

St James Park (Long Ditton) Estate Company Limited

Minutes of the Annual General Meeting held at Maple Infants School, Maple Road, Surbiton, Surrey on Wednesday 13th July 2016 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 introduced his fellow Board of Directors that were present at the meeting together with Mr Robert D S Heald FRICS Principal of Wallakers, Managing Agents.

1. Minutes

The Minutes of the Annual General Meeting held Thursday 25th June 2015 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.

In respect of any matters arising:

The road gullies at times of heavy rainfall overflowed and Mr Heald agreed to look into this and arrange for a clearance in the autumn following the leaf fall.

In respect of the pumps, it had previously been reported that Thames Water would take over the control and running of the pump stations from 2016. Mr Heald confirmed that this had been registered with Thames Water together with full details of the pumps and the system and as soon as a programme of takeover had been agreed this would be advised.

4. Accounts

The Accounts for the Company for the year ended 31st December 2015 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.

The Chairman advised that there was a full Board currently but invited any other Shareholders to put their names forward for the position of Director.

6. **Any Other Business**

The planting of Savery Drive was discussed. This had previously been done approximately six years ago and was part of the rolling programme going forward for re-planting. Proposals would be obtained from the Garden Contractors, Messrs Landform, with a view to this being included in the future programme of works.

The condition of front gardens, driveways etc. was also raised. Mr Heald confirmed that following routine management inspections that individual owners were targeted as necessary to clean up areas which were considered to be untidy.

In respect of social events, the Christmas Carols was well received and the meeting considered that this should continue. It was too late now to consider a summer event for 2016 but this would be reviewed for 2017 and providing there was sufficient support and interest would be put in place.

The question of parking was also discussed on the development. The Caretaker continued to target vehicles that were parked without permits and the continuing breach by some residents was contrary to the covenants and would be actioned as necessary. The only other solution was to consider external parking enforcement which would involve many signs on the development advertising the fact which was not considered acceptable.

There being no further substantive business the meeting closed.

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

AGM 13th July 2016

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 over the year. This principally relates to the covenants that we all signed up to when we purchased our properties and the ongoing development 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 during 2015 comprised 9 Directors. Towards the end of last year the Board was pleased to welcome John Farmer and Stephen Moss as directors which gives a full board of 11 Directors. The Board members now provide a broad range of skills and interests which has enabled constructive and productive debate at meetings. Since the last AGM the Board has met five times, typically meeting every two months.

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 social events, 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 and the perpetual challenges of pump house maintenance.

The overall budget that we manage is £182,000 and we continue to operate within this. As you know the funds to cover this is through service charges. In regard to service charges we are proposing that there is no change to the current charges for the year ahead.

Full details of expenditure are on page 10 of the annual accounts. In summary 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. The current caretaker Alex Kolverman works 8.30 to 12.30 each weekday morning.
- grounds maintenance, which I will come onto in a moment.
- 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.

Following rule changes Thames Water will be taking over responsibility for the water pumps. We understand this will happen in the autumn although full details and dates have yet to be provided.

- The final costs relate to 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.

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. These reserves are clearly shown in the accounts.

The principle area of focus for the board over the last 12 months has been in regard to covenants. The covenants that we all signed up to are there to maintain the overall look, feel, character, architectural concept and uniformity of the estate. There have been a number of situations recently which have potentially breached these. To ensure the Board takes correct and appropriate action we have completed a review of the covenants and taken written advice from legal Counsel. The advice was that they were adequate and enforceable.

We wrote to all owners earlier this year outlining the requirement to comply with the covenants and outlined specific areas that should be raised through Wallakers. A reminder was also included with the papers for this meeting. So if you have plans which will change the overall appearance of your property please discuss them with Wallakers who will where necessary raise the issue with the Board to ensure that there are no breaches.

When reviewing such requests we consider the siting, scale and design as well as the impact on the original appearance of the property particularly to the front elevation so the current 'street scene' is maintained.

One recent issue that has been raised regarding covenants relates to political placards. Firstly we sought legal advice and had it confirmed that such placards are against the covenants. Wallakers therefore wrote to the owners of the relevant properties to ask for them to be removed with little effect. The challenge we have is the timescale associated with dealing with breaches requiring various letters and periods to allow rectification prior to seeking legal action against the relatively short timescales associated with elections or referendums. This matter will be discussed again at the next Board meeting and we will continue to monitor activities on the estate in the context of these.

Moving now to the grounds.

It was pleasing earlier this year to see that the grounds works undertaken last year were in full bloom in Williams Grove.

Our attention this years has been on Chadwick Place and Jennings Close where the works have been completed and we will move on to other areas such as Prospect Place and the grounds around the flats next.

One area we have been conscious of is the Rose Garden at the back of Williams Grove. Plans are now in place which will see the meadow mowed and then a seed drop of oxeye daisies. This will be followed with the existing compost pen being relocated behind a new fence near the road and the historic compost pens will be cleared for the relocation of the bee hives. In the autumn griselinia hedging will be planted along with an assortment of fruit trees in the area.

Following comments raised at last year's AGM in relation to the trees on site and following the work last year, we had a further arboriculturists report completed to identify any issues relating to the original works which have since been corrected by the contractor.

One disappointing issue over the last few weeks has been weeds across the estate. This has arisen for a couple of reasons. We have one gardener Alex, with additional temporary cover to assist. Sadly Alex had to take some time off for a heart operation which was only covered by the temporary cover at a time when the grounds needed attention. The prevailing weather conditions (sun, rain etc) has seen exceptional growth in weeds. Treatments have been applied whenever the weather conditions allow and these continue to include manual hoeing, raking etc. This work continues and improvements in the general areas can be seen but this remains a continuous process alongside grass cutting, pruning, mulching, removal of waste etc. The Board will be reviewing at its next meeting the resourcing and cover that should be provided to ensure such issues are properly addressed in the future.

We are also conscious of litter across the estate and along Balaclava Road. In regard to the latter we have spoken with the local council who are responsible for this. In regard to the estate the groundsman tries to pick up what he can given his other duties. We would ask all to be careful in regard to not littering on the estate.

We can assure all owners that the appearance of the estate is an important focus for the board and we will continue to work to ensure an acceptable standard is maintained.

Moving from grounds, an area of annoyance is parking on the estate. We are monitoring this and where residents are abusing parking rules we are in correspondence with them. We have also installed some additional signage to stop parking in areas that present a health and safety risk. We appreciate residents' frustrations but are actively addressing the issue within the limited powers that we have.

In closing 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.

In closing the Board has a question for you – as a Board we have held and occasionally consider social events for residents. For example we have held a Christmas carol get together in December and have considered a summer get together in the main square. As a Board we would like to know from you if you would like such events planned and the type of event you would most be interested in? Also if there are any owners who would be happy to volunteer to help organise these events?

Thank you.