



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

**ANNUAL GENERAL MEETING
OPEC Ltd & OPW Ltd**

to be held at

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

Thursday 28th November 2019 at 8.00 pm

followed by

a cheese and wine reception

Attached:

- 1 - Formal notice of meeting and agenda.
- 2 - Chairman's report.
- 3 - Minutes of the 2018 Annual General Meeting held on the 29th November 2018.
- 4 - Management accounts for the 12 months ending 31st December 2019 and proposed budget for the year 2020.

* **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

Notice is hereby given that the 2019 Annual General Meeting of the Company will be held at Christ Church Hall, Guildford Road, Ottershaw, Surrey on Thursday 28th November, 2019 at 8.00 pm

AGENDA

1 - Minutes

To approve the minutes of the Annual General Meeting held on 29th November 2018

2 - Chairman's Report

To receive the report attached hereto.

3 - Report on Financial Accounts

To approve the Management Accounts for the year ended 31st December 2019 and the budget for 2020.

4 - Accountants and Remuneration

To renew the appointment of Crick Heitman as accountants to the Company and to authorise the Management Committee to agree their remuneration.

5 - Budget 2020

To consider and approve the following resolution: *"That a general service charge be agreed for 2020 in the sum of £275 payable on the 1st January 2020."*

6 - Appointment of Management Committee

- a) For members to approve the OPEC Management Committee for 2020.
- b) For members to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2020.

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
25 October 2019



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

CHAIRMAN'S REPORT 2019

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

COMPANY TREASURER REQUIRED

We have an issue that requires members' immediate attention – you will be aware from a previous email that the OPEC Treasurer, Vince Lee has moved from the Park and we urgently need a volunteer from among the membership to take on the Treasurer role.

Vince has been wonderful in knocking company processes into shape; he has done a brilliant job for us, as can be seen from the financial details included in the AGM documentation. His template and systems are ideally suited to enable the role to be taken over with relative ease PLUS Vince will be around to assist with the handover. There will never be a better opportunity for a suitable individual to ease themselves into a role that is essential for the running of the estate.

So, if you have knowledge of 'Excel' and can give 2-3 hours a month, please contact me to get more involved with the successful running of your estate.

Overview.

Company finances remain sound but as outlined at last year's AGM we have finally undertaken the additional repairs to the bridge with the work being financed from reserves.

In addition, there has been some unbudgeted expenditure on the Pink Road to protect our interests in the face of the potential Fair Oaks development.

For 2020 we are proposing that the maintenance charge is raised to £275 which will allow us to attend to our regular maintenance works and over future years slowly restore our Reserve Fund to the previous £70 - 80,000 level.

This is prudent so as to avoid calls to the membership for additional contributions. It has been a long-term policy to build up OPEC reserves so we can deal with both emergencies and substantial projects from existing funds. We have kept the maintenance charge at £250 for the past 4 years but, whilst your committee makes great efforts to control expenditures, we are not immune from the inflationary impact on contract labour and costs of materials.

Local Issues - The main 'threats' to our estate is Runnymede Borough Council's Local Plan with its proposed housing developments, A320 upgrading proposal, and the potential for development at Fair Oaks.

DON'T MISS THE AGM FOR FURTHER DISCUSSION ON THESE MATTERS.

Committee Membership.

The committee has 6 members as follows:

Margaret McHugh (Minute Secretary) - Tulk House

Mary Turner - Mansion

John Athersuch - Bothy Freeholders (Web Master) & Vincent Lee (Treasurer) - resigning

Nigel Eastment (Chairman) & Mick Roche, Freeholders

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

Vince Lee, our current Treasurer will attend the AGM.

I would like to sincerely thank Vince for masterful work on our financial processes and also for helping on the bridge, street lights and the CCTV proposals. His cheerful clarity on all matters has been a great help to the rest of the committee and he will be greatly missed.

We urgently need to hear from any member who wants to get involved and is able to take on the treasurer role.

We also need to hear from other members who would be able to join the committee and perhaps manage projects on the estate. John Athersuch and I have both been doing this for over 30 years; we do need other members to find out how the company runs before we run out of steam! It is important for the long-term viability of the estate that members take part in the management and that there is a broad base of estate knowledge.

So please don't be shy, email opec@ottershawpark.co.uk or call me on 07860 701288.

2019 Activities and current issues

The Bridge: In 2009 we had a quote of £60,000 to complete a schedule of works on the bridge specified by a building surveyor. We gave the go ahead for £30,000 of the more essential work. This year we have spent i.r.o. £25,000 to update some of the works and particularly to secure the balustrade and repair cracks in the brickwork. This has not been a straightforward project, but we do feel that we have made significant practical progress with the current works.

