



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

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

**to be held by members of the committee via Zoom**

**Thursday 26th November 2020 at 8.00 pm**

**Attached:**

- 1 - Formal notice of meeting and agenda.
- 2 - Chairman's report.
- 3 - Minutes of the 2019 Annual General Meeting held on the 28<sup>th</sup> November 2019.
- 4 - Management accounts for the 12 months ending 31st December 2020 and proposed budget for the year 2021.



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

**Notice is hereby given that the 2020 Annual General Meeting of the Company will be held on Thursday 26<sup>th</sup> November, 2020 at 8.00 pm**

**Due to the Covid-19 pandemic the AGM will take place via Zoom and involve only members of the committee.**

**ALL MEMBERS – PLEASE USE THE ATTACHED PROXY FORM FOR VOTING AND SUBMIT ANY ITEMS FOR DISCUSSION BY EMAIL**

## **AGENDA**

### **1 - Minutes**

To approve the minutes of the Annual General Meeting held on 28<sup>th</sup> November 2019 (Previously circulated)

### **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 2020 and the budget for 2021.

### **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 2021**

To consider and approve the following resolution: *"That a general service charge be agreed for 2021 in the sum of £275 payable on the 1st January 2021."*

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

a) For members to approve the OPEC Management Committee for 2021.

b) For members to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2021.

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

By order of the Management Committee.

Nigel Eastment, Chairman OPEC/OPW  
12 October 2020



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

## **CHAIRMAN'S REPORT 2020**

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

### **IMPACT OF COVID19**

It has been quite an exceptional year. It is difficult to know when and how things will return to 'normal' but what is obvious is how lucky we all are to live on Ottershaw Park. While the nation was in lockdown we all had the space to enjoy our gardens and walk in our wonderful estate which links to so many surrounding areas. I hope we all learned to appreciate our estate environment and how we all need to do our best to preserve it and improve it for both us humans and also for wildlife to enjoy.

### **2020 AGM Procedures.**

It is unfortunate that the pandemic means that we cannot hold our regular AGM with members present and for this year the AGM will be held via video conference attended only by the committee.

### **PLEASE COMPLETE AND RETURN THE ENCLOSED PROXY FORM.**

### **ALSO PLEASE NOTE:**

The AGM documentation will be circulated early and all members are invited to email issues or comment to [OPEC@ottershawpark.co.uk](mailto:OPEC@ottershawpark.co.uk). Or if preferred contact their committee member directly. The intention is to allow for the OPEC membership to raise issues to be discussed at the AGM and covered in the minutes, which will be circulated with the OPEC invoice at the end of December.

Our AGM is the only occasion where we can discuss estate matters and meet socially, so I sincerely hope we can get back to our regular (non-Covid-compliant) session. With that in mind and in a spirit of optimism we have booked the Christchurch Hall for Thursday 25<sup>th</sup> November 2021 – I hope to see you all there!

### **NEW COMPANY TREASURER.**

This year I extend my particular thanks to Robbie Sampson for volunteering to take on the role of OPEC treasurer. He is doing a wonderful job for us, not only looking after the finances but getting involved with many other aspects of estate maintenance, where we have benefitted from his practical knowledge and horticultural expertise.

## **Financial Overview – IN BRIEF**

Company finances remain sound. In 2019 we financed bridge repairs from our Reserve Funds, which consequently reduced as outlined at last year's AGM (and detailed in the attached financial details). Last year we increased the Service Charge to finance an annual surplus to allow us to slowly rebuild the Reserves.

This year we spent an unbudgeted £6,600 on road repairs but the planned expenditure of £4,500 on the Bothy Wall has been delayed and will be carried over to 2021. The net result is an increase

of £2,859 in the OPEC Reserves, which at the end of 2020 will stand at £51,151. That level of funds should be sufficient to resolve any urgent issues that might arise from OPEC responsibilities, which cover estate roads, sewerage, lighting and woodland.

### **2021 Service Charge:**

**We are proposing to hold the maintenance charge at the current rate of £275; this will cover our regular maintenance works and should provide a surplus, which over future years will slowly restore our Reserve Fund which previously stood at close to £80,000.**

Our long term policy is to build up OPEC reserves so we can deal with both emergencies and substantial projects from existing funds – we want to avoid any situation where there could be a ‘crisis’ call to the membership for additional contributions.

