



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Minutes of the Annual General Meeting of both OPEC Ltd & OPW Ltd

**Held at Christ Church Hall Guildford Road, Ottershaw
on Thursday 30 November 2017**

The meeting was opened by the Chairman at 8.00pm.
The Chairman welcomed 16 residents.
Including proxy votes, they represented 15 voting properties.

Apologies

Were received from: Jim Dakin, John Gower, Barry Purssey. Mick Roche, Mary Turner.

Proxy votes were received from Barry Purssey (Chair), Jim Dakin and Steve Sellers (Sandy Goldbatt),

1) Minutes

The minutes of the Annual General Meeting held on the 24 November 2016 that were previously circulated were approved:

Proposer: Chris Lemon Seconder: Ray Vincent Votes in favour: 13.
No objections or abstentions.

2) Chairman's Report

The Chairman highlighted a few aspects of the circulated report.

Woodland: There had been no working parties during the year but Tom Eastment had been employed to implement the works identified by the 2016 survey. He will also, at no cost to OPEC, clear a pathway in the top woodland section. Chippings will be laid down to form a looped pathway, keeping away from the road, Home Farm Close and the rear boundaries of estate properties.

The bridge continues to be an issue with various 'experts' offering conflicting advice on the best way to restore the bridge. The chairman advised the priority was to get some professional advice to re-state the bridge is secure and then advise on the most cost effective works required.

3) Report on Financial Accounts

The Treasurer presented the Financial Accounts for the year ended 31st December 2016, together with Management Accounts for 2017 and the 2018 Budget. Reserves at year-end 2016 stood at £66,000. The current 2017 forecast reflects projected income of just over £20,000 with regular outgoings of £12,000 leaving the balance available to supplement reserves, with the £7,000 refurbishment of the tennis courts being the main exceptional item covered from reserves in 2017. 2018 income is projected to continue flat in 2018 assuming the annual maintenance charge remains at £250. As usual, regular outgoings in 2018 are expected to be in the range of 60-70% of income leaving the balance to again supplement reserves. In 2018 we are budgeting for £20,000 of exceptional expenditure funded out of reserves, assuming a placeholder of £15,000 expenditure on bridge repairs, plus £5,000 for the upgrading of street lighting. Reserves will remain at a healthy level. The Treasurer asked that a correction be noted in the 2017 Forecast shown alongside the 2018 Budget where the £7,274 shown against street lighting in the 2017 column was in fact expenditure already incurred for tennis court repairs.

The report of the Management Committee and the Financial Accounts for the year ended 31 December 2016 with the auditor's report thereon was accepted.

Proposer: Chris Lemon Second: Joe Carlin Votes in favour: 15.
No objections or abstentions.

4) Accountants & Remuneration

The appointment of Crick Heitman as auditors to the Company and to authorise the Management Committee to agree their remuneration was approved:

Proposer: John Athersuch Second: Robbie Sampson Vote in favour:15
No objections or abstentions.

5) Budget 2017

The Chairman asked if there were any queries on the budget previously circulated and suggested that despite funds being allocated to bridge repairs the Service Charge should remain at £250. There were no queries and voting ensued for:

A general service charge be agreed for 2018 in the sum of £250.00 payable on 1st January 2018, and the Management Accounts was approved:

Proposer: Ray Vincent Second: Robbie Sampson Vote in favour:
15
No objections or abstentions.

6) Appointment of Management Committee

The chairman confirmed that the current committee members offer themselves for re-election, with the exception of John Gower who stands down as Treasurer and Company Secretary. He is replaced as Treasurer by Vince Lee. As a small private company OPEC & OPW are not required to have a Company Secretary so the responsibilities of this role will be managed by other committee members.

The chairman thanked John Gower for his many years of membership and praised him for his ever willing support and guidance. In appreciation of John's contribution to OPEC and OPW the committee has purchased a model steam engine which will be presented to John in the near future.

a) For members to approve the Management Committee for 2018

| | |
|---------------------------|----------------------------|
| Freeholders (1-14, 26-29) | Nigel Eastment/Mick Roche |
| Freeholders (15-25a) | John Athersuch/Vincent Lee |
| Tulk House | Margaret McHugh |
| The Mansion | Mary Turner/Reidun Karlson |

Proposer: Chris Lemon Seconded: John Smart Vote in favour: 15
No objections or abstentions.

b) For members to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2016.

There being no objections or abstentions, it was agreed the current arrangements continue.

7) Any other relevant business

a) Security

There was discussion of the site visits and quotations received for security cameras round the estate. Despite initial interest, few companies wanted to make a site visit and only one or two provided a quote. There was general discussion about the small thefts from outhouses early in 2017 and the theft of lead from the roof of the smaller block of the Tulk House garages over Easter Bank Holiday.

Security gates were suggested and discussed. Also the difficulties of maintaining any security system and whether the overall cost outweighed the benefits.

It was felt that although Ottershaw Park experiences few burglaries it might be a useful deterrent to have a camera with number plate recognition at The Bothy and the main entrance, if possible powered from the street lights.

The committee will investigate this option further and advise members accordingly.

b) Planning Matters: The Chairman had met the Chair of Runnymede Borough Council to discuss developments in Runnymede and surrounding boroughs and had to conclude that external planning pressures meant development was put in place with little regard for local resident's interests.

The proposals for an 18% increase in housing in Runnymede will have an obvious effect on already busy roads and overburdened infrastructure.

Willow Farm: The planning applications for an extension of the temporary permission had been circulated to members. It had been listed as for a further 1 year – in the event that was an error and the period was presented to the planning committee for 3 years! Not a reassuring performance from the officer involved.

Fairoaks Garden Village has been rejected for 'Garden Village' status, but Surrey Heath is keen for housing to be developed on the site. There is increased pressure on the development of the Fairoaks site as the housing agreed on the Deepcut site in Surrey Heath was not being built by the developer.

A group called Fairoaks 2020 has been set up to investigate how Fairoaks may be viable as a commercial site and a public meeting is planned for January; there will be publicity nearer the meeting date.

The suggestion that OPEC should try buying land from Fairoaks was discussed but not considered a feasible option.

The meeting closed at 9.00pm