Bothy Wall: The Bothy Courtyard is part of the OPEC freehold, as is the large brick wall. Work is required to secure the brickwork and coping stones, hopefully for the next 100 years. I mention it at this point as the company attending to the bridge is also most suitable to work on the wall. We are deferring that work until 2020 to spread the expenditure. The cost will be approximately £4,500.

Street Lighting: During the year, with advice from our lighting maintenance contractor, we have continued with our program of upgrading our street lights. The old sodium internal ignitor lamps are fast becoming obsolete and we are gradually phasing in the conversion of our lighting columns to LED. The final five columns will be converted during 2020. In addition, as a consequence of two successive significant increases in our street lightning energy costs, in the first quarter of the year we engaged an energy broker to assist in finding the best electricity contract prices. As a consequence, we entered into a 5-year fixed price contract with E-on and the benefit of that can be seen in our 2019 and 2020 expenditure numbers.

Woodland: There have been no working parties on the Woodland or the Walkways during the year, but Barbara Sampson has again applied weed treatment to the walkways, which remain a pleasure to use. Thank you, Barbara.

The walkway in the 'top' section is nearing completion, hopefully during 2020 we will achieve a figure of eight route through the OPW woodland. Keep walking the route to check progress and keep fit.

BEWARE - Oak Processionary Moth; I have to again thank Barbara Samson for bringing this problem to our attention. The moth is a foreign invader brought in either on nursery plants from the continent or facilitated by global warming. The moths lay their eggs in oak trees, the caterpillars form a nest and at night 'process' round the tree to get to the feeding areas before generally returning to spend the day in the nest. Their most unpleasant feature of the caterpillars is that their hairs can produce an extensive rash and other allergic reactions in humans and pets. The caterpillars are active in May/June/July, although the grey 'spun' nests can retain irritants well beyond that period.

For details of the moth and reporting procedures go to the [Forest Research website](http://www.forestresearch.gov.uk) (www.forestresearch.gov.uk). We will also provide a link on the company website.

If you see any nests on the estate or in OPW woodland please let us know. If you have oak trees in your garden and are concerned we can put you in touch with a local specialist who can remove them for you. The outward spread of the moth from London seems unstoppable, so please be vigilant and do your utmost to avoid any direct contact.

Regular Estate Issues

Estate Maintenance: We continue with our Romanian contractors - SV Construction, who attend on an 'as needed' (and 'when available') basis.

Hedges: I always issue a reminder - please keep your hedges tidy and cut back from the road for everyone's benefit. Thank you to the hedge owners and trimmers for your efforts on something that has a huge impact for all members.

Local planning/development issues

The Ottershaw area remains under threat – The Local Plan was 'examined' in November 2018 but the plan for an 18% increase in house numbers in Runnymede could not be 'approved' by the inspector until the A320 issues had been determined and Highways England, Surrey County Council and Runnymede Borough Council could not reach agreement on how traffic would affect the M25. That is now likely to be concluded on November 14th, so information will be available at the AGM. The huge Otter Roundabout remains in the plans submitted by RBC in their infrastructure bid. Work on 10 junctions on the A320 plus J11 on the M25 could take a decade to finish!

Woking: Although Woking's proposal for over 1,000 houses at Martyr's Lane East has been dropped the council are planning for various 15 to 39 floor skyscrapers in Woking town center for around 3,000 people. It is inevitable that significant traffic from Woking area developments will aim for Junction 11 of the M25, via the A320.

Fairoaks Garden Village: A new outline plan has been submitted to the 3 councils. There are some encouraging signs that make the development seem less likely but with so much money invested and the potential profit the consortium of airport owners has a huge incentive to press on with their proposals.

OPEC Pink Road: Quite apart from the effect on local infrastructure of a Fairoaks 'new town' there is a direct impact on the fields behind the Mansion, some OPEC properties and Tulk House. Also, the proposed SANG land links to the pumping station and the 'Pink Road' leading to the A320 which is owned by OPEC. The committee is taking active steps to demonstrate OPEC's ownership of the road.

Willow Farm Travelers' Site: To remind members, the travelers' application for temporary permission was granted in July 2017 for 3 years, which takes us to July 2020. We will do our best to keep you informed.

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. Please talk and confirm details in writing with your committee representative about any external changes, building development – including sheds and outbuildings, fence, hedge and all tree work. It is in everyone's interest to avoid disputes, so no surprises please!

2020 Annual Maintenance Fee - £275

As mentioned above, we propose that the annual maintenance fee is increased to £275 and trust you will support the committee in your vote at the AGM.