## **OPEC Committee Membership**

The committee has 7 members as follows:

Margaret McHugh (Minute Secretary) - Tulk House

Graham Hughes – Mansion

John Athersuch - (Web Master) Paul Stopps, Bothy Freeholders

Nigel Eastment (Chairman) & Mick Roche, Freeholders

Robbie Sampson (Treasurer)

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

**If any member wants to get involved with the running of the estate please email [opec@ottershawpark.co.uk](mailto:opec@ottershawpark.co.uk) or call me on 07860 701288.**

## **2020 Activities and current issues**

**The Bridge:** Major works were completed in 2019 but some payment was withheld until minor works were completed to drainage and some making good. For the foreseeable future the bridge is safe, secure and fit for its restricted purpose.

**Bothy Wall:** You will remember from last year’s report – The Bothy Courtyard is part of the OPEC freehold, as is the large brick retaining wall. We have deferred the work until 2021 to spread the expenditure. Cost will be iro £4,500 to secure the top courses of brickwork and coping stones, hopefully for the next 100 years.

**Estate Roads:** Most of our road system is at least 40 years old, some is considerably older. This year on our inspection we identified two significant areas where the surface had deteriorated to the stage where the base material was exposed, which if broken could rapidly develop into potholes. We completed a large section of resurfacing on the Entrance Road and also a section on the lane to Tanglewood – in addition to various patches.

Our roads will never be perfect but we certainly do not want them to ‘decline’ to the potholed state of some ‘unadopted’ roads. We need to ensure a reasonable standard is maintained on our estate roads. It is our intention to complete larger areas rather than piecemeal sections, which will look better, and reduces ‘ridges’ as opposed to producing a ‘patchwork’ of repairs.

Please be advised that road resurfacing is a major expense and as it becomes scheduled in future years is bound to be a significant drain on our Reserve Funds and require modest phased Service Charge increases. This is intended as a gentle ‘advanced warning’.

**The Blob:** Just in case you have noticed the white circle painted in the middle of the road in front of Tulk’s fountain and were wondering what it was for – it seemed the least intrusive way to indicate to delivery drivers, who seem to be able to lose their way trying to get out of the estate, that they have arrived at the Entry Road. We may yet make it a bit bigger; in a situation where all options have limitations and various downsides, it seems the least effort for least disruption, hopefully without least effect!

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

New Plantings: Robbie Sampson has planted 50 trees in the woods, mainly beech, and created new pathways to access the trees for planting. Thanks to the several members who assisted with watering and all members are urged to walk the new routes to keep the paths open and deter deer.

The 'Top' Section Walkway is nearing completion; you can follow the trail in a loop to return to the pathway.

**So please keep walking all our OPEC woodland pathways to check progress and keep fit.**

**BEWARE - Oak Processionary Moth;** I have to again thank Barbara and Robbie Samson for masterminding the estate's response to this problem.

In case you need reminding - The moth is a foreign invader, which lays its 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 is that hairs from the caterpillars can produce an extensive rash and other allergic reactions in humans and also our pets. The caterpillars are active in May/June/July, although the grey 'spun' nests can retain irritants well beyond that period.

Last year we asked members to report any nest sightings and 8 were reported to the committee on various members land and in OPEC woodland. There is a brief period of 4 weeks when the caterpillars pupate. In that dormant state it is possible for the entire nest to be safely removed and sent for incineration. We arranged for a contractor to assess all the trees and all the nests we were aware of were removed before the chrysalis's hatched and a further large number of moths spread across our oaks trees.

Individual members were charged between £50 and £150 dependent upon the difficulty of getting access to the nest on their property – Many thanks to the members who all agreed to take part and covered their portion of the cost.

What happens next – All the nests were reported on the Forest Research website, so we hope next year the trees will also be sprayed in April at no cost. It is increasingly likely that the infestation will become endemic; we will continue to monitor nests and if appropriate oversee direct action to contain the moth on our estate.

Please consult the company website for more details, including a map showing the location of the nests removed and useful links.

If you see any nests on the estate or in OPW woodland please let us know. The outward spread of the moth from London seems unstoppable, so please be vigilant and do your utmost to avoid any direct contact.

**The Pink Road:** We have continued our efforts to restrict general access to our private track leading from the pump house to the Guildford Road (A320). Fencing was reinstated and we did some supportive work in Ottershaw Chase to maintain pathways directed away from OPEC land.

