



**OTTERSHAW PARK ESTATE COMPANY LTD**

## **ANNUAL GENERAL MEETING**

**to be held at**

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

**Thursday 30th November 2006 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 2006 and proposed service charges for the year 2007.
- 4 - Bridge report

### **Previously circulated:**

- 5 - Minutes of the 2005 Annual General Meeting held on the 24th November 2005.
- 6 - Report of the management committee, auditors' report and financial accounts for the year ended 31st December 2005.

**\* 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 2006**

During the summer I had a knock on the front door from a young Australian who was trying to sell me electricity/gas/double glazing or a bedroom suite. I was hanging over our 'stable door', in the process of telling him who else on the Park might appreciate a visit, when there was a flash of movement and a flurry of feathers as a young sparrow hawk hit the gravel at speed and with a loud cry, the blackbird in its talons broke loose and made off through the hedge. The hawk quickly dusted itself off and made a bashful escape, no doubt to perfect his hunting technique elsewhere on the estate.

The Aussie was impressed and said he had never seen anything like it before. I told him it was pretty rough out here in the Surrey countryside!

The incident also impressed me and talking to other residents I learnt there are buzzards and barn owls in the locality and aren't we lucky to be able to take woodpeckers and tawny owls for granted.

Your chairman's report isn't really to give you an update on local bird life but it is an opportunity to remind us all what a splendid part of the county we live in and that we must do our best to maintain it in a way that both we and the wild life can enjoy.

On more prosaic matters, this year we are proposing a significant increase in the annual maintenance charge to £220 pa. So read on for the important details.

### **Issues During The Year**

Your committee has been busy. During the summer John Athersuch and I were spending so much time on estate business we had a serious committee discussion about what an agent would charge for his time.

As the committee's role is primarily maintenance, it perhaps should not be a surprise that at the end of the year so much effort has been expended for limited visible change!

### **Garden Court.**

We have spent a ridiculous amount of time dealing with the issues arising from the demolition and rebuilding of Garden Court, which is not even a part of OPEC and has only a right of access over a section of the Bothy Road. The site does not directly affect the majority of estate residents but our concern has been to ensure OPEC does not pick up a bill for repair of roads damaged by contractor's vehicles.

### **Roads – second phase surface coating**

We were not happy with the 2004 surface treatment and had another contractor in to survey the work. They said that the work had been done to an acceptable standard, although there had been

developments in road dressing materials since we had first had treatments done, over 10 years ago. There is now a greater range of surface dressings available. The current treatments are more flexible, which is fine for straight roads but as we now know, not so appropriate for areas subject to power steering at slow speeds. An alternative, more expensive treatment would have been more suitable.

It would appear that the contractors did what they said they would do. The only good news is that next time we will know to ask them (or someone else) to do something different.

### **Tennis Courts**

Earlier in the summer these were cleaned, weed sprayed, re-coloured and lined, and we installed new benches. The courts should be good for players for the next few years. Please get down there and use them and if you have any suggestions for the facility please let us know. Please also report any damage or deterioration to the committee.

### **The Bridge**

As I reported last year, our building surveyor confirmed the bridge was safe but suggested phased measures to extend its life. This year we have already removed some trees as recommended and installed fencing, but much more needs to be done.

There is a separate report attached giving details of the work required, the considerable costs and our financing proposals.

I do hope you will support your committee's proposals to generate additional funds to finance the bridge work during 2008 and then restore estate funds so we can be confident that we can deal with any issues arising with roads or drains.

### **Travellers' Sites**

In 2005 I reported this as 'slow, positive progress'. This year you can leave out the word positive! I hope we have something to report at the AGM, but please don't come to the meeting expecting results.

### **Covenants**

A summary of the covenants and committee policy for implementation is available on the OPEC website [www.ottershawpark.co.uk](http://www.ottershawpark.co.uk).

It is your responsibility to be familiar with the covenants affecting all estate properties. Failure to obtain committee approval can lead to serious problems which if not resolved would affect the sale of a property. Please ensure this does not happen by talking to your committee representative and getting committee approval before making changes. It is in everyone's interests to avoid disputes.

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

John Athersuch has done a really good job on this for us; so if you haven't already done so, please look over our website.

It would also save time and estate money if we could contact residents by email. If you have not already done so, please send your email address to [john@ottershawpark.co.uk](mailto:john@ottershawpark.co.uk), it will help us to keep you informed as well as saving us time delivering handouts.

### **Annual Maintenance Fee - £160 plus £60 p.a.**

Your committee is proposing an increase in the annual maintenance charge to £160 per annum. This relatively modest amount is held at this level by John Gower's financial management and by

your committee's efforts to contain cost. If the estate's legal, financial and supervisory functions were done by an agent costs would increase dramatically. Members should also note we have transferred our banking to the Alliance and Leicester which should generate an additional £2,000 p.a. in interest payments.

The 'Bridge Report' details the substantial additional expenditure we plan to incur during 2008 and our proposal to spread the financial burden by a further increase of £60 to remain in place until reserves are fully restored.

Your committee is pleased to recommend the 2 proposals for the 2 amounts that will be voted on by the members, as the best way to proceed.

### **Your Committee – your thanks**

As usual I would like to thank our Company Secretary, John Gower, who handles the finances, keeps the books and deals with all property transactions. This year he has also managed the transfer of OPEC funds to a deposit account that pays real interest. This generates about £2,000 pa. to the estate and is a significant contribution to our funds. You might have noticed that John is greyer and looking a tad more haggard this year, the Alliance & Leicester are wholly to blame and we owe him many thanks for doggedly seeing the change through.

John Athersuch has been brilliant in dealing with many practical matters on the estate, from Garden Court to tennis nets to internets, so many thanks to him.

