



**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 2016 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 2016 and proposed service charges for the year 2017.

**Previously circulated:**

- 4 - Minutes of the 2015 Annual General Meeting held on the 26<sup>th</sup> November 2015.
- 5 - Report of the management committee, auditor's report and financial accounts for the year ended 31st December 2015.

**\* 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 2016**

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

#### **2016 ACTIVITIES AND CURRENT ISSUES**

##### **Committee Membership.**

The committee has 7 members as follows:

John Gower (Company Secretary) & Margaret McHugh - Tulk House

Mary Turner/Reidun Karlson - Mansion

John Athersuch - Bothy Freeholders (Web Master)

Nigel Eastment & Mick Roche, Freeholders

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

Earlier in the year the committee lost Elizabeth McEntaggart who resigned her committee post on moving from the estate. Elizabeth has done excellent work for the us, looking after Property Transfers, Secretarial (minutes) & Social Events. I am sure all members will join me in wishing Elizabeth well in her new home in Oxfordshire.

She did a great job with the handover but the current committee were unable to cover all of her workload. To ensure legal aspects are fully covered we have placed property transfers with a local solicitor to ensure that covenants are properly processed.

If you would like to get more involved with estate matters particularly if you would like to get involved with the comings and goings on the estate with the non-legal side of property transfers, please contact us.

I am also grateful to John Gower who has taken on the mantle of 'Company Secretary'; this enables him to deal with Companies House on OPEC directorship and OPW share issues.

##### **Financial Overview**

You will see from the Finance section that we have not completed all the work planned

for 2016 and we had some unexpected additional costs during the year. Our reserves are currently standing at about £59,000 and could be £45,000 by the end of 2017 if all the bridge works are completed.

This may not be good news but phased expenditure on essential works is the purpose of Reserve Funds. The Reserves have been adjusted so the total now reflects the amount of cash held in the OPEC Deposit Account.

**For 2017 it is necessary that we keep the maintenance charge unchanged at £250 which will allow us to complete all the works previously agreed and if maintained at that level over future years will slowly restore our Reserve Fund.**

## **The Year's Events**

### **Woodland:**

We discovered a 'lost' half acre of woodland! A close examination of the OPW boundaries led to the discovery that the boundary was not on the line of the ditch, as fenced by the previous owners but 100 yards further up the road toward Ottershaw. You may have noticed the 'land grab' in April when we unleashed a team of excellent workers into dense woodland to extend the boundary, utilizing our existing stock of chestnut paling.

A Woodland Survey identified about £1,400 worth of tree work outstanding, which will require a planning application to RBC.

The Woodland Walkways have been maintained, mainly thanks to Robbie Sampson and his judicious application of weed treatment.

There is an opportunity to extend the walkways at each end of the woodlands if members can rise to the challenge and support work parties in 2017.

### **Estate Repairs, Roads.**

During the year we replaced the Aco drain outside No 22 OP and inserted drains, grills and gulleys to the area of OPEC owned driveway leading to Nos 21 and 22.

We also had the OPEC owned area in front of the Mansions West Wing re-surfaced. Works to the Mansion parking spaces and the West Wing Footpath were completed at the same time but paid for by the Mansion.

Various other areas, including the main entrance and adjacent footpath were resurfaced with costs covered by OPEC or OPM as appropriate.

We finished the road works by re-painting the white lines and ramp markings, using a local company with offices based at Fair Oaks. We finished up looking quite smart – a shame to drive over them really!

The total OPEC and OPM spend on tarmac was over £26,000, which clearly demonstrates that our Reserves will not go far when it comes to any significant work to our estate roads. It also indicates the wisdom of slowly restoring the value of the Reserve Fund.

### **Drains.**

We know from experience that 'gurgling' in a certain flat in Tulk House is a sure sign of 'Trouble in the Drains'. As this was a recurrent problem we used a camera team to properly explore a full section of clay pipework that serves Tulk House and also most of the freehold properties in the east of the Park. Tree root ingress and fractured pipes made relining essential to avoid a future collapse.

The final costs were about £5,000 and please note our preferred contractors for future callouts on the estate are M.R.Drains on 07887 570 616

### **Lighting.**

As a result of legislative changes our existing SON lamps are no longer available and we will have to change to LED, which has a different light colour. In April we gave the go ahead for our contractors to replace the 2 remaining original standards in the Entrance Road and at the same time install LED lamps to the other 3 to keep the lighting consistent. This work, costing £4,400, has still not been completed. As it is an inevitable upgrade and we still have adequate street lighting I am quite relaxed if the implementation carries over into 2017 but we will continue to show the expenditure in the 2016 accounts until we know otherwise.

### **The Bridge.**

We have not attended to either the tarmac or balustrade on the bridge this year and the anticipated costs totaling £13,400 will be carried over into 2017. The drains and gulleys on the bridge were cleared and tested during the year and added to our regular drain maintenance work.

### **Away from the headline acts life has gone on!**

#### **Estate Maintenance:**

Our previous 'Groundsman' was so good he formed a family company, increased his charges and started charging VAT – which of course we can't reclaim. His increased costs combined with his commitments elsewhere meant we had to look for an alternative. Currently we are using our Romanian contractors - SV Construction, who make up for their lack of specialist gardening knowledge with construction experience, brawn and a ferocious enthusiasm! Currently it's working well.

SV attended to the cleaning and repainting of the Bothy Lane Gates and did a far better job than the local contractor who last did it for us.

### **Hedges.**

I will issue my usual reminder about the hedges on the estate - please keep your hedges tidy and cut back from the road for everyone's benefit. I do appreciate the appearance has improved over the last few years, so many thanks to the hedge owners and trimmers for that.

