

St James Park (Long Ditton) Estate Company Limited

Minutes of the Annual General Meeting held at Maple Infants School, Maple Road, Surbiton, Surrey on Thursday 25th June 2015 at 8.00pm

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

Mr Robert Smith, the Chairman of the Estate Company, introduced the meeting and chaired the meeting and the following items of business were discussed:-

He advised that the local Community Police had been invited to the meeting but they no longer provide this service. Any issues in respect of the development should be referred to them with access being provided via the Surrey Police website where regular updates could be found as necessary.

1. Minutes

The Minutes of the Annual General Meeting held Wednesday 23rd July 2014 which had previously been circulated were approved by the meeting.

It was noted that updates and actions from last year's Annual General Meeting had been provided with the AGM papers and there were no queries in respect thereof.

2. Matters Arising

There were no substantive matters arising in respect of the Minutes which were not to be dealt with at this meeting.

3. Chairman's Report

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

The meeting confirmed the Chairman's Report.

4. Accounts

The Accounts for the Company for the year ended 31st December 2014 were presented to the meeting which had previously been circulated.

The Chairman dealt with the make up of the Accounts within his Report.

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

5. Directors

No formal nominations had been received for the position of Director.

Any Shareholder wishing to become a Director could be co-opted during the year and could by invitation attend Directors Meetings with a view to formal election at next year's Annual General Meeting.

6. **Any Other Business**

The question of the additional charge was raised of £50. It was considered by some Shareholders present that this would be an annual charge and not a half yearly charge. Mr Smith confirmed, on behalf of the Board, that as far as he was concerned that this would be a half yearly charge not only for the additional planting that had been agreed but also for additional contribution to reserves to replace the infrastructure as and when required.

The question of the tree surgery work was raised and the adequacy of the works and quality thereof. It was confirmed that this work had been carried out following a detailed tree survey and competitive quotations from contractors recommended by the Arboriculturist. It was agreed that the works would be referred back to them for inspection and report as necessary as the quality of the works being undertaken.

The adjoining owner of the land leading to Prospect Road raised a requirement in respect of the planting of the rock roses and Mr Heald confirmed that this was already in place with Messrs Landform and would be dealt with at the appropriate time.

The condition of the rose garden/meadow was also raised as it had been minuted in last year's Annual General Meeting, that improvements would be made. It was confirmed that bee hives had now been provided within this area but detailed plan and scheme would be put in place with Messrs Landform, the garden contractors, for this area to be improved.

The path of desire to the front of the development had now been completed and general satisfaction was expressed in respect thereof.

The works to the fountain had now been completed and it was suggested that the gravel to the paths be looked at to prevent this being thrown into the fountain. An alternate means of surfacing would be looked into as necessary.

The condition of the front garden areas was again raised, in particular a house in Savery Drive. Mr Heald had confirmed that he was in touch with the owner and she was attending to this. In the absence of work, it was recommended that this be undertaken at her cost and charged to her.

It was suggested that 'No Parking' signs similar to those in Williams Grove be put in place at the end of the road as parking in this location was causing issues when driving into Chadwick Place. This would be looked into further.

The question of the access gates on Windmill Lane was also raised, it was confirmed that there was a right of way through the estate and this gate had to be left unlocked at all times following previous representations by Local Councillors and to comply with the planning permission. It was suggested that a 'Private Estate' sign be placed on the gate at the entrance thereto.

It was felt that parking had improved generally to the estate but in certain areas this continued also with parking of commercial vehicles. The Concierge would continue to place notices on vehicles as necessary.

There being no further substantive business the meeting closed.

Chairman's Statement – St James (Long Ditton) Estate Co Limited

AGM 25th June 2015

On behalf of my fellow Board members I would like to welcome you to this Annual General Meeting of St James Park (Long Ditton) Estate Company.

Over the next ten minutes I would like to cover a number of areas. These can be broken down into three main topics. Firstly the governance of the Board and running of the company including finances; and then I will focus on areas that the board have concentrated on which include covenants and the planning and maintenance of the grounds.

Myself and my fellow Board members will happily answer any questions you may have but I request that you ask these once I have made my full statement.

To start, as Chair and on your behalf, I would like to thank all the Directors for their tireless efforts in managing the estate. It is important to note that none of the Directors are remunerated in any way for their efforts, we do it because we share with you a commitment to maintain the estate to a standard that reflects the community we wish to live in and to maintain and enhance the value of the estate.

