

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 13th June 2019 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 and he ran through the agenda for the meeting.

1. **Minutes**

The Minutes of the Annual General Meeting held Thursday 14th June 2018 which had previously been circulated were approved by the meeting.

2. **Matters Arising**

In order to save paper going forward, it was suggested that printing takes place back to back rather than using one side only.

It was agreed that following approval, the Minutes of this year's Annual General Meeting would be circulated as soon as possible.

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 2018, which had previously been circulated, were presented to the meeting.

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

Mr Heald answered some minor queries from the floor in respect of the make up of 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 therefore 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 further 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.

In particular, any Shareholders who had financial knowledge who could assist in respect of approving the year end Accounts would be most welcome.

6. **Any Other Business**

The 'Path of Desire' had now been removed and replaced with a suitable asphalt surface.

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.

The Caretaker would be reminded to maintain litter pick around the estate in order to maintain the overall appearance.

The question of mobile reception on the estate, which was poor in various locations, was discussed. Wallakers would investigate whether any improvements could be made in respect of this.

The question of the right of way through the estate was discussed. This was part of the original planning approval and was understood had to be maintained from the Windmill Lane entrance through to the entrance on Balaclava Road. Wallakers would investigate this further to see whether this could be removed. It was considered necessary to try and avoid the issues of anti social behaviour which had been experienced on the estate

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 Thursday 13th June 2019

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.

It is always nice to see returning faces at this AGM and I welcome the new ones. The Board appreciate you taking the time to attend and show the same interest in the estate that we have. I know we all care about the environment we live in.

As a Board when we reflect over the last year we have made good progress in many areas, that I will share with you in a moment, but I have to start with one area which has been an area of significant frustration for the Board during the year. It is an area that I know you will share our commitment to and frustration – and that is compliance with covenants.

As many of you will know I am an original owner having bought my home off plan when the estate was being built. I was excited not just about my property but also the style and community I was buying into. When I walk around today 19 years later, I still see the original concept for the community intact. The look and feel of the estate are still what I bought into all those years ago.

One of the main ways this is done is through the covenants, or 'rules' which govern what we as owners are allowed to do to our properties. We all signed up to these when we bought our properties and are all bound by them.

One of the reasons why I joined the Board a few years back was to ensure that the estate remains somewhere where I want to live and the integrity of the look and feel is maintained. I know that my fellow Board members feel the same. We take this responsibility very seriously.

I believe you will all feel the same which is why it is disappointing that a few residents wish to frustrate us all by trying to breach the covenants we have all signed up to and want to comply with to maintain the look and feel of the estate.

We do recognise that some things change. For example, the regulations for gas flues has meant that for some properties to meet the regulations boilers have had to be moved and the flues positioned on the front of the property.

We accept this, although monitor the style and design of the flues. I hope this shows that we are not unreasonable. We have accepted many changes to properties on the estate over the years. Our deliberations in giving approval consider the overall impact on the look and integrity of the estate as well as the views of those living in that vicinity.

Our one ask is that you follow the covenants and if you are wanting to do work that might change the external appearance of your property that you inform us, through Wallakers, of your intentions and share your plans. These will be shared with the Board. It is easy at the planning stage for the Board to review and agree a final design.

Once agreed we ask that you stick to what has been agreed and if you would like to vary what you are doing you again talk with Wallakers so that amendments can be properly considered and hopefully agreed before the changes are made. This saves time and money.

If you do not engage us and breach the covenants then we will take appropriate action to ensure the covenants are complied with.

The other area of focus for the Board continues to be parking. Whilst there are non-residents who occasionally park on the estate the main problems are actually down to residents and their visitors parking on pavements or in the road causing safety concerns and also restricting access by emergency vehicles. This is when there are spare designated parking slots.

Where this is brought to our attention we have written to the owners. We ask that all those who live on the estate and have a vehicle or someone visiting ensure that their vehicles are parked either on their driveways or in designated parking spaces.

A significant area of effort and expense over recent years has been in regard to the grounds. We have completed a major refurbishment programme to bring the estate grounds back up to an acceptable standard. Our intent now is to maintain it at the current level over the next couple of years.

The grounds are maintained by Landform who have been contracted to maintain the estate over several years. Earlier this year we reviewed their contract, considered other providers and decided to retain Landform for a further three years. The renegotiated contract includes a second groundsman as well as new equipment. We believe this is the best and most cost-effective option for the estate and to ensure we maintain the grounds to the required standard.

The grounds should not only look good but also be a safe place for residents and their families and visitors to enjoy. It is for that reason we have rules regarding dogs which must be kept on the lead if in the green spaces on the estate. Also, any fouling must be bagged and removed not bagged and left for someone else to remove. It is disappointing to note that there are a few residents who don't see it their responsibility to follow these simple rules, I can assure you it is their responsibility to follow the rules.

Another area of ongoing frustration is the level of litter on the estate, particularly along Balaclava Road. The part time Caretaker continues to litter pick to keep this to a minimum, but we ask everyone not to drop litter and to put any litter they see into a bin.

The significant flooding on Balaclava Road when we have heavy rain has been an issue we have strongly raised with both Elmbridge and Kingston Councils. Finally the message has got through and something has been done about it although we will continue to monitor it and make representations through Wallakers as appropriate.

You have been sent a set of accounts which detail the annual expenditure in maintaining the infrastructure and grounds of the estate which are the responsibility of the Company. The costs are covered through the service charges that you pay every six months.

We try to maintain costs to ensure appropriate value for money from the services we have and we also put monies aside to develop appropriate contingency funds for both grounds and infrastructure. The Board has considered the current financial position and budgets and after due consideration have decided to increase the service charges by 2% from 1st January 2020.

It has become a pleasure to Chair the Board and I am grateful for the commitment, engagement and challenge of my fellow Board members. There are nine members of the Board and I would, on your behalf, like to thank them for the unpaid time and the commitment they have shown.

We continue to look for shareholders who would like to join the Board and 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 six 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 on our website 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 Boards 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 continuing to work with them over the coming year.

In closing I would like to re-iterate our one objective which 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