## **Regular Estate Issues**

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

**Bridge Approach:** To discourage commercial vehicles from approaching the bridge we relocated the bollards closer to the junction, so the width restriction will be more visible.

Both OPEC and OPM's gardeners also cut back vegetation overhanging the verge on the approach to the bridge – hardly earth shattering but a modest measure to improve appearances.

## **Other Issues**

**CCTV.** You may recall in 2018 OPEC put together a proposal to install a camera to record traffic entering at both the Main Entry Road and the Bothy Lane. Estimated costs in 2018 were £4,500 to install and £1,000 pa to maintain and support (VAT included).

The options open to OPEC are very limited as we do not own property that can support cameras on the estate, so the scheme we proposed, with a camera on a street light with wireless connectivity to a receiver on Tulk House was the only option available to us.

The proposal was not supported by the Tulk Committee at the time, so details were not put to the wider OPEC membership.

The question of CCTV has arisen again, so we have forwarded the original proposal to the Tulk Committee for their consideration. Much depends upon how we each perceive the level of security 'risk' on the estate balanced against the cost and more 'surveillance'. If the scheme were to become viable we would of course circulate details and invite a vote before undertaking a long term financial commitment.

### **Local planning/development issues**

#### **The Ottershaw Roundabout and A320 development is going to happen.**

The Runnymede Local Plan was finally 'approved' in March 2020 and £42 million government funding had been secured to pay towards changes to 10 junctions on the A320 and for significant works on St Peter's Way to manage traffic flow onto the M25 which will become a 'Smart' Motorway. The impact on local traffic is bound to be horrendous and to extend over many years – not a happy prospect.

**Fairoaks Garden Village:** Although the planning application was withdrawn this issue has not been resolved or gone away. The main determining authority is Surrey Heath Borough Council, where although political support for the proposal has been undermined by some individuals no longer being in post, the financial pressures on all councils will leave SHBC susceptible to pressure from the developers – who have previously declared their intent to have the FGV development included in the next Local Plan.

**Fairoaks Airport:** Needless to say, continuing uncertainty over the future of the airport is unlikely to be helpful to the continuing airport operation, which seems to be the lesser of two evils to a majority of the OPEC membership.

The Airport, a member of OPEC with its ownership of the agricultural land behind Tulk House, has been supportive of OPEC and a good neighbour. We enjoyed a peaceful lockdown, with complete cessation of flying from all airports, including Fairoaks. Flying activity has restarted and there are currently few restrictions on flying from Fairoaks although traffic does seem to be below pre-lockdown levels.

Estate residents are reminded that Ottershaw Park is an 'Avoidance Zone for the all traffic. Any complaints about inconsiderate flying practices or noise should be referred direct to the airport via their website, [www.fairoaksairport.uk](http://www.fairoaksairport.uk), look for 'noise complaints' under 'local residents' in the menu bar.

**Willow Farm Travelers' Site:** We have not received a reply to our email asking what is happening to this site where the 'temporary' permission runs out in November 2020.

### **Regular Reminders.**

**First a special thank you!** To the members who have been spotted 'litter picking' on the estate entry road and on the Chobham Road. It is really appreciated that they have gone out of their way to do such a useful job that benefits us all. Those I have heard of are Mary Turner, Barbara Sampson, Helen Saunders, Ann Purssey and Hugh Towey. THANK YOU ALL – VERY MUCH!

I am sure they would appreciate others helping with the task and apologies if I have missed any other 'guerilla litter pickers' off the list!

**Hedges:** Always useful to remind everyone - please keep your hedges tidy and cut back from the road for everyone's benefit. A big 'Thank You' to the hedge owners and trimmers for your efforts on something that has a huge impact for all members.

**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 interests to avoid disputes, so no surprises please!**

***In Conclusion, in Brief:***

*OPEC do not propose to increase the Service Charge for 2021.*

*OPEC will monitor estate roads which will require expenditure and will lead to increased Service Charges over time.*

*Planning – A320 road works in particular but also local housing development and change at Fair Oaks will increasingly affect us all.*

**2021 Annual Maintenance Fee - £275**

As mentioned above, we do not propose any change to the annual maintenance fee which will remain at £275 and trust you will support the committee in your proxy 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.

I am sorry we will not be able to meet up this year and enjoy cheese, wine and chat.