The Board currently comprises 7 Directors which have been constant through the year and provide a broad range of skills and interests which has enabled constructive debate at meetings. Since the last AGM the Board has met five times, typically meeting every two months.

We are always looking for new Directors and would encourage any of you who would like to shape the community we live in to let myself or Robert Heald at Wallakers know and we can let you know what is involved.

The Company is responsible for managing the roads, pavements and related infrastructure as well as the communal gardens on the Estate. In addition we also look to enhance the value of the community through occasional events like last year's Christmas Carols, the maintenance of the website which provides a lot of useful information about the Estate and can be found at st-james-park.co.uk, maintaining the estate handbook and dealing with frustrating issues such as parking, breaches in covenants, garden maintenance and the perpetual challenges of pump house maintenance.

The overall budget that we manage is around £180,000 and we continue to operate within this. The principle areas of expenditure are:

- provision of a part time caretaker who looks after the day to day maintenance and housekeeping requirements of the estate. You may have noticed that the caretaker changed during the year, and the current caretaker Alex Kelverman works 8.30 to 12.30 each weekday morning
- maintenance and repairs to the pumps, which remains a considerable cost. As has been noted at previous AGMs we continue to ask you to be conscious of what you flush, the estate handbook available on the website has more information on this.
- grounds maintenance, which I will come onto in a moment
- and managing agents fees - Wallakers have been supporting the management of the estate for a number of years. On your behalf I would like to take this opportunity to express our thanks to Robert Heald and the team at Wallaker's

Recognising the length of time it has been since this contract was last reviewed, the Board felt it appropriate to undertake a formal review. This involved reviewing, redefining and updating the statement of requirements for a managing agent. We then used this as the basis for a formal tender process in which we invited Wallakers and three other local managing agents to respond with information on their services and quotes.

Responses were received from all four of the agents contacted. These responses were reviewed by the board at its meeting on May 21st, 2015.

After detailed consideration and debate the conclusion of the board was that while the performance of Wallakers could be improved in some areas they still represent best value for money at the current time. We have spoken with Wallakers and asked them to take a more pro-active role in managing the estate; we have put in place a new, more prescriptive, contract and agreed that the Board will complete a formal review of Wallakers performance annually. The Board also agree that the formal tender process will be repeated as a minimum every five years.

The accounts also include reserve monies to cover unexpected expenditure. These monies are carefully reviewed and ring fenced for emergencies. This falls generally into two areas infrastructure and grounds. Monies for the latter are being spent to bring the grounds up to an appropriate standard in line with the plans agreed at the last AGM.

You will have seen that considerable work has been done in Williams Grove to improve its overall appearance and replace the surrounding features in the oval following the issues over several years with vine weevil which meant the hedging needed to be removed. We also brought the area at the end of Savery Drive up to a better standard.

Our attention this year is on Jennings Close. Unfortunately initial works have found vine weevil here so we are currently treating this before planting later in the year. We will then continue through the estate in line with the plans presented last year.

We also had completed a full arboreal survey of the trees on the estate by a tree specialist. As a result you will have seen pruning activities to ensure the trees across the estate are properly maintained. In line with requests at the last AGM this work was formally tendered.

Finally in regard to the grounds a number of bee hives have been installed in the rose garden by the beekeeping society. This area will now be planted with wild flowers to provide an appropriate habitat but also improve the overall appearance of the area.

We have also spent some time as a Board reviewing the covenants that apply on the estate. There are a number of covenants included in all owners' freehold agreements. These must be complied with. They are there to ensure the overall appearance of the estate is maintained which is in the interest of all owners and should maintain and enhance the value of the properties and the estate.

If you are looking to make any changes to your property which will change its outside design or appearance please speak with Wallakers who can provide appropriate advice and guidance and ensure you comply with all current covenants.

In regard to service charges, as you will be aware these were increased following the last AGM. During the year we have reviewed our five year plans and are comfortable that the current service charge is appropriate. It is therefore proposed to keep the service charge the same for the coming year.

To close I would like to re-iterate my thanks to my fellow directors for their hard work and commitment. Our one objective continues to be to maintain the grounds and roads infrastructure of the estate so that we all enjoy a quality environment and local community that we all want to live in.

Thank you.