

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 14th June 2018 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 22nd June 2017 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.

There were no substantive matters arising in respect of the Report.

4. Accounts

The Accounts for the Company for the year ended 31st December 2017 were presented to the meeting which had previously been circulated.

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

Mr Heald answered some queries from the floor in respect of some minor items within the Accounts.

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 and Mr Robert Smith.

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 Directors Meeting to be held throughout the year.

6. **Any Other Business**

In respect of the 'Path of Desire' the securing of the new gravel path to prevent this being scattered all over the pathways was outstanding and Mr Heald agreed to look into this with his Contractors.

Parking on the development, as referred to in the Chairman's Report, was raised. The Caretaker continued to target vehicles that were parked either illegally or without permits on the development as necessary.

In respect of works to the houses, where appropriate Wallakers would recommend Contractors to Home Owners in respect of external works which were the responsibility of the Owners rather than the service charge and as necessary if required co-ordinate works to multiple houses to facilitate cost savings as necessary.

An approved colour of redecoration of the stucco render had now been agreed by the Directors and this was available from Wallakers upon application.

There being no further substantive business, the Chairman thanked those present for their attendance and the meeting closed.

Chairman's Statement – St James (Long Ditton) Estate Co Limited AGM 14th June 2018

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 few 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.

In addition to the normal duties of the Board in regards to managing the estate we have been frustrated by a number of issues arising largely from residents not following the simple rules we all signed up to.

Firstly parking – some years ago we had issues with non-residents parking on the estate. Whilst this still remains an issue a bigger issue is the inconsiderate and dangerous parking of vehicles by residents. Cars parked on pavements blocking easy access for pedestrians; cars parked by corners; cars parked in a way that would block easy access for emergency vehicles – all of these present serious safety hazards for pedestrians as well as other road users. All residents are asked to park on their driveways or in the allocated parking bays.

The Board continues to look at ways of resolving this issue however if individuals do not start to respect their neighbours and the safety of others on the estate by parking legally we will have to take more drastic action. This could lead to the outsourcing of parking enforcement. This would mean lots of signs and potential inconvenience for those residents who do park sensibly. We do not want to do this but we may be left with no option.

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.

Please ensure that you park your vehicles on your driveway or in allocated bays.

Secondly covenants. 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.

It is therefore disappointing to note the increasing number of breaches of these covenants in regards to changes in roof lines, items placed on the front of properties, such as satellite dishes, and changing defined colours of doors and walls. As and when we become aware of these we address them with the respective owners. This is a time consuming and costly process – which we are all paying for and which should not be necessary.

Before you do anything to the property you should check the covenants, particularly if it is going to change the overall appearance of your property. In such cases you should 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 nine members of the Board following the resignation of Redvers Cunningham earlier this year. I would like to thank him for his many years' service to the Board.

We continue to look for shareholders who would like to join the Board and the support the work that we do. In particular we are looking for someone with a financial background and also a representative from Chadwick Place. If you are interested please speak to myself or Robert Heald who can advise on the commitment and how to go about it.

The Board has met five times over the last twelve months and 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. We continue to look for suitable contractors across a range of disciplines. Whilst we do not endorse them we do maintain a list which you may find useful. For information on this please speak to Wallakers who manage the estate on the Company's behalf. 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 in 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. Their current contract came to an end during the year. After reviewing the services provided by Landform and also testing the market it was decided to extend Landform's contract for a further three years.

The Board continues to plan the ongoing development and maintenance of the grounds. As you know, significant works have been undertaken to bring the estate up to a consistent standard. This has recently included the replanting of Chadwick Place and Jennings Close, the grounds between the flats and the road leading to Prospect Place.

These works were driven by a three year plan which has just come to an end. The intention now is to look at Savery Drive, maintain current standards across the rest of the estate and undertake elements of works as the need arises.

A lovely feature of the estate are the trees. Maintenance of these are the responsibility of Wallakers. We did have a situation where conscientious residents decided to do their own tree surgery which caused significant damage. Please leave maintenance of the trees to Wallakers. If you feel work is needed on a tree then please contact Robert or a member of his team.

Wallakers have just had a full tree assessment and report completed which has identified a program of works which are planned with works already commenced in some areas of the estate.

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 previously discussed the management and maintenance of the estate pumping system was required to be transferred to Thames Water. This has now happened and you should all have received a letter with details of how to contact Thames Water should there be a problem.

Whilst the management and maintenance has transferred the responsibility we all hold in not putting unsuitable items down the drains has not. Please be conscious of what you do put down the drains as most blockages are down to us.

The Board recognises that the budget included monies for the maintenance of the pumps. In reviewing this consideration was given to the longer term estate maintenance requirements in regards to roads and pavements, the increase in Landforms contract which has remained constant for the term of the last contract and also the Boards desire to contain service charge costs at their current level. Given these competing elements it has been decided to retain the monies previously used for pump maintenance and transfer them into the estate reserve fund. In this way we can maintain the service charge at its current level.

One final issue is 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.

So moving forward into the coming months our focus will be on resolving a number of covenant issues; continuing to review options to address parking issues; completing tree works following the tree assessment as well as general maintenance of the grounds.

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