Please let's all stay fit and well and look forward to normality sometime soon!!

Nigel Eastment, Chairman.

**Note:** If you are not receiving occasional updates by email it is important that you send the webmaster your email address ([john@ottershawpark.com](mailto: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!!**





# **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 28 November 2019**

The meeting was opened by the Chairman at 8.00pm who welcomed 22 residents and one former resident, Vince Lee, the outgoing Treasurer. Including 3 proxy votes, they represented 18 voting properties.

Apologies were received from John Athersuch, Marlene Bacarese-Hamilton, Carol-Anne Carlin, Barry Purssey, Paul Stopps and Mick Roche.

Proxy votes were received from John Athersuch, Marlene Bacarese-Hamilton and Barry Purssey (all to the Chair).

### 1) Minutes

***The minutes of the Annual General Meeting held on the 29 November 2018 that were previously circulated were approved:***

Proposer: Sandra Goldblatt Seconder: Ruth Turk Votes in favour: 18  
No objections or abstentions. The motion was passed.

### 2) Chairman's Report

The Chairman highlighted 3 aspects of his circulated Chairman's Report.

1. New Treasurer: Robbie Sampson was welcomed as the new Treasurer, replacing Vince Lee who has moved from Ottershaw Park. The Chair expressed his appreciation to Vince for his excellent work and for his ongoing involvement with the handover to Robbie.
2. Volunteers: it is disappointing that despite raising a request in last year's Chairman's report and at the AGM, and again in this year's Report, urgently requesting new members of the committee, no one had come forward. He is concerned that interpretation and management of the idiosyncrasies of the land and property issues in OPEC rely on the knowledge of himself and John Athersuch who have been members of OPEC for over 30 years. Unless new members join the committee and the knowledge of the estate is more widely shared, there is risk useful estate knowledge will be lost, or at least time wasted being re-discovered. ; He asked owners to consider how they could assist the committee whether being members of it or managing individual projects. The development of Fair Oaks is an example of the benefit of detailed knowledge of landholding and covenants; at the other extreme, who knows that the power to one of the streetlights is supplied from under the stairs in a private home?
3. The Bridge: it is now open and the work had been done well, apart from the level of 1 of the 4 drains which is under investigation.

### 3) Report on Financial Accounts

Vince Lee presented the accounts, summarising 2019 expenditures versus the original budget, together with the budget for 2020. The latest forecasts expect income for 2019 of £20,420, with regular expenditures of £14,866 (1). The expected surplus of £5,554 would be available to increase reserves from which we have taken £27,377 to cover exceptional costs on bridge repairs and street lighting upgrades. Our forecast reserves at end 2019 would stand at £45,371 compared to £67,194 at end 2018.

*(1) Please note that the expenditure of £2,400 shown for Woodland is for work increasing signage and fencing along the 'Pink Road'.*

The budget for 2020 shows projected income of £22,300 (assuming the proposed increase in the annual service charge is approved) and regular expenditure of £15,105, with the surplus of £7,195 going to reserves. We currently anticipating spending £5,670 from reserves to cover further street lighting upgrades and repairs to the Bothy courtyard wall. That would leave projected reserves of £46,896 at year end 2020.

Thanks to Vince Lee's work, OPEC now has a 5 year contract for street lighting, which reduced the annual cost of electricity and protects OPEC from the risk of increased charges.

#### ***The Management Accounts for the year ended 31<sup>st</sup> December 2019 and the budget for 2020 be approved :***

Proposer: Robbie Sampson      Seconder: Olivia Towie      Votes in favour: 18.  
No objections or abstentions. The motion was passed.

### 4) Accountants and Remuneration

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

Proposer: Robbie Sampson      Seconder: Sue Eastment      Votes in favour: 18  
No objections or abstentions. The motion was passed.

### 5) Budget 2019

The Chair asked if there were any queries on the budget previously circulated and suggested that to attend to planned maintenance and rebuild reserves, the service charge should be increased to £275. There were no queries and a vote was taken on the resolution:

#### ***That a general service charge be agreed for 2020 in the sum of £275.00 payable on 1<sup>st</sup> January 2020:***

Proposer: Margaret McHugh      Seconder: Ray Vincent.      Votes in favour: 18. Against 0.  
No abstentions. The motion was passed.

