

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 22nd June 2017 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 Wednesday 13th July 2016 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 situation with the pump stations and drainage system was discussed. There had been issues with blocked drains in the recent past. This was due mainly to inappropriate items being flushed into the drainage system and Wallakers reminded residents on a regular basis with circulation of information leaflets and also the Handbook. It was noted that Thames Water were in the process of taking over the drain system in accordance with their statutory obligations. The date for the handover had not yet been agreed and when this was available it would be circulated together with details of the structure, reporting information etc. in place.

4. **Accounts**

The Accounts for the Company for the year ended 31st December 2016 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 approved by the meeting.

5. **Directors**

The existing Board of Directors offered themselves for re-election and were duly re-elected. The make up of the Board is as follows:

Mr Derek Ball, Mrs Lorraine Black, Miss Fiona Canning, Mrs Heidi Catto-Breslin, Mr Andrew Keen, Dr John Farmer, Mr Anthony Holder, Mr Stephen Moss, Mr John Rooks and Mr Robert Smith.

Mr Redvers Cunningham resigned at the meeting and he was thanked for all his efforts on behalf of the Company over a significant number of years.

There were no other formal nominations received for the position of Director.

The Chairman invited any other Shareholders to put their names forward for the position of Director, they could be co-opted during the year and could attend the next Directors Meeting to be held in late September.

6. **Any Other Business**

There had been a significant improvement in respect of the area to the rear of the flats also the verge and the roundabout.

In respect of the 'Path of Desire' the new gravel should be properly secured to prevent this being scattered all over the pathways.

Weeds were still an issue in various places and treatment would continue as necessary.

The re-planting programme would continue with Saver Drive being the next section of the development to be undertaken probably during the autumn 2017 or winter months 2018.

The condition of the front gardens, driveways etc. was also raised which notwithstanding the efforts of the gardeners and work on the development detracted from the overall appearance. 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.

It was noted that reserves continued to accrue not only for re-planting around the Estate but also for longer term maintenance items such as replacement of roadways, pathways etc.

The question of parking was also discussed at the development. The Caretaker continued to target vehicles that were parked without permits. It was felt generally that this had improved although there were some repeat offenders which would continue to be targeted as necessary in respect of breaches of the covenants.

There being no further substantive business the meeting closed.

Chairman's Statement – St James (Long Ditton) Estate Co Limited AGM 22nd June 2017

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.

The Company is responsible for managing the roads, pavements and related infrastructure as well as the communal gardens on the Estate. Over the next ten minutes I will provide an update on activities that have been undertaken to maintain these areas and also where the Board will be focusing over the coming months.

I 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.

Our objective as a Board is to maintain the integrity of the environment in which we live. When we bought we all bought into a community, the character of which is a reflection of the character of the environment in which we live. Our overarching aim is to maintain this. I hope you will agree that our actions and the activities undertaken by Wallakers reflect this commitment.

We all signed a set of covenants when we purchased our properties and these form the rule book around which we make our decisions. They are there to ensure that we maintain the overall look, feel, character, architectural concept and uniformity of the estate. During the year you will have received correspondence from Wallakers regarding the covenants and the importance of ensuring compliance with these.

The covenants are clear but if you are intending to undertake any works which will change the overall appearance of your property please contact Robert Heald or any of the staff at Wallakers who can advise you and if appropriate they will raise the issue with the Board to ensure that there are no breaches.

It has become a pleasure to Chair the Board and I am grateful for the commitment, engagement and challenge of my fellow Board members. I would therefore, on your behalf, like to thank them for the unpaid time and the commitment they have shown. There are 10 of us in total and we have met five times since the last AGM. At these meetings we are supported by John Brooks who volunteers his time as minute taker. I would like to thank him for his continued support of the Board.

The Board also maintains the estate's website which can be found at st-james-park.co.uk. Here you will find useful information about the estate as well as the estate handbook.

The estate is managed on the Company's behalf by Wallakers. Robert Heald is the Board's main point of contact and attends every Board meeting to update the Board on activities and advise on any specific issues being considered at the meeting.

