



**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 23rd November 2017 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 2017 and proposed service charges for the year 2018.

Previously circulated:

- 4 - Minutes of the 2016 Annual General Meeting held on the 24th November 2016.
- 5 - Report of the management committee, auditor's report and financial accounts for the year ended 31st December 2016.

* 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 2017

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

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) & Vincent Lee (Treasurer)

Nigel Eastment & Mick Roche, Freeholders

This year Vince Lee from the Bothy has been co-opted to the committee. We are most appreciative of his support and he has been taking over the company's financial management from John Gower – who wishes to relinquish his role but who we hope to retain as OPEC Sage, Seer and Company Factotum!

John Gower has done wonderful service for members over many years – I thank him for his efforts on our behalf and I hope we will be able to call on his valued input in the future.

Vince will formally assume the role as Treasurer after the AGM.

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

We would be happy to hear from any member who wants to get involved and is able to take on projects on the estate. Particular areas that would benefit from greater attention are Woodland, Bridge and Security.

Financial Overview

For 2018 we are proposing that the maintenance charge remains 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.

2017 ACTIVITIES AND CURRENT ISSUES

During the year we did not achieve all the budgeted works but we did spend additional sums on the OPEC tennis courts and OPW woodland.

What has been done?

Woodland:

We recently got planning permission from Runnymede to implement the requirements of the Woodland Survey commissioned last year, which identified over £2,000 worth of essential tree work.

Some has already been done and I hope the rest will be completed before the AGM.

There have been no working parties on either the Woodland or the Walkways during the year – other than Barbara Sampson who has again applied weed treatment to the walkways. Thank you Barbara.

There is an opportunity to extend the walkways at each end of the woodlands if members can rise to the challenge and initiate/support work parties in 2018.

We are looking for new blood. If you are younger and more vigorous than me, which to be fair is not too difficult, you could help! Please contact a committee member and with just a bit of effort we could make the woodlands an even more wonderful asset for the estate.

OPEC Tennis Courts

Our long-standing policy has been to accrue £1,000 a year in Reserves to attend to the OPEC tennis courts as and when necessary. Having not spent anything for 5 years we received some complaints about the surface and were advised that it should be attended too; to prevent longer term damage that would ultimately be more costly. We spent about £7,000 to weed kill, repair, reinstate and repaint the surface.

The committee takes the view that as a company asset we have a legal obligation to keep it properly maintained and in addition it is a facility that enhances the value of OPEC properties.

Keys for access have been issued to all members. Replacements are available at the cost of £5 from John Athersuch.

What haven't we done during 2017?

Estate Repairs, Roads.

Following the £25k spent by OPEC and OPM last year we have no large areas of road needing attention – although we continue to monitor the depression by the Upper Garage Block - which is a thing of deep mystery!

Drains.

In a similar vein drain work over the year has been restricted to a couple of call-outs, so no major expenditure.

Lighting.

In last year's Report I detailed the work required to Lamp Standards in the entrance Road, quoted in 2015 at £4,400. In April the contractor assured me it would be completed this year – I am still waiting.

The work is not the result of safety issues as was the case previously, so I am quite relaxed that it will be done at some future date when there is a requirement to upgrade the lamps.

We will continue to show the expenditure in the 2018 accounts as it will happen eventually – ultimately there is no avoiding it!

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 2018.

It is our intention to have the bridge surveyed by a structural engineer to endorse our assumption that the bridge is still fundamentally sound and also to ensure the proposed works are appropriate.

The drains and gulleys on the bridge were again cleared and tested during the year and added to our regular drain maintenance work.

The Regular Issues

Estate Maintenance:

We have continued with our Romanian contractors - SV Construction, who do not attend on a regular basis – but rather descend like a dose of salts and as a 'team' clear leaves, roads and pathways in one fell swoop, as and when required.

They can also attend to any estate 'building' work necessary, which is a very useful feature.

Hedges.

Members do seem to have kept on top of the hedges on the estate but I will issue my usual reminder - please keep your hedges tidy and cut back from the road for everyone's benefit.

Many thanks to the hedge owners and trimmers for your efforts on an aspect that has a huge impact for the estate as a whole.

Security

You will recall there were a number of security issues during the year, the most serious being the theft of lead from the Tulk garage block roof. Margaret McHugh contacted 3 CCTV companies, one of whom visited twice and provided quotations. Put briefly, the cost a CCTV installation that would cover both Tulk House and the entrance to the estate would be about £12,000 – without any cost for electrical power, trenches etc. Costs would be split between Tulk and OPEC in proportion to the share of the final installation.

It has been difficult to get companies to give comprehensive quotes, combined with the difficulty in determining who will monitor the system – in theory anyone with an internet connection can, but who actually will be responsible?

Does the security risk warrant the scale of the response? This is certainly an item to discussion at the AGM.

Local planning/development issues

The Ottershaw area is under threat – There is potential for an 18% increase in house numbers in Runnymede, which is likely to be occupied by incomers moving out of London. Additional housing numbers in Surrey Heath (Fairoaks) and Woking (Martyr's Lane East) will also impact Ottershaw, as most traffic from the various developments will aim for Junction 11 of the M25, via the A320 or otherwise the A319.

Whether or not you think that we need additional housing it is inevitable that this area will change significantly over the next 20 years.

We keep members informed by email. I will not repeat the detail here but expect a lively discussion at the AGM.

Fairoaks Airport/Fairoaks Garden Village.

This is the most significant development proposal for Ottershaw Park, with 1,555 houses having been proposed on the main airfield and with the SANGS and Woodland Village areas taking over the open land, currently owned by the airport, much of which is part of OPEC.

The bid for Garden Village Status failed but indications are that a new application through the regular planning process will be made in 2018. It may be quiet at the moment, but it has not gone away!