Please pay promptly.

A hard copy of the invoice will be delivered after Christmas and an electronic copy circulated by email. Please pay promptly to avoid unnecessary work for your volunteer committee.

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 opportunity to discuss matters with them and other members.

I will conclude our formal business 'briskly', before a general discussion on matters affecting the estates. We will then withdraw to the small hall to enjoy cheese, wine and chat – not to be missed!

Nigel Eastment, Chairman.

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. PLEASE NOTE OUR CURRENT BANK DETAILS IF YOU PAY YOUR SERVICE CHARGE BY BANK TRANSFER.

**SANTANDER – WOKING BRANCH
SORT CODE: 09 01 29
ACCOUNT NO.: 05803374**

Please make sure you are NOT set up to pay into our old Barclays account which has been closed.

Approximately 20% of members continue to pay their service charge by cheque. If you could please switch to payment by bank transfer that would be extremely helpful in reducing administration effort, particularly as we will hopefully soon have a new Treasurer. However, if that is not possible, the invoices issued after Christmas will indicate the address to which cheques should be sent.



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 29 November 2018**

The meeting was opened by the Chairman at 8.00pm.
The Chairman welcomed 23 residents.
Including 2 proxy votes, they represented 22 voting properties.

Apologies were received from Tony Brookes, Joe Carlin, Almut Davis, Iorwerth Evans, Douglas Miller, Ryan Mooney, Barry Purssey, Tony Paice, Sarah Sellers, Mary Turner.

Proxy votes were received from Barry Purssey and Joe Carlin (both to the Chair).

1) Minutes

The minutes of the Annual General Meeting held on the 30 November 2017 that were previously circulated were approved:

Proposer: John Gower Seconder: Heather Saunders Votes in favour: 22.
No objections or abstentions.

2) Chairman's Report

The Chairman highlighted three aspects of the circulated report.

1. Volunteers: members of OPEC were encouraged to support the OPEC committee by considering joining it and/or supporting it in various projects on the Estate.
2. The Bridge: following continuing difficulties in finding qualified people to advise on the best way to restore the bridge, guidance from The Institute of Historic Buildings Conservation resulted in two structural engineers being found. One, Hockley and Dawson, had done structural drawings for the surveyor OPEC originally engaged and suggests the bridge may be structurally sound. OPEC is awaiting their report on the work required.
3. CCTV: following its undertaking at last year's AGM, to "investigate this option further and advise members accordingly", OPEC spent some time exploring options with various suppliers. The main difficulty is connecting cameras with recording devices at the two entrances to Ottershaw Park, but this can be solved by mounting a camera on a lamp post in the main drive linked to a repeater station on the roof of Tulk House, and storing data in a secure store room in Tulk House. This solution provides number plate recognition of vehicles entering and leaving the main entrance and safe storage of data that is remotely accessible to "approved persons" when needed for investigation. A similar solution was available on property at The Bothy. However, Tulk House declined to take up the OPEC

Chair's offer to visit and discuss their issues with the proposal. As this is the only feasible installation CCTV will not be installed.

3) Report on Financial Accounts

The Treasurer presented the accounts, summarising 2018 expenditures versus the original budget, together with the budget for 2019. Reserves at year-end 2017 stood at £65,528. The current 2018 forecast projects that the year will end with reserves of £66,993. The reserves projected for end 2019 are £57,688. This assumes that the Service Charge will remain at £250, and that repairs to the bridge will be £15,000, although the actual cost will not be known until action is decided upon following the report from the structural engineer.

The Treasurer asked that members did not pay the Service Charge until January, as payment in the 2018 financial year creates additional administration for the Treasurer.

4) Accountants & Remuneration

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

Proposer: John Gower Seconder: Chis Lemon Votes in favour: 22
No objections or abstentions.

5) Budget 2019

The Chair asked if there were any queries on the budget previously circulated and suggested that as the interest rate on savings is still low, the Service Charge should remain at £250. There were no queries and voting ensued for the resolution:

That a general service charge be agreed for 2019 in the sum of £250.00 payable on 1st January 2019:

Proposer: Ken Bray Seconder: Robbie Sampson Vote in favour: 22
No objections or abstentions.

6) Appointment of Management Committee

The chairman confirmed that the current committee members offer themselves for re-election.

a) For members to approve the Management Committee for 2019

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

Proposer: Robbie Sampson Seconder: Chris Lemon Votes in favour: 22
No objections or abstentions.

b) For members to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2019.

Proposer: Sandra Goldblatt Seconder: Chris Lemon Votes in favour: 22
No objections or abstentions.

