

## **St James Park (Long Ditton) Estate Company Limited**

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### **Minutes of the Annual General Meeting held at Maple Infants School, Maple Road, Surbiton, Surrey on Thursday 24<sup>th</sup> September 2009 at 8.00pm**

The record of attendance is held at the Company's Registered Office.

Mr R Cunningham, the Chairman of the Estate Company introduced the meeting and chaired the meeting and the following items of business were discussed:

1. **Apologies:**

Apologies were received from Mrs M Townsend and Miss Jane Townsend, Mrs Wendy Cribari, Mr and Mrs David Nicol, Mrs Kumpeson, Ms Melanie Symes, Mrs G Steer, Mrs G Palmer, Mr and Mrs Whittall, Mr S Marcomini.

2. **Minutes:**

The Minutes of the Annual General Meeting held Thursday 18<sup>th</sup> September 2008 which had been circulated by the Company Secretary, were formally approved by the meeting.

In respect of matters arising, this would be dealt with in the main body of the meeting.

3. **Chairman's Report:**

The script of the Chairman's Report is attached to these Minutes and these were approved.

4. **Accounts:**

The Accounts for the Company for the year ended 31<sup>st</sup> December 2008 were presented to the meeting.

A brief explanation of the Accounts was given which generally showed that expenditure was in the main consistent with the budget.

There was an increase in the maintenance of landscaped areas due to re-planting areas which had previously been agreed.

Plant and machinery maintenance again was proving to be expensive but generally in accordance with budgetary levels. This included call-out costs to deal with items which were erroneously in the drainage system causing blockages etc.

Service charge arrears had again reduced in 2008 below the level in 2007 and the shortfall of £145 would be collected from reserves rather than collected from members.

A query was raised from the floor in respect of plant machinery and the Directors explained that this was to do with pump maintenance as above.

The question of gardening around Grosvenor Gate was discussed. Mr Heald confirmed that he would instruct the garden maintenance contractors accordingly in respect of this.

There being no further queries in respect of the Accounts presented these were adopted by the meeting.

5. **Gardening Report:**

Mrs Heidi Catto, Director and Mr Heald of Wallakers, Managing Agents advised the meeting of the gardening report which had predominantly, through the year, was a year of continuing maintenance and keeping the landscaped areas maintained as far as possible within budgetary constraints.

The performance of the regular contactors, Garden Care was discussed. Again, the level of their contract should be borne in mind with other competitive quotations which had been obtained which were as much as £175,000 a year from contractors such as Burleys who carry out works for the Local Authority and it was generally felt that Garden Care produced an economic service albeit with limitations.

The trees on the Estate were subject to a programme of regular pruning. Competitive estimates were being obtained for the pruning of the ornamental trees on the Estate together with a detailed report with a view to these works being undertaken at the appropriate time of the year.

It was confirmed that Mr Peter Mills, Horticultural Expert recommended by RHS at Wisley, following an initial report had been instructed to prepare a long term plan for the garden area at an estimated cost of the order of £5,000. If his long term plan was approved and agreed by the Board, it would be available for residents but primarily it would give a structure to the re-planting of the Estate as and when required.

6. **Directors:**

Mr Redvers Cunningham and Mr Joe Rooks retired by rotation and offered themselves for re-election at the meeting and their appointment was duly confirmed.

Mr Andrew Muir retired at the meeting and did not offer himself for re-election.

Miss Fiona Canning, who had been co-opted during the year as a Director sought election at the meeting and her appointment was confirmed.

Three additional parties, Messrs D Ball, T Siddiqi and S Marcomini offered themselves for election as Directors. They would be invited to the next Directors Meeting and co-opted as necessary subject to the Memorandum and Articles of Association for the Company.

7. **In respect of any other business:**

The Chairman advised the meeting that St James Homes would be submitting a Planning Application for the redevelopment of the Meadow now that the ten year option period had expired to provide 16 houses and 9 flats thereon. A sub-committee had been set up comprising Peter Brady, Fiona Canning, Redvers Cunningham and Tariq Siddiqi and Derek Ball would be co-opted onto this sub-committee with a meeting to take place on the 30<sup>th</sup> September.

By way of background, the Meadow had a ten year option for building a school thereon and was subject to a Section 106 agreement. This ten year period had now expired and St James Homes considered that they were now free to develop the land subject to Planning Permission as necessary.

There were clearly a number of issues in respect of the development of the land which would affect the St James Estate development and it was clearly of paramount importance that the interests of the Estate were protected as far as possible.