### 6) Appointment of Management Committee

The chairman confirmed that the current committee members offer themselves for re-election, with the exception of Vince Lee who is replaced by Robbie Sampson as Treasurer and representative of the freeholders. Paul Stopps had offered to assist John Athersuch on maintenance, and the Chairman was pleased to accept his offer.

#### ***a) For members to approve the Management Committee for 2020***

|                          |                            |
|--------------------------|----------------------------|
| Freeholder (1-14, 26-29) | Nigel Eastment/Mick Roche  |
| Freeholders (15-25a)     | John Athersuch/Paul Stopps |
| Tulk House               | Margaret McHugh            |
| The Mansion              | Mary Turner                |
| Treasurer                | Robbie Sampson             |

Proposer: Robbie Sampson      Seconder: Sandy Goldblatt  
Votes in favour: 18  
No objections or abstentions. The motion was passed.

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

Proposer: Robbie Sampson      Seconder: Sandy Goldblatt

Votes in favour: 18

No objections or abstentions. The motion was passed.

7). Any Other Business

a) Oak Processionary Moth.

The issue is explained in the Chairman's Report, but in summary, the caterpillars of this foreign invader moth damage oak trees. They can cause a rash and other allergic reactions in humans and pets, so if they are sighted, they should not be touched. The infestation is spreading from London. Barbara Sampson has seen 3 'nests' (1 at Tulk House, their property Tanglewood Cottage, and the 'Pink Road'). If residents find an infestation and need assistance to deal with it, Nigel Eastment has details of who to contact.

b) OPEC Pink Road

The area from the pumping station to the A320 is owned by OPEC. Access is through Ottershaw Chase by right of way over Runnymede Borough Council (RBC) land. As the SANG (Suitable Alternative Natural Greenspace) proposed in the Fair Oaks redevelopment links land adjoining the pumping station and the 'Pink Road', this creates a risk that the general public could regularly use the Pink Road. To protect the privacy of Ottershaw Park, the committee is actively taking steps to demonstrate OPEC's ownership of the land such as putting combination lock padlocks on the 2 main entrances (not the Tanglewood entrance so that residents can continue to walk into Ottershaw Chase unimpeded). It has been observed that nonresidents are walking through with prams and pushchairs and it was suggested that was preferable, rather than face the danger of pushing prams on the A319. It was agreed that padlocks would not be put on the entrance from Ottershaw Park onto Ottershaw Chase.

c) Fair Oaks Garden Village development

The situation is not settled and the committee will continue to object to the development and keep residents informed of proceedings.

d) Road Improvements

The housing developments within the RBC Local Plan are dependent upon the A320 scheme, which has not yet been approved by the inspector. The development of Fair Oaks is not included in the RBC Local plan which assumes Fair Oaks will not be implemented before 2030 which is beyond the Plan's time frame.

e) Broadband

BT has installed fibre optic cabling to the estate which is available to other users and can be accessed by asking your provider for a new router. If additional information is needed, please contact John Athersuch.

f) Birds

Barn owls and nightingales used to be seen, red kites and buzzards have been seen recently. To encourage a variety of birds, residents are reminded that Ottershaw Park was parkland and if trees are removed they should be replaced with similar trees rather than suburban varieties. Bird boxes in the woods are encouraged.

g) Presentation

In appreciation of his work on the OPEC committee on behalf of Ottershaw Park, the Chairman presented a case of wine to Vince Lee.

The Meeting closed at 8.50pm.