7) Presentation by Ian Cox, Managing Director of Fair Oaks Garden Village Ltd and Chris Hobbs, Director of Fair Oaks Operations Ltd about the future of Fair Oaks airport

Yesterday the Chair was informed that Ian Cox, the MD of Fair Oaks Garden Village LTD, who had requested to talk to the OPEC membership would now not attend the meeting. The Chair expressed his surprise and disappointment to the meeting attendees as the nature of the AGM had been made very clear in the invitation which had been accepted by Ian Cox several weeks

ago.

Also today, the Chair received information about a new group, Unity Land, which is promoting the airport as a viable airport. The Chair refreshed the meeting with a reminder of the history of ownership of Fair Oaks (see attached note). He suggested following the progress of Unity Land as several of its members are well known local personalities or campaigners against Fair Oaks Village.

An audience member advised that Michael Gove, the MP for Surrey Heath, is holding a Question and Answer meeting at Bagshot Playing Fields Pavilion on 30th November between 6.30 and 7.30pm, although it transpired that this is the MP's normal regular surgery meeting.

The points to note are that Fair Oaks 2020 is active, that the success of Horsell Common Café and its impact on the surrounding area provides an indication of the likely increase in the general public accessing Fair Oaks Village SANG (Suitable Alternative Natural Greenspace), the impact on both the A320 and the A319 and that McLaren has expressed its opposition to the development.

The question arose whether OPEC should contribute funds to fight the development; OPEC had not made provision for it in the 2019 budget and the chair would prefer to retain funds for our own legal action should the need arise.

Fair Oaks 2020 is progressing well by itself and has raised considerable funds and had already engaged a QC.

Chris Hobbs explained that he had no financial interest in the development of Fair Oaks Garden Village. He is the director of Fair Oaks Operations Limited, responsible for the flying operation and through that business is a tenant at the airfield. He added that after 12 years of stagnant growth, the airport is under a constant threat of closure. He also explained that Government support for General Aviation has increased with only 123 licensed airports in the UK, of which several are also under threat of closure.

Note: A copy of OPEC's objections to Fair Oaks Garden Village are attached.

John Athersuch presented a large map of the development and explained the layout of the Village. The future owners of the SANG would not have a right of access over the OPEC private road to the pumping station, and public access could be challenged. The OPEC covenants, created by the original Ottershaw Park Estate, means that much of the land owned by Fair Oaks is subject to OPEC's covenants. Various activities such as permission to fell trees, would require OPEC's permission and there are various other restrictions contained within all OPEC members' deeds.

8) Any other relevant business

a) Broadband

John Athersuch advised that wayleaves need to be signed by Ottershaw Park and Tulk House. Once this has been done BT will schedule the installation of SuperFast Broadband. (*Note – a wayleave is a means of providing rights for a company to install and retain their cabling or piping across private land*).

b) Dogs

All dogs should be on a lead in the estate.

The chair also reminded members that the Mansion Meadow was private property, in effect the Mansion's back garden, and was not available to other members of Ottershaw Park or their dogs. OPEC's only right of way is for an access to the OPEC tennis courts.

c) A Safari Supper is being organised in the Estate at the end of January. For more details contact Mick and Ali Roche at 1 Ottershaw Park.

The meeting closed at approximately 9.00pm.



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Ottershaw Park Estate Company Ltd			
Income & Expenditure - 2019			
ITEM	2019 Budget (Nov '18 AGM)	Actual YTD September 2019	Current Full Year 2019 Forecast
	£	£	£
Income			
Maintenance Charges	20,000	20,000	20,000
Costs levied and sundry income	0	0	0
Interest Income	365	350	420
Total Income	20,365	20,350	20,420
Regular Expenses			
Maintenance:			
- General	3,000	1,534	3,000
- Tennis Courts	300	0	300
- Bridge	0	0	0
- Roads and Drains	2,500	751	2,500
- Signs, seats and gates	600	150	600 (1)
Street Lighting:			
- Energy	1,030	606	795 (2)
- Maintenance	840	529	942
Subscription - Ottershaw Society	100	100	100
Insurance	2,900	2,779	2,779 (3)
Stationary, postage & telephone	200	89	200
Accounting Fee & Expenses	900	0	900
Meeting Expenses	200	0	250
Sundry Expenses	100	38	100
Woodland	2,000	0	2,400 (1)
Total Regular Expenses	14,670	6,576	14,866
Surplus Available for Reserve Funds	5,695	13,774	5,554
Exceptional Expenditures funded from Reserves:			
- Bridge Repairs (Bridge & General Reserves)	15,000	2,116	25,775 (4)
- Street Lighting (General Reserve)	0	1,602	1,602 (5)
Total Exceptional Expenditures	15,000	3,718	27,377
Net Increase / (Decrease) in Reserve Funds	-9,305	10,056	-21,823
Vince Lee, OPEC Treasurer, 7th October 2019			
(1) Estimated £3,000 required for additional signs, fencing etc along Pink road			
(2) Reflects 5 year fixed contract from February 2019			
(3) Inflationary increases avoided			
(4) £2,116 for Hockley & Dawson engineering reports. £23,659 quotation received for actual repairs.			
(5) Street Lighting upgrades agreed at OPEC Committee Meeting on 25th January 2019			