Considerable discussion took place in respect of this proposed development and the impact that it would have and the Chairman confirmed that he would take on board all the matters raised and report back after the meeting with St James Homes and also in respect of any other developments which he felt were material for the residents to consider.

In respect of any other business:

Concern was expressed about the performance of the Caretaker and also the Managing Agents.

There were incidences of double parking on the Estate which Mr Heald confirmed that he would again take up with the Caretaker and ensure that notices be put on these vehicles and wherever possible where the residents could be located that they would be targeted accordingly.

The question of bins and refuse containers which littered the Estate at the front of the driveways was also discussed. There had been issues in the past with the Caretaker taking these back onto the driveways but again residents would be requested to keep these as tidy as possible.

Also the question of the driveways and condition thereof was discussed. Mr Heald confirmed that these were regularly targeted and written to following notification from the Caretaker and from Wallakers regular inspections.

Mr Heald confirmed that the Caretaker would be requested to keep logs of repeat offenders etc so that these could be actioned accordingly.

A question was raised about the Forum on the website and questions raised thereon and the Chairman confirmed that these were dealt with as soon as he saw and received notification thereof.

The question of the condition of the pathways, roadways etc was again raised. Mr Heald confirmed that there was a long term reserve in respect of these. Regular maintenance took place in respect of the pathways as necessary during the year subject to any budgetary constraints.

There being no further substantive business, the meeting closed.

**St James Park (Long Ditton) Estate Company Limited**  
**Chairman's Report – AGM 2009**

The Board of Directors has met on six occasions since the last Annual General Meeting. We have spent most of our time on issues regarding the maintenance and improvement of the gardens and keeping the budget under control. The main highlights are as follows:

**Gardens Review**

At the last AGM there was considerable support for the idea that we appoint an expert to review the current scheme and the performance of the current gardening contractors and to make recommendations on how the gardens could be improved for the amenity of all residents. The Directors agreed that this was a good idea. We received an initial report from an appropriate expert and followed this up by drawing up a brief to be put out to tender. We have appointed an expert called Peter Mills to provide a detailed report and we expect to implement sustainable, long-term improvements to the gardens following receipt of his final report.

**Christmas Carols**

For the first time in 2008 we held Christmas Carols in the square in Chadwick Place. This event was very well supported and was only possible with the support of Wallakers, who provided the tree, Tony Neale who provided the lighting, Andrew and Jane Muir who produced the music and provided the sound system and Gerald Anthony and family who helped get the lights on the tree. We learned a lot from our first attempt at staging such an event and promise to do something even better this year.

**Communication**

The website has continued to be very popular, generating several hundred hits a month. It has proved a very good method of enabling residents to communicate with the Directors and each other and we are very grateful for Andrew Muir's work in setting up and maintaining the site.

This year we have also published a handbook which has been sent to all residents and which will be sent to all new homeowners on the estate when they purchase. The handbook provides helpful information on the estate which should help to ensure that we all understand how the estate is managed.

**Gate Posts**

There has been relatively little crime on the estate this year. The major incidents were the demolition of gate posts in Savery Drive. Repair and improvement works have been completed at the Windmill Lane entrance and the pillar in Savery Drive itself should be reinstated soon. We would have wished to have seen these works completed sooner, but much of the delay was caused by ensuring that as much of the cost as possible was met by our insurance company.

**Finances**

We have kept a tight rein on expenditure and expect it to be in line with the budget we set for this year. As ever the main variable is with regard to the cost of maintaining the drains, which is largely beyond our control. Our largest item of expenditure is the maintenance of the gardens and I am pleased to report that the gardeners accepted no increase in their contract price when it was renewed this year. The downside of the current economic climate is that we are earning very little interest on our reserves. We have recently changed banks, to the Co-Op, and we are looking at putting some of our reserves on longer-term deposits to help generate better interest income.

**Directors**

Fiona Canning was co-opted onto the Board after the last AGM and has made a very positive contribution to our work, not only in helping to prepare our accounts, but also in drawing up the brief that was used to tender for gardening experts.

Andrew Muir has decided to stand down at this AGM. He has been very helpful in setting up and maintaining our website and will continue to do this following his resignation.

We have had three volunteers come forward to join the Board following the request sent out with the agenda papers for this AGM. This is very welcome and we look forward to working with them to ensure that the estate continues to be a very nice place in which to live.

Redvers Cunningham  
Chairman  
24 September 2009