Mark MacDonald has been a wonderful committee member representing the Mansion, a real gent and a pleasure to work with. It is with deep regret that I have to inform residents that he suffered a stroke during the summer, but he is on the road to recovery and we wish him well. If he can't make this year's AGM there will be no excuses accepted for 2007.

### **Food & Drink – don't miss it.**

Please do your best to attend the AGM, as it is the only regular forum members have to express their views to the committee, and we need to know that we have your support. Also, hopefully, that you are supportive of our proposals to raise funds to protect estate assets.

I promise to deal with the business as quickly as possible and to progress with speed to the main activity of the evening, general discussion on estate and local matters and the cheese and wine afterwards.

### **Police Speaker**

This year we have a guest speaker, Anita Clark our local Beat Officer, who will outline local police activities and be available after the formal business is concluded to answer any questions raised by members.

So do support your committee by attending the AGM as there are many issues we need to discuss. We also plan to have a good time!

I look forward to seeing you there.

Nigel Eastment, Chairman.



## **OTTERSHAW PARK ESTATE COMPANY LTD**

### **REPORT – OTTERSHAW PARK BRIDGE**

At the Annual General Meeting held on the 24<sup>th</sup> November 2004 the Chairman reported concern had been expressed regarding the structural state of the park bridge. The committee instructed a surveyor to examine the bridge and this exercise was carried out the following year. The preliminary report confirmed that the bridge was not in imminent danger of collapse but that we should consider certain work that would help reduce further damage caused by water permeating the structure.

We were advised that at some time in the past four sets of restraining plates linked by iron bars buried beneath the roadway had been fitted to the walls below the parapets at each end of the bridge. It was agreed to arrange with a contractor to expose two of the iron reinforcing rods so that their condition could be examined. This was carried out and whilst the rods showed some signs of corrosion they appeared to be in a fair condition and in the surveyors opinion ought to provide a reasonable service life of some years. At this time the surveyor suggested the removal of certain trees and the thinning out of others to prevent root damage to the sides of the structure. Much of this work was carried out and the position monitored during 2006.

A further examination was carried out by the surveyor in the summer of this year. Whilst there has been little perceptible change in the cracking there is still continued movement and in order to secure the stability of the bridge for future years the following work was recommended to be carried out in a single operation.

1. Stabilise the weakened parapet ends and insert stainless steel bars to hold alignment of the parapet sills and capping sections. This would involve some dismantling and rebuilding.
2. Rake out and repoint cracks to brickwork with soft mortar.
3. Drill the base of the abutments at low level to form weep holes to prevent water being retained behind the brickwork.
4. General replacement of failed pointing with a weaker lime based mortar.
5. Limited and selective repair of damaged masonry sections and detail.
6. Strip of the entire road surface and verges and relay over a suitable moisture resistant membrane.

The approximate cost of this work including VAT is £23,500. In addition there would be surveyor's fees and expenses of approximately £4,500. The expenditure to date has been £935.57 met from the current budget.

Such a comparatively large expenditure could be financed from our existing reserves but would reduce them by nearly 50% to £30,000. At the current annual maintenance fee of £150 it would

obviously be many years before we would be able to restore the reserves to an acceptable level.

The committee have discussed these proposals at length and if residents are in agreement that this schedule of repairs be carried out it is suggested that it should be financed in the following manner

At the end of this year the General Reserve Fund will stand at £25,384. In addition, we have a Contingency Fund of £5,000. It is proposed to discontinue the latter fund and transfer the balance to the Bridge Maintenance Fund which will give us a total of £6,000. In order not to drastically reduce our reserves the proposed repairs to the bridge will be scheduled for 2008. In addition a further charge of £60 per resident will be made which will be allocated to this fund increasing it by £4,800 per year to a total of £15,600 when the repairs are scheduled to commence. The balance of the then repair costs will be taken from our General Reserve Fund. Your committee feel that the additional charge of £60 per annum should then continue until our total reserves return to an acceptable level. The length of time and the amount of this charge will need to be reviewed once these repairs have been completed.

In view of the fairly substantial nature of this work and the financial implications involved it is hoped that as many residents as possible will attend the AGM on Thursday the 30<sup>th</sup> November to fully explore these proposals.

John Gower  
Company Secretary



## **OTTERSHAW PARK ESTATE COMPANY LTD**

**Notice is hereby given that the 2006 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 30th November, 2006 at 8.00 pm**

### **AGENDA**

**1 - Minutes**

To approve the minutes of the Annual General Meeting held on 24th November 2005, 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 2005 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 2007**

To consider and approve the following resolutions:-

*"That a general service charge be agreed for 2007 in the sum of £160 payable on the 1st January 2007."*

*"That an additional charge in respect of the Bridge be agreed for 2007 in the sum of £60 payable on the 1st January 2007."*

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

To approve the Management Committee for 2007. 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	

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

### **NOTE:**

For members unable to attend the AGM, a Form of Proxy is attached.

By order of the Management Committee

J Gower  
Company Secretary  
1st November 2006

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



# Ottershaw Park Estate Company 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 the Company Secretary, John Gower, 17 Tulk House, 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,

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 30<sup>th</sup> November 2006 and at any adjournment thereof.

Alternatively indicate your voting wishes on the resolutions below.

Resolution 1. "That a service charge be agreed for 2007 in the sum of £160 payable on the 1<sup>st</sup> January 2007."

Vote in favour..... Vote against.....

Resolution 2. "That an additional charge in respect of the bridge be agreed for 2007 in the sum of £60 payable on the 1<sup>st</sup> January 2007."

Vote in favour..... Vote against.....

As witness my hand this .....2006

Signed.....

PLEASE RETURN THIS FORM to:  
John Gower, Company Secretary  
17 Tulk House  
Ottershaw Park  
KT16 0QG