Willow Farm Travellers' Site

The travellers' application for temporary permission was granted in July 2017; not for the 1 year advertised in the heading of the planning document which we circulated, but for a further 3 years, as detailed in the small print. Another RBC cock-up!

There have been other traveller 'incursions' in the area and it now appears that RBC's 'plan' is to include a small number of traveller sites on each new development to provide the number of sites required for the area. That may, or may not, allow a determination to Willow Farm in 3 years' time.

Other Reminders.

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.

Estate Parking

I would like to remind members that the covenants detail no parking on estate roads, except for certain designated areas. I appreciate this is a challenge when there are building works, services/contractors or a party.

It is not a big issue but we need to circulate a reminder that parking on the roads must be the exception, not a regular occurrence.

We have a wonderful on the Park, it is a pleasure and a privilege to live here - we must all do our bit to keep it an 'oasis'.

2018 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.

The small number of late payers, the same people every year, really do create totally unnecessary hassle for the volunteer committee.

This year a hard copy of the invoice will be delivered after Christmas and an electronic copy circulated by email.

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 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.

As always we plan to conclude the formal business 'briskly' so as to give time for

general discussion on estate matters. We then withdraw to the small hall to continue informally over the cheese and wine – which is always entertaining.

Nigel Eastment, Chairman (26th October 2017)

Note: If you are not receiving occasional updates by email it is important that you send the web master your email address. (john@ottershawpark.com).

NB. CHANGE OF BANKING FACILITIES.

WE HAVE MOVED OUR BANK 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.**

Sorry to **SHOUT** that, but it would be excellent if everyone paid into the new account – Many thanks.



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

General and Reserve Funds (projected)						
To 31-12-2018						
	General Reserve	Tennis Court Fund	Bridge Maintenance	Roads	Sewerage & Drains	Total
	£	£	£	£	£	£
Balance 01/01/2015	13,475	3,980	14,934	27,895	10,000	70,284
Provided during 2015						0
Utilised during 2015				-1,400		-1,400
Balances 31/12/2015	13,475	3,980	14,934	26,495	10,000	68,884
Provided during 2016	7,023	1,000	2,757	4,000	2,000	16,780
Utilised during 2016				-14,840	-4,800	-19,640
Balances at 31/12/2016 *	20,498	4,980	17,691	15,655	7,200	66,024
Estimated provision for 2017	687	2,294	2,309	1,500	1,500	8,290
Estimated utilisation for 2017		-7,274				-7,274
Estimated balances at 31/12/2017	21,185	0	20,000	17,155	8,700	67,040
Estimated provision for 2018		1,000	1,360	1,500	1,500	5,360
Estimated utilisation for 2018	-5,000		-15,000			-20,000
Estimated balances at 31/12/2018	16,185	1,000	6,360	18,655	10,200	52,400
* Total Reserve Funds balance of £66,024 as at 31st December 2016 as reflected in Ottershaw Park Estate						
- Service Charge Financial Statements						



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Ottershaw Park Estate Company Ltd			
Income & Expenditure to October 2017			
ITEM	Income	To Date	Anticipated
	£	£	£
Maintenance Charges	20,000	20,000	20,000
Costs levied and sundry income			0
Interest Income	295	295	310
Total Income	20,295	20,295	20,310
Expenses			
Maintenance:			
- General	3,000	1,807	2,587
- Tennis Courts	300	0	0
- Bridge	0	0	0
- Roads and Drains	2,500	320	820
- Signs, seats and gates	600	0	0
Street Lighting:			
- Energy	840	643	793
- Maintenance	800	421	842
Subscription - Ottershaw Society	100	100	100
Insurance	2,850	2,861	2,861
Stationary, postage & telephone	150	111	211
Audit Fee & Expenses	800	1,150	1,150
Meeting Expenses	200	36	156
Sundry Expenses	100	230	230
Woodland	2,000	500	2,270
Total Expenses	14,240	8,179	12,020
Surplus Available for Reserve Funds	6,055	12,116	8,290
Exceptional Expenditures funded from Reserves:			
- Bridge Repairs	13,400	0	0
- Tennis Courts	0	7,274	7,274
Total Exceptional Expenditures	13,400	7,274	7,274
Net Increase / (Decrease) in Reserve Funds	-7,345	4,842	1,016
Vince Lee, Treasurer			
25th October, 2017			



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Ottershaw Park Estate Company Ltd	
Budget 2018	
ITEM	Budget
Income	£
Maintenance Charges	20,000
Costs levied and sundry income	
Interest Income	310
	20,310
Expenses	
Maintenance:	
- General	3,000
- Tennis Courts	300
- Bridge	0
- Roads and Drains	2,500
- Signs, seats and gates	600
Street lighting:	
- Energy	900
- Maintenance	900
Subscription - Ottershaw Society	100
Insurance	2,950
Stationary, postage and telephone	200
Audit fee & expenses	1,150
Meeting expenses	150
Sundry expenses	200
Woodland	2,000
Total Expenses	14,950
Surplus Available for Reserve Funds	5,360
Exceptional Expenditures funded from Reserves:	
- Bridge Repairs	15,000
- Street Lighting	5,000
Total Exceptional Expenditures	20,000
Net Increase / (Decrease) in Reserve Funds	-14,640
Maintenance Charge for 2018 - £250	
Vince Lee, Treasurer	
25th October, 2017	



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.

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 23rd November 2017 and at any adjournment thereof.

SECTION 2

cast my vote *FOR/AGAINST the following resolution:

"That a general service charge be agreed for 2018 in the sum of £250 payable on the 1st January 2018."

As witness my hand thisday of2017

Signed.....

* delete as appropriate