



**OTTERSHAW PARK ESTATE COMPANY LTD**

## **ANNUAL GENERAL MEETING**

**to be held at**

**\* Christ Church Hall, Guildford Road, Ottershaw**

**Thursday 25th November 2004 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 2004 and proposed service charges for the year 2005.

**Previously circulated:**

- 4 - Minutes of the 2003 Annual General Meeting held on the 27th November 2003.
- 5 - Report of the management committee, auditors' report and financial accounts for the year ended 31st December 2003.

**\* 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**

### **CHAIRMAN'S REPORT 2004**

This year has been busy, with works on the estate roads, a survey on the bridge, reinstatement of the summer barbecue and the continuing saga of the traveller's sites.

#### **Traveller's Sites – slow positive progress?**

The Public Inquiries on Willow Farm and Field 8594 have both found in favour of the local planning departments but if the travellers fail to vacate the site the subsequent legal process prolongs their occupancy and a judge's decision could overturn the original planning conclusion.

Willow Farm – In April 2004 the planning system found against the travellers and gave them 12 months to vacate the site. If they fail to do so it will become a legal issue and although the council has made every effort to kick-start the legal process, to save time in April 2005, the final outcome of the matter may yet be with a High Court judge. So the matter is not concluded, although the council is optimistic and conscious of other options the travellers might take to extend the life of the site.

Field 8594 – The Secretary of State dismissed the travellers' appeal in February. The travellers' failure to comply with their previous undertaking to vacate the site within 28 days of 'final determination' of the matter led to Surrey Heath taking out High Court proceedings. At the hearing on 13th July the Judge listed the matter for a hearing on the first available date after 12th October 2004. The legal process grinds slowly on.

#### **The Bridge**

During the year the existing cracks on the balustrade have widened and a number of new ones have appeared on the sides of the bridge. In view of this we consulted with a building surveyor and are now awaiting his full report. The good news is that the bridge is still safe, although there are a number of measures we should be taking over the next few years to limit the damage being done by water permeating the structure. Full details at the AGM.

#### **Roads –maintenance schedule, second phase**

The remaining estate roads were surface coated this year and our plan is to continue this treatment on a 5 year cycle. The objective is to seal any cracks and prevent surface breakup from the actions of water and frost. Obviously this does not deal with any problems resulting from poor quality construction in the past and we will continue to make provision for the inevitable major works, but the surface treatment regime should minimize that eventuality.

#### **Summer Barbecue – a great day, but rethink required.**

In response to members' requests we organized the first barbecue for some years and everyone who attended had an excellent time. Special thanks to John Athersuch, who organized the band and music systems and was also instrumental in all aspects of what was a great occasion.

Your committee decided to go 'up market' for this special event, with a marquee to provide cover in the event of traditional English summer rain and outside caterers to take to ensure good standards. We also held ticket prices at £10 to encourage a good turnout.

On this occasion the event cost us an additional £953 but it is not the committee's ideal basis for future events! It certainly seems worthwhile holding a summer activity for members but subject to discussion at the AGM, the committee's recommendation is to continue the event annually with a marquee but to enlist catering support from residents to reduce costs.

### **Covenants - reminder**

Please remember it is your responsibility to be familiar with the covenants in the deeds of all estate properties. The covenants apply not only to structural changes to property, but also external decorative changes, fences, the appearance of gardens and nuisance to neighbours. The Non-observance of the covenants has the potential to create problems on the estate, so if you are considering making changes you must consult your committee representative first. Failure to obtain committee approval can lead to serious problems during the sale of a property.

### **Security.**

Please remain vigilant, inform committee members and the police, of any incidents or suspicious activity on the estate.

We occasionally have 'druggies' parking under the bridge. If you see them please make a note of the vehicle registration number and report it to the Surrey Police on 0845 125 22 22. The more calls they get the more likely they are to either respond or include the Park on their patrols.

It has been suggested that a white picket fence and gates would improve the appearance of the estate entrance from the Chobham Road and deter unauthorized visitors. We are looking at the costs and will have some illustrations for discussion at the AGM.

### **Conveyances – keep committee correspondence.**

Our Company Secretary, John Gower, now handles all property matters. Purchasers' solicitors want reassurance that the estate is well run and usually ask for copies of the last 3 years accounts and confirmation of the annual maintenance payments. Please keep all committee correspondence for forwarding to any purchaser, which will save you time and charges for duplicate copies.

### **Ottershaw Park Website – [www.ottershawpark.co.uk](http://www.ottershawpark.co.uk).**

Thanks to John Athersuch we now have our own website. It includes information from the 'Red Book – a manual for Ottershaw Park' additional material and links to other interesting sites about the locality. The website is still under development, but please visit the site and tell us what you think of it.

### **Maintenance Fee - £140 pa.**

Keeping the best news until last, your committee is happy to recommend that the annual maintenance fee be held at the same level for 2005. I would like to remind members that this modest charge is only possible while we are able to deal with legal, financial and practical estate matters with 'free', volunteer labour from committee members. Which leads nicely onto the next point.....