# Ottershaw Park Estate Company Ltd

## Income & Expenditure - 2020

| ITEM  | 2020 Budget<br>(Nov 2019 AGM) | Year to date from<br>Profit and Loss<br>table | Latest Full Year<br>2020 Forecast | Notes |
|---|-------------------------------|---|-----------------------------------|-------|
| <b>Income</b>   | <b>£</b>                      | <b>£</b>                                      | <b>£</b>                          |       |
| Maintenance Charges   | 22,000.00                     | 22,000.00                                     | 22,000.00                         |       |
| Costs levied and sundry income  | 0.00                          | 10.00   | 10.00                             |       |
| Interest Income   | 300.00                        | 224.65  | 230.00                            | (8)   |
| <b>Total Income</b>   | <b>22,300.00</b>              | <b>22,234.65</b>                              | <b>22,240.00</b>                  |       |
| <b>Regular Expenses</b>   |                               |   |                                   |       |
| Maintenance:  |                               |   |                                   |       |
| - General   | 3,200.00                      | 2,761.66                                      | 3,200.00                          |       |
| - Tennis Courts   | 300.00                        | 57.60   | 300.00                            |       |
| - Bridge  | 0.00                          | 0.00  | 0.00                              |       |
| - Roads and Drains  | 2,500.00                      | 6,600.00                                      | 6,600.00                          | (7)   |
| - Signs, seats and gates  | 600.00                        | 0.00  | 600.00                            |       |
| Street Lighting:  |                               |   |                                   |       |
| - Energy  | 705.00                        | 467.98  | 705.00                            |       |
| - Maintenance   | 950.00                        | 423.00  | 950.00                            |       |
| Subscription - Ottershaw Society  | 100.00                        | 0.00  | 100.00                            |       |
| Insurance   | 2,900.00                      | 1,880.00                                      | 1,880.00                          | (3)   |
| Stationary, postage & telephone   | 200.00                        | 120.60  | 200.00                            |       |
| Accounting Fee & Expenses   | 900.00                        | 900.00  | 900.00                            | (2)   |
| Meeting Expenses  | 250.00                        | 0.00  | 250.00                            |       |
| Sundry Expenses   | 126.00                        | 151.00  | 126.00                            | (5)   |
| Woodland  | 2,400.00                      | 450.00  | 2,400.00                          |       |
| <b>Total Regular Expenses</b>   | <b>15,131.00</b>              | <b>13,811.84</b>                              | <b>18,211.00</b>                  |       |
| <b>Surplus Available for Reserve Funds</b>  | <b>7,169.00</b>               | <b>8,422.81</b>                               | <b>4,029.00</b>                   |       |
| <b>Exceptional Expenditures funded from Reserves:</b>   |                               |   |                                   |       |
| - Bridge Repairs (Bridge & General Reserves)  | 0.00                          | paid  | 0.00                              | (4)   |
| - Street Lighting (General Reserve)   | 1,170.00                      | 1,170.00                                      | 1,170.00                          | (1)   |
| Bothy Wall repointing   | 4,500.00                      | 0.00  | 0.00                              | (6)   |
| <b>Total Exceptional Expenditures</b>   | <b>5,670.00</b>               | <b>1,170.00</b>                               | <b>1,170.00</b>                   |       |
| <b>Net Increase / (Decrease) in Reserve Funds</b>   | <b>1,499.00</b>               | <b>7,252.81</b>                               | <b>2,859.00</b>                   |       |
| <b>2020 Actual:</b>   |                               |   |                                   |       |
| <b>Notes:</b>   |                               |   |                                   |       |
| (1) Five lamp standards upgrade quote £975 +vat @ 20% = £1170   |                               |   |                                   |       |
| (2) £900 accounting fee accrued in December   |                               |   |                                   |       |
| (3) Reflects renegotiated combined liability Insurance and Directors liability Insurance. Total of£1880 paid in Feb and July 2020 (Last year £2753) Budgeted £2900 for an increase.   |                               |   |                                   |       |
| (4) Accounted for in 2019 accounts Includes accrual of £3,659 in December for work completed but payment withheld pending corrective action. Now remedial work has been completed an invoice for £3659 arrived and was paid in 2020 |                               |   |                                   |       |
| (5) Fee Companies House filing Includes OWIRA donation  |                               |   |                                   |       |
| (6) Repointing with lime mortar and re-bedding / jointing of top coping stones  |                               |   |                                   |       |
| (7) £6600 for resurfacing roads that were cracked pot-holing or worn out.   |                               |   |                                   |       |
| (8) Interest rates reduced so annual estimate reduced from £454 to £300   |                               |   |                                   |       |