### **Ottershaw Open Gardens & Ottershaw Park Tour.**

For the last few years Robbie and Barbara Sampson have opened their garden to visitors in the first weekend of July as part of Ottershaw Open Gardens, which is part of the fundraising effort for Brook Hall, an excellent local facility. We combined that event with a Guided Tour of Ottershaw Park, led by John Athersuch who showed a select band of residents the highlights of the estate and delivered them safely at Tanglewood, to pay

their £5 and carry on their tour in Tanglewood gardens. The feedback was good – so subject to any comment or suggestions at the AGM it is something we might consider in future years as an alternative to the Picnic in the Park.

### **Fairoaks Airport.**

You will recall that Fairoaks management spoke to the AGM in 2013 and distributed copies of their map showing 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.

At 8:35 on Saturday 15<sup>th</sup> October a Socata TBM900 turbo prop aircraft crashed in the agricultural land behind the Mansion, a part of OPEC owned by the airport. Both pilot and passenger escaped with relatively minor injuries.

### **Willow Farm Travelers' Site**

The travellers' 3 year temporary permission granted in October 2013 expired in October 2016. At the time of writing, in response to my enquiry, I received the following reply from Gillian Britton-Williams, RBC's Senior Planning Officer:

*"Two planning applications have now been submitted for the site, one application is for a further temporary permission and the other is for a permanent consent for the use of the site for gypsies/travellers. These applications have not to date been validated and I am as yet unable to advise you whether these applications are valid and can be registered."*

If anyone wants the full text with links to relevant planning policy documents please contact me.

### **Property 'Improvement' and 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 representative about any external changes, building development – including sheds and outbuildings, fence, hedge or tree work.**

### **2017 Annual Maintenance Fee - £250**

**As mentioned above, we propose that the annual maintenance fee is maintained at £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!** See below for new bank details.

### **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 and Chat.**

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

**We intend 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 always entertaining.**

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](mailto:john@ottershawpark.com)). It is to everyone's benefit that we can contact you.

**CHANGE OF BANKING FACILITIES.**

**WE HAVE MOVED OUR BANK FROM BARCLAYS TO SANTANDER.**

**PLEASE NOTE OUR BANK DETAILS AND IF YOU PAY YOUR SERVICE CHARGE BY BANK TRANSFER PLEASE UPDATE YOUR PAYMENT DETAILS.**

**SANTANDER – WOKING BRANCH**

**SORT CODE: 09 01 29**

**ACCOUNT NO.: 05803374.**



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

**Notice is hereby given that the 2016 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 24th November, 2016 at 8.00 pm**

### **AGENDA**

#### **1 - Minutes**

To approve the minutes of the Annual General Meeting held on 26th November 2015, 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 2015 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 2017**

To consider and approve the following resolution:

*"That a general service charge be agreed for 2017 in the sum of £250 payable on the 1st January 2017."*

#### **6 - Appointment of Management Committee**

a) For members to approve the Management Committee for 2017.

The following currently represent Members:

Freeholders (1-14, 26-29)	Nigel Eastment/Mick Roche
Freeholders (15 - 25a)	John Athersuch
Tulk House	Margaret McHugh/John Gower (Company Secretary)
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 2017.

**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

29 October 2016



**OTTERSHAW PARK ESTATE COMPANY LTD  
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<b>General and Reserve Funds (projected)</b>						
<b>To 31-12-2017</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 01/01/2015	13,475	3,980	14,934	27,895	10,000	70,284
Provided during 2015						
Utilised during 2015				(1,400)		
<b>Balances 31/12/2015</b>	<b>13,475</b>	<b>3,980</b>	<b>14,934</b>	<b>26,495</b>	<b>10,000</b>	<b>68,884</b>
Transferred during 2016		1,000	2,757	4,000	2,000	
Utilised during 2016			-	(14,840)	(4,800)	
<b>Balances at 31/12/2016</b>	<b>13,475</b>	<b>4,980</b>	<b>17,691</b>	<b>15,655</b>	<b>7,200</b>	<b>59,001</b>
Anticipated during 2017			(13,400)			
<b>Balances at 31/12/2017</b>	<b>13,475</b>	<b>4,980</b>	<b>4,291</b>	<b>15,655</b>	<b>7,200</b>	<b>45,601</b>





**OTTERSHAW PARK ESTATE COMPANY LTD  
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<b>Ottershaw Park Estate Company Ltd</b>			
<b>Budget 2017</b>			
<b>ITEM</b>	<b>Budget</b>	<b>Exceptional Items</b>	<b>Total</b>
Maintenance Charges	20,000		
Costs levied and sundry income	300		
Interest	295		
	<b>20,595</b>		<b>20,595</b>
<b>Expenses</b>			
General Maintenance:	3,000		
Tennis courts	300		
Bridge repairs		13,400	
Roads and drains	2,500		
Signs, seats and gates	600		
Street lighting:			
Energy	840		
Maintenance	800		
Subscription - Ottershaw Society	100		
Insurance	2,850		
Stationary, postage and telephone	150		
Audit Fee & expenses	800		
Meeting expenses	200		
Sundry expenses	100		
Woodland	2,000		
	<b>14,240</b>	<b>13,400</b>	<b>27,640</b>
Surplus/Loss			<b>-7,045</b>
<b>Maintenance Charge for 2017 - £250</b>			
<b>JOHN GOWER Treasurer</b>			
<b>18th October 2016</b>			



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

## **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 SECTIONS 1 AND 2 AS APPROPRIATE)

### 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 2016 and at any adjournment thereof.

### SECTION 2

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

*"That a general service charge be agreed for 2017 in the sum of £250 payable on the 1st January 2017."*

As witness my hand this .....day of .....2016

Signed.....

\* delete as appropriate