payable on the 1st January 2016."

SECTION 3

cast my vote *FOR/AGAINST the following resolution:

"That reserve funds are used to implement various projects (listed in the proposed budget attached) to a maximum expenditure of £29,800."

As witness my hand thisday of2015

Signed.....

* delete as appropriate