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Ottershaw Park Estate Company Ltd		
2019 Forecast / 2020 Budget		
ITEM	Current 2019 Forecast	Proposed 2020 Budget
Income	£	£
Maintenance Charges	20,000	22,000
Costs levied and sundry income	0	0
Interest Income	420	300
	20,420	22,300
Regular Expenses		
Maintenance:		
- General	3,000	3,200
- Tennis Courts	300	300
- Bridge	0	0
- Roads and Drains	2,500	2,500
- Signs, seats and gates	600	600
Street lighting:		
- Energy	795	705 (1)
- Maintenance	942	950
Subscription - Ottershaw Society	100	100
Insurance	2,779	2,900
Stationary, postage and telephone	200	200
Accounting Fee & Expenses	900	900
Meeting expenses	250	250
Sundry expenses	100	100
Woodland	2,400	2,400
Total Regular Expenses	14,866	15,105
Surplus Available for Reserve Funds	5,554	7,195
Exceptional Expenditures funded from Reserves:		
- Bridge Repairs (Bridge Maintenance Reserve)	25,775	0
- Street Lighting (General Reserve)	1,602	1,170 (2)
- Bothy courtyard wall repairs (General Reserve)	0	4,500 (3)
Total Exceptional Expenditures	27,377	5,670
Net Increase / (Decrease) in Reserve Funds	-21,823	1,525
2020 Income assumes annual Maintenance Charge of £275 approved		
Vince Lee, OPEC Treasurer		
7th October 2019		

(1) Full calendar year at 5 year fixed contract rate effective from February 2019

(2) Street lighting upgrades - conversion of further 5 lighting columns to LED

(3) Repointing with lime mortar and re-bedding / jointing of top coping stones



OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

Ottershaw Park Estate Company Ltd						
General and Reserve Funds - Projected through to 31st December 2020						
	General Reserve	Tennis Court Fund	Bridge Maintenance	Roads	Sewerage & Drains	Total
	£	£	£	£	£	£
Balance 31/12/2014 (1)	13,475	3,980	14,934	28,289	10,000	70,678
Provided during 2015				9,091		9,091
Utilised during 2015				-1,400		-1,400
Balances 31/12/2015 (1)	13,475	3,980	14,934	35,980	10,000	78,369
Provided during 2016	7,023	1,000	2,757	-5,485	2,000	7,295
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	-825	2,294	2,309	1,500	1,500	6,778
Estimated utilisation for 2017		-7,274				-7,274
Balances at 31/12/2017	19,673	0	20,000	17,155	8,700	65,528
Estimated provision for 2018	1,720	1,000	1,551	1,500	1,500	7,271
Estimated utilisation for 2018	-5,605					-5,605
Balances at 31/12/2018 (2)	15,788	1,000	21,551	18,655	10,200	67,194
Estimated provision for 2019 (3)	330	500	4,224	250	250	5,554
Estimated utilisation for 2019 (3)	-1,602	0	-25,775	0	0	-27,377
Estimated balances at 31/12/2019 (3)	14,516	1,500	0	18,905	10,450	45,371
Estimated provision for 2020 (4)	2,695	1,500	1,000	1,000	1,000	7,195
Estimated utilisation for 2020 (4)	-5,670	0	0	0	0	-5,670
Estimated balances at 31/12/2020 (4)	11,541	3,000	1,000	19,905	11,450	46,896
(1) Allocation across reserve funds for end 2014 and 2015 revised in December 2018 after further research into annual provision						
(2) Total Reserves at end of year as per 2018 OPEC Ltd Service Charge Accounts						
(3) Based on Current Full Year 2019 Forecast						
(4) Based on 2020 Budget						
Vince Lee, OPEC Treasurer						
7th October 2019						



**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 28th November 2019 and at any adjournment thereof.

SECTION 2

cast my vote *FOR/AGAINST the following resolution:

"That a general service charge be agreed for 2020 in the sum of £275 payable on the 1st January 2020."

As witness my hand thisday of2019

Signed.....

* delete as appropriate