

St James Park (Long Ditton) Estate Company Limited

Minutes of the Annual General Meeting held at Maple Infants School, Maple Road, Surbiton on Thursday 18th October 2012

The record of attendance and apologies is held at the Company's registered office.

Mrs Heidi Catto, the Chairman of the Estate Company, introduced the meeting and chaired the meeting and the following items of business were discussed:-

1. **Minutes**

The Minutes of the Annual General Meeting held Thursday 20th October 2011 which had previously been circulated were formally approved by the meeting.

2. **Matters Arising**

In respect of matters arising:

A query was raised in respect of future budgeting for longer term maintenance proposals such as renewal of roadways etc and insuring that sufficient funds were being collected on a regular basis to meet anticipated expenditure in the future.

The meeting was advised that the budget was reviewed on an annual basis to take into account not only the regular annual expenditure but also longer term renewals and replacements but this would again be reviewed in detail following surveys provided by the Managing Agents to ensure that sufficient funds were being collected.

3. **Chairman's Report**

The Chairman gave her report to the meeting, the text of which is attached to these Minutes.

The meeting confirmed the Chairman's Report and there were no questions in respect thereof.

4. **Accounts**

The Accounts for the Company for the year ended 31st December 2011 were presented to the meeting having previously been circulated.

Fiona Canning gave an explanation in respect of the Accounts which were in the main consistent with the budget and in line with expectation with the exception of increased spending on plant and machinery maintenance and general repairs/renewals.

The plant machinery maintenance is predominantly the cost spent on the drains and pump stations and she advised the meeting that following the general dissatisfaction with PIMS the contract had been placed with Camberley Pumps at a reduced cost towards the end of 2011.

The increase in general repairs/renewals included a one off charge for repairs/repainting of the railings around the Estate and the purchase of the sea container in the Rose Garden for the new Gardeners. It does not include any costs towards replanting around the Estate as this was only started in Phase I in 2012.

There were no substantial queries in respect of the Accounts and these were adopted by the meeting.

5. **Gardener's Report**

Much of this had already been covered in the Chairman's Report.

Following completion of works to the roundabout and half moon at the end of Chadwick Place, the next proposals were the replanting hedging at the ends of Williams Grove following the treatment of the soil to cure the vine weevil infestation. This would be proposed during the Spring of 2013 subject to the necessary funding being available and thereafter a rolling programme would take place in respect of other areas following discussions and recommendations by Messrs Landform.

It was also reported and agreed that the Estate trees would be looked at with a view to recommended tree surgery works being undertaken early in 2013 as necessary.

The question of watering was discussed. It was confirmed that there was a Licence with Thames Water for use of standpipes where appropriate and as necessary additional tankage was brought in for the supply and watering of new planting.

6. **Directors**

Hazel French had resigned during the year and as a former Chairman she was thanked for her services.

Lorraine Black, a former Director, had put her name forward as a Director and her appointment was confirmed by the meeting.

7. **Any Other Business**

The question of abandoned cars in the visitor car park spaces was discussed. It was confirmed that notices were placed on these vehicles and were reported to Elmbridge Borough Council as abandoned vehicles and also to the local Police to see whether there is any criminal activity associated with them for action as necessary. Other than that the Estate Company's powers were somewhat limited.

The question of additional signage and white lines that had been placed around the Estate was discussed in some detail by the meeting. The consensus was that this alters the overall appearance of the Estate which people had bought into and not withstanding any perceived Health and Safety issues which had already been assessed when the Estate was built, the consensus was for no more signs or lines.

The question of flues which had started to be installed at the front of the buildings was discussed as this appeared to be contrary to the Covenants. It was agreed by the meeting that there was very little the Estate Company could do in respect of this as no action had been taken previously.

The question of the possibility of requesting a post-box for the Estate was discussed but not considered essential by the Estate.

The Gardeners would be requested to look into the maintenance and tidying up of the area from the right-hand sign from Prospect Road.

There being no further substantive business the meeting closed.

St James Park (Long Ditton) Estate Company Limited Chairman's Report – AGM 2012

The Board of Directors has met half a dozen times since the last Annual General Meeting. We have had an interesting and varied year with plenty to discuss. In June Hazel French resigned as Chairman and Director. We all wish to express our sincere thanks to Hazel for running the board meetings very smoothly and efficiently.

The main issues to report are as follows:

Windmill Lane development

Building work is now well advanced and in some cases finished. Derek Ball has continued his role as liaison with the site manager and we will have to wait and see how the new development impacts on those residents who live in close proximity to it once the units are sold and the new neighbours moved in.

The Long Ditton Residents association was very active in trying to prevent St James succeeding in their application for planning permission. The chairman of LDRA is very keen for more residents of the estate to become members. The association does provide a great deal of information and support on a whole host of issues which affect the local community so if you feel like getting involved I'm sure they would welcome new members.

Gardens Review

Landform are now established in their role and have made some major improvements which we will discuss later. These include:

Extensive remedial care of all lawn areas including weed & Feed, removing moss and weeds, regular mowing and maintaining edges.

Mulching throughout the planted areas of the estate. So far 60 tons of mulch were purchased and spread as part of soil improvement and regular maintenance programme. In addition we used significant amounts of home-produced compost.

Infill plant replacement has commenced and will continue to form part of the regular maintenance programme.

Removal of all yew hedges and other planting affected by wine weevil infestation, mostly in Chadwick Place and Williams Square. Chemical treatment of all infested areas has taken place at regular intervals throughout the summer.

Most comments have been to say that it has improved Chadwick Place but not Williams Grove. Replanting plans have been provided by Landform and these are being discussed by the directors at their next meeting.

The renovation of the roundabout has made a great change and is a much better visual impact at the entrance to the estate.

Christmas Carols & Summer Party

Thank you to everyone who made last years' carols such a great event by helping with music, mince pies, mulled wine and on the night. A lovely evening was spent by all who attended. Thank you also to Wallakers, who provide our tree,

An equally big thank you to those who organised our summer party. Despite the dreadful weather a great time was had by all who came.

Communication

The minutes of directors meetings are now on the website. A massive thank you to John Brooks who takes the minutes of our meetings. Andrew Muir who volunteered to host and maintain our website has resigned with effect 31 December 2012. Many thanks, Andrew, for this valuable service to the Estate. The directors will discuss and agree how to proceed in future at our next meeting.

Traffic

Some time ago the directors discussed the problems associated with careless driving etc. on the estate. Following this discussion our neighbourhood police officer visited the estate and advised on what might be done to improve road safety. A plan was drawn up incorporating the officer's suggestions. The Estate Company agreed the plan on a trial basis. The SLOW signs, No Parking signs and the white lines you see around the estate are a result of this trial plan. There seems little doubt that the attempts to improve road safety have had some success and at the next directors meeting the matter will be discussed with a view to further measures to improve safety. A request for white lines at the Savery junction has already been made and the committee is open to other suggestions.

Finances

Fiona Canning is going to present the accounts shortly and will discuss them in more detail.

Directors

During the year Hazel French, Chairman, and Gerald Anthony, resigned their directorships. We thank them both for their valuable contributions to the success of the Estate Company.

There are currently 8 directors. As always if anyone would like to propose themselves as a director please let Robert Heald know Thank you to Robert and his team for their continued help and to the residents who take an interest and help the estate be such a nice place to live.

Hazel French	Heidi Catto
Ex-Chairman	Chairman

18 October 2012