On your behalf, and on behalf of my fellow directors I would like to express our thanks to Robert and his team at Wallakers for their efforts over the last year and we look forward to continue to working with Wallakers over the coming year.

Each year the Board approves a budget which is monitored at each Board meeting through the year. The budget is around £183k and full details of expenditure can be found on page 10 of the annual accounts.

This budget includes the fees paid to Wallakers and also the 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 continues to work 8.30 to 12.30 Monday to Friday.

One of the bigger expenses relates to the grounds. Our principle grounds contractor is Landform who have been maintaining the estate for a number of years. We are conscious of ensuring we get value for money in this area and therefore tender any major works. The Landform contract reaches its renewal date later this year and the Board will therefore be reviewing the proposals as well as looking at other options in the coming months.

The accounts also include reserve monies to cover planned improvement works and unexpected expenditure. These monies are carefully reviewed and ring fenced. They are principally there to cover expenses associated with the general infrastructure and grounds. Some of these monies have been used to support the planned upgrade of the grounds over the last couple of years and to support this as an ongoing program. These reserves are clearly shown in the accounts.

As many of you will be aware there are a number of pump houses on the estate which are required to maintain an effective sewage system. Wallakers have again put out notification letters as well as 'Living with your pump station' and 'Don't feed the fatberg' notices to provide advice on how we can all contribute to their ongoing efficiency. However there have continued to be issues with the pumps as people put inappropriate items down the drains. Wallakers respond as quickly as possible to ensure that issues cause minimum disruption.

However, as previously mentioned we are required to hand over these pump houses to Thames Water who will assume ongoing responsibility for them later this year. One thing this does mean is that Wallakers will no longer be able to directly support their repair but rather just contact Thames Water.

Work is ongoing with Thames Water as they survey the current pumps. There are some minor matters to resolve but once these are done the transfer will occur. We will let you know when this has happened and who and how to contact should an issue arise.

Parking continues to be a challenge. All residents are asked to ensure that they park in designated spaces and park responsibly. There have been a number of issues recently where residents have regularly and persistently parked haphazardly and created a number of safety risks. We have been lucky that there have been no accidents. We raise the issue with the respective owners but this should not be necessary. We all have a responsibility to park safely and please use the parking provided outside your property or in designated spaces.

We provide owners with parking permits for their use and the use of their visitors and would ask you to ensure that these are used when parking in designated parking areas. The Caretaker does patrol the estate and issues notifications to vehicles who are inappropriately parked or do not show a permit.

One thing we are very conscious of is maintaining an appropriate level of signage around the estate. We do not want to have no parking signs or instruction signs everywhere. We have therefore reviewed signage and you will see new signs replace the myriad of current signs. This includes signage in regards to dogs which should be kept on a lead and obviously any mess cleared up after them.

Talking of mess the Board have been concerned with the increasing amount of litter on the estate and particularly along Balaclava Road. We have asked Wallakers to ensure the Caretaker is thorough in his litter picking. We have also contacted The Royal Borough of Kingston to request regular litter collection along Balaclava Road as it is their responsibility. We would ask you all to please ensure litter is disposed of appropriately and the proper bins used.

More broadly in regards to the grounds we have continued with our upgrade program and completed replanting works in Jennings Close and Prospect Road.

Work has also been undertaken in the area behind Williams Grove with the planting of fruit trees and the installation of new fence, compost and garden waste pens. The bee hives will be re-located later this year when the weather is appropriate.

Last year the Board spent a Saturday morning touring the estate and reviewing the grounds with a particular focus on the areas behind the blocks of apartments. As a result a significant amount of work has been undertaken to prune and clear the areas, over 3000 daffodils have been planted and a number of areas have had new lawn turf laid. The pathways have been topped up with gravel and new wooden borders introduced.

We also completed remedial tree pruning in accordance with the arboriculturist's recommendations and provided additional mulch around the trees and flowerbeds around the estate.

So moving forward into the coming months our focus will be on the completion of the transfer of the five pumping stations to Thames Water. We will be undertaking a phase re-painting of public railings and lamp posts. We will be looking at replanting Savery Drive and assessing requirements in Chadwick Place. As part of our regular maintenance, tree surgery works will be completed in spring 2018

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.

Thank you