# OTTERSHAW PARK ESTATE COMPANY LTD & OTTERSHAW PARK WOODLAND LTD

| <b>Ottershaw Park Estate Company Ltd</b>   |                 |                   |                    |               |                   |               |
|--|-----------------|-------------------|--------------------|---------------|-------------------|---------------|
| <b>General and Reserve Funds - Projected through to 31st December 2020</b>   |                 |                   |                    |               |                   |               |
|  | General Reserve | Tennis Court Fund | Bridge Maintenance | Roads         | Sewerage & Drains | Total         |
|  | £               | £                 | £                  | £             | £                 | £             |
| <b>Balance at 31/12/2014 (1)</b>   | <b>13,475</b>   | <b>3,980</b>      | <b>14,934</b>      | <b>28,289</b> | <b>10,000</b>     | <b>70,678</b> |
| Provided in 2015   |                 |                   |                    | 9,091         |                   | 9,091         |
| Utilised in 2015   |                 |                   |                    | (1,400)       |                   | (1,400)       |
| <b>Balance at 31/12/2015 (1)</b>   | <b>13,475</b>   | <b>3,980</b>      | <b>14,934</b>      | <b>35,980</b> | <b>10,000</b>     | <b>78,369</b> |
| Provided in 2016   | 7,023           | 1,000             | 2,757              | (5,485)       | 2,000             | 7,295         |
| Utilised in 2016   |                 |                   |                    | (14,840)      | (4,800)           | (19,640)      |
| <b>Balance at 31/12/2016</b>   | <b>20,498</b>   | <b>4,980</b>      | <b>17,691</b>      | <b>15,655</b> | <b>7,200</b>      | <b>66,024</b> |
| Provided in 2017   | (825)           | 2,294             | 2,309              | 1,500         | 1,500             | 6,778         |
| Utilised in 2017   |                 | (7,274)           |                    |               |                   | (7,274)       |
| <b>Balance at 31/12/2017</b>   | <b>19,673</b>   | <b>0</b>          | <b>20,000</b>      | <b>17,155</b> | <b>8,700</b>      | <b>65,528</b> |
| Provided in 2018   | 1,720           | 1,000             | 1,551              | 1,500         | 1,500             | 7,271         |
| Utilised in 2018   | (5,605)         |                   |                    |               |                   | (5,605)       |
| <b>Balance at 31/12/2018</b>   | <b>15,788</b>   | <b>1,000</b>      | <b>21,551</b>      | <b>18,655</b> | <b>10,200</b>     | <b>67,194</b> |
| Provided in 2019   | 685             | 1,000             | 5,224              | 250           | 250               | 7,409         |
| Utilised in 2019   | (1,602)         | 0                 | (25,775)           | 0             | 0                 | (27,377)      |
| <b>Balance at 31/12/2019 (2)</b>   | <b>14,871</b>   | <b>2,000</b>      | <b>1,000</b>       | <b>18,905</b> | <b>10,450</b>     | <b>47,226</b> |
| Estimated provision for 2020 (3)   | 3,195           | 1,000             | 1,000              | 1,000         | 1,000             | 7,195         |
| ACTUAL utilisation for 2020 (3)  | (1,170)         | 0                 | 0                  | (6,600)       | 0                 | (7,770)       |
| <b>Estimated balance at 31/12/2020 (3)</b>   | <b>16,896</b>   | <b>3,000</b>      | <b>2,000</b>       | <b>13,305</b> | <b>11,450</b>     | <b>46,651</b> |
| <b>Notes:</b>  |                 |                   |                    |               |                   |               |
| (1) Allocation across reserve funds for end 2014 and 2015 revised in December 2018 after further research into annual provisions |                 |                   |                    |               |                   |               |
| (2) Total Reserves at end of year as per 2019 OPEC Ltd Service Charge Accounts   |                 |                   |                    |               |                   |               |
| (3) Based on 2020 Budget   |                 |                   |                    |               |                   |               |