### **Your Committee – your thanks**

I would again like to thank Ken Peters, for all his work as Company Secretary over many years. Earlier this year he handed over to John Gower, but we all continue to benefit from Ken's attention to detail, excellent financial systems and sound financial management. Many thanks to John for taking on the most onerous committee responsibilities as Company Secretary, handling the finances, keeping the books and dealing with your property transactions.

John Athersuch handles many of the practical matters on the estate, from bridge problems to road sweeping, so many thanks to him and Mark MacDonald who assists in these matters.

**Food & Drink – don't miss it.**

Please do your best to attend the AGM, it is the only regular forum members have to express their views to the committee, and it is nice to see you!

The main business of the evening will be followed by general discussion on estate and local matters, which will continue more informally over cheese and wine afterwards.

John Athersuch will again be displaying some historical photographs, maps and documents relating to Ottershaw Park so there should be something interesting for everyone to see.

Please support your committee by attending the AGM and get updated on local events. There's a lot going on.

Nigel Eastment, Chairman



## **OTTERSHAW PARK ESTATE COMPANY LTD**

**Notice is hereby given that the 2004 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 25th November, 2004 at 8.00 pm**

### **AGENDA**

**1 - Minutes**

To approve the minutes of the Annual General Meeting held on 27th November 2003, 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 2003 with the auditor's report thereon, previously circulated.

**4 - Auditors and Remuneration**

To reappoint Kew, Ford & Co. registered auditors of Chobham as auditors to the Company and to authorise the Management Committee to agree their remuneration.

**5 - Budget 2005**

To consider and approve the following resolution:-

*"That a general service charge be agreed for 2005 in the sum of £140 payable on the 1st January 2005."*

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

To approve the Management Committee for 2005. The following currently represent Members:

Freeholders (1-14, 26-29)	Nigel Eastment	backup	Neil Morgan
Freeholders (15 - 25a)	John Athersuch	backup	Carol Athersuch
Tulk House	John Gower	backup	Iorwerth Evans
The Mansion	Mark McDonald	backup	Ken Peters

## **7 - Any other relevant business**

By order of the Management Committee

J Gower  
Company Secretary

### **NOTE:**

A member entitled to attend and vote may appoint a proxy to attend and on a poll vote instead of the Member. To be valid forms of Proxy must be received by the Company at least 24 hours before the time of the meeting. A Proxy need not be a Member of the Company.

23 October 2004

Registered Office:  
60 High Street, Chobham  
Surrey  
GU24 8AA



## OTTERSHAW PARK ESTATE COMPANY LTD

Projected Income & Expenditure Account for the year ending 31/12/04 and Proposed Budget for the year 2005		
ITEM	2004	2005
Maintenance Charges	11,200	11,200
Costs levied and sundry income	318	250
Interest receivable	642	800
	<b>12,160</b>	<b>12,250</b>
<b>Expenses</b>		
Repairs and Maintenance:		
Leaf sweeping, verges, tennis courts	500	750
Roads and drains	1,472	2,350
Signs, seats and gates, electrics		1,900
Street lighting:		
Energy	116	160
Maintenance	579	600
Planning Lists	78	
Subscription - Ottershaw Society	100	100
Insurance	1,208	1,300
Stationary, postage and telephone	150	180
Audit Fee & expenses	496	700
Meeting expenses	165	120
Sundry expenses	166	25
Barbecue (Income-Expenditure)	953	
	<b>5,983</b>	<b>8,185</b>
Operating Surplus	6,177	4,065
Tree Surgery	-1,480	
Roads Resurfaced	-8,852	
	-4,155	4,065
Less transfer from provision	9,000	
Surplus for year	<b>4,845</b>	<b>4,065</b>
<b>Provisions</b>		
Road resurfacing	3,500	3,000
Bridge maintenance		1,000
Tennis courts refurbishment	1,250	
	<b>4,750</b>	<b>4,000</b>
<b>Surplus after Expenses and Provisions</b>	<b>95</b>	<b>65</b>
	<b>4,845</b>	<b>4,065</b>
Maintenance Charge for 2004		140
Total maintenance income		11,200
<b>JOHN GOWER Company Secretary</b>		
<b>4th October 2004</b>		

<b>General and Reserve Funds (projected)</b>						
	<b>General Reserve</b>	<b>Tennis Court Fund</b>	<b>Bridge Maintenance</b>	<b>Contingency</b>	<b>Roads</b>	<b>Sewerage &amp; Drains</b>
Balance 01/01/2004	18,268	6,250		5,000	12,500	10,000
Provided during 2004	95	1,250			3,500	
Utilised during 2004					-9,000	
<b>Balances 31/12/2004</b>	<b>£ 18,363</b>	<b>7,500</b>		<b>5,000</b>	<b>7,000</b>	<b>10,000</b>
Provided during 2005	65		1,000		3,000	
Utilised during 2005						
<b>Balances at 31/12/05</b>	<b>£ 18,428</b>	<b>7,500</b>	<b>1,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>