| <b>Ottershaw Park Estate Company Ltd</b>  |                    |                    |              |                             |
|---|--------------------|--------------------|--------------|-----------------------------|
| <b>2020 Actual / 2021 Budget</b>  |                    |                    |              |                             |
| <b>ITEM</b>   | <b>2020 Budget</b> | <b>Actual 2020</b> | <b>Notes</b> | <b>Proposed 2021 Budget</b> |
| <b>Income</b>   | <b>£</b>           | <b>£</b>           |              | <b>£</b>                    |
| Maintenance Charges   | 22,000             | 22,000             |              | 22000                       |
| Costs levied and sundry income  | 0                  | 10                 |              | 0                           |
| Interest Income   | 300                | 225                |              | 230                         |
|   | <b>22,300</b>      | <b>22,235</b>      |              | <b>22,230</b>               |
| <b>Regular Expenses</b>   |                    |                    |              |                             |
| Maintenance:  |                    |                    |              |                             |
| - General   | 3,200              | 2,762              |              | 3400                        |
| - Tennis Courts   | 300                | 58                 |              | 300                         |
| - Bridge  | 0                  | 0                  |              | 0                           |
| - Roads and Drains  | 2,500              | 6,600              | (5)          | 2500                        |
| - Signs, seats and gates  | 600                | 0                  |              | 600                         |
| Street lighting:  |                    |                    |              |                             |
| - Energy  | 705                | 468                | (1)          | 540                         |
| - Maintenance   | 950                | 423                |              | 1000                        |
| Subscription - Ottershaw Society  | 100                | 0                  |              | 100                         |
| Insurance   | 2,900              | 1,880              |              | 2000                        |
| Stationary, postage and telephone   | 200                | 121                |              | 200                         |
| Accounting Fee & Expenses   | 900                | 900                |              | 900                         |
| Meeting expenses  | 250                | 0                  |              | 250                         |
| Sundry expenses   | 100                | 151                |              | 150                         |
| Woodland  | 2,400              | 450                |              | 3000                        |
| <b>Total Regular Expenses</b>   | <b>15,105</b>      | <b>13,812</b>      |              | <b>14,940</b>               |
| <b>Surplus Available for Reserve Funds</b>  |                    |                    |              |                             |
|   | <b>7,195</b>       | <b>8,423</b>       |              | <b>7,290</b>                |
| <b>Exceptional Expenditures funded from Reserves:</b>   |                    |                    |              |                             |
| - Bridge Repairs (Bridge Maintenance Reserve)   | 0                  | paid               | (4)          | 0                           |
| - Street Lighting (General Reserve)   | 1,170              | 1,170              | (2)          | 0                           |
| - Bothy courtyard wall repairs (General Reserve)  | 4,500              | 0                  | (3)          | 4500                        |
| <b>Total Exceptional Expenditures</b>   | <b>5,670</b>       | <b>1,170</b>       |              | <b>4,500</b>                |
| <b>Net Increase / (Decrease) in Reserve Funds</b>   |                    |                    |              |                             |
|   | <b>1,525</b>       | <b>7,253</b>       |              | <b>2,790</b>                |
| <b>2020 Proposed Budget:</b>  |                    |                    |              |                             |
| <b>Notes:</b>   |                    |                    |              |                             |
| (1) Full calendar year at 5 year fixed contract rate effective from February 2019 (since new UMS certificate April 2020 12x £45=£540) |                    |                    |              |                             |
| (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 DELAYED TILL 2021                                      |                    |                    |              |                             |
| (4) This £3659 was accounted for in 2019 accounts so therefore does not appear here despite being paid in 2020                        |                    |                    |              |                             |
| (5) NE will authorise only emergency road repairs in 2021   |                    |                    |              |                             |



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

**Form of Proxy**

For 2020, to comply with anticipated Corona virus restrictions, all members are requested to submit a proxy vote. Please complete the form below to indicate your voting intentions for the Chairman to vote on your behalf.

A form of proxy is attached and must be lodged with Nigel Eastment, 27 Ottershaw Park at least 48 hours before the meeting, or emailed to OPEC@ottershawpark.co.uk.

I, ..... [name]

of ..... [address]

a member of Ottershaw Park Estate Company Limited (hereinafter called "the Company") and entitled to one vote, hereby appoint the Chairman to vote for me and on my behalf at the Annual General Meeting of the Company to be held on 26<sup>th</sup> November 2020 and at any adjournment thereof.

Please mark your preference below:

| ITEM | MOTION   | FOR | AGAINST | ABSTAIN |
|------|--|-----|---------|---------|
| 1    | To approve the minutes of the Annual General Meeting held on 28 <sup>th</sup> November 2019  |     |         |         |
| 2    | To approve the Management Accounts for the year ended 31st December 2020 and the budget for 2021.  |     |         |         |
| 3    | To renew the appointment of Crick Heitman as accountants to the Company and to authorise the Management Committee to agree their remuneration.                     |     |         |         |
| 4    | To consider and approve the following resolution:<br><i>"That a general service charge be agreed for 2021 in the sum of £275 payable on the 1st January 2021."</i> |     |         |         |
| 5    | a) For members to approve the OPEC Management Committee for 2021.  |     |         |         |
|      | b) For members to approve the current arrangement that the OPEC Management Committee act as the Directors for OPW for 2021.  |     |         |         |

As witness my hand this .....day of .....2020

Signed.....