

**ST JAMES PARK (LONG DITTON) ESTATE COMPANY
LIMITED**

**AGM Pack
June 2020**

Due to current Covid-19 situation and requirements for social distancing the St James Park (Long Ditton) Estate Company Limited Board has determined that a face to face AGM is not appropriate.

This pack is provided to shareholders to present the information that would have been provided at the 2020 AGM and requests shareholders to vote on matters by post/email and also provides a means to enable shareholders to make comment or raise questions.

If you have any questions regarding the process or the content of this pack please contact Robert Heald, Company Secretary at Wallakers, 69 Victoria Road Surbiton KT6 4NX or rheald@wallakers.com

ST JAMES PARK (LONG DITTON) ESTATE COMPANY LIMITED

Statement from the Board June 2020

We find ourselves in unprecedented times. Covid-19 has impacted all our lives and changed the way we do things. As a board, our meetings are currently done via Zoom rather than face to face. At the most recent board meeting, it was decided not to hold a face-to-face Annual General Meeting (AGM) this summer, as would normally be the case. We apologise to residents for this, but it was felt safety considerations were paramount. It would moreover have been unlikely that we could have booked the school in Maple Road – our usual venue for AGMs – even if we had waited until the autumn.

Rest assured, however, that we remain committed to giving residents a full say in the running of your estate. To achieve this, we enclose a couple of forms: one to enable you to vote on the minutes of the last AGM, 2019 accounts and the appointment of the directors; and the second to allow you to raise questions or comments for consideration by the board. We would particularly welcome your ideas on how to tackle two recurring issues – the handling of dogs and the thorny issue of car parking.

Before we raise these issues, we would like to express our thanks to the caretaker and Landform's gardeners, who have continued to work during the Covid-19 crisis and have maintained the estate to a good standard. Over the past five years, we have invested time and resources on the grounds to bring all areas up to a common standard. Our intent now is to maintain them at this standard and use monies in the budget to build reserves for when major works need to be undertaken.

The one potential expense on the horizon is the hard landscaping of roads and pavements. These are now more than 20 years old, and while you would expect them to have a long life there will soon be areas which will need work. To ensure the related cost is managed, we are building reserves to fund this work when it is needed.

You will see the reserves that we have to date in the accounts which are attached. The accounts 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 hold down costs to ensure value for money from the services we purchase. The board has considered the current financial position and budgets and has decided to increase the service charge by 2% from 1 January 2021.

During the year, the board has met (either face to face or through Zoom) five times. 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. The board has also been fully supported by Wallakers. On your behalf, the board would like to thank Robert Heald and his team at Wallakers for the support they continue to give.

The board is here to represent the interests of its shareholders and manage 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 and the maintenance of the website (www.st-james-park.co.uk), which includes the Estate Handbook and provides a great deal of other useful information. You can also contact Wallakers and the board through it, and the voting forms and other information mentioned earlier will also be available to download on the website.

The board wishes to maintain the estate as one where we all want to live and to enable the community to enjoy the standard of living that was originally envisioned when the estate was built more than 20 years ago. To support this, we all signed up to a set of covenants when we bought our properties. They underpin the community that has been created and help maintain the value of the estate and your individual properties.

At each board meeting, we consider the covenants and where owners may need to be reminded of them. Several board members are original owners and have been committed to the estate for many years. When we look around the estate, it still exhibits the charm and character that attracted us in the first place, and the board is committed to keeping it like that.

Two key elements that support this are the grounds and the hard landscaping, the maintenance of which has already been touched on. But other issues the board is challenged by are down to users of the estate. We recognise that some of the difficulties are created by visitors, but we also know some are sadly down to residents.

The first issue is that of car parking. As discussed at previous AGMs, the board has always held off introducing a ticketing system for illegal parking and this remains our position. However, we must regularly review this. At our most recent board meeting, we considered two possible schemes: vehicle recognition and issuing fines manually to repeat offenders. Our view was that either scheme would be heavy-handed given that the number of persistent offenders is relatively small. There is also the expense of setting up and maintaining such a scheme and the fact that additional signage would be necessary, which could be intrusive and aesthetically unappealing. Neither scheme found favour with the board, and we invite residents to give us their view on how we should now proceed.

Any ticketing scheme would be an inconvenience for residents and their bona fide visitors. However, equally we need to ensure roads and pavements provide safe, unhindered access for pedestrians and for emergency and other vehicles. Over the past year, we have continued to be challenged with vehicles being parked straddling pavements, on blind bends and blocking roadways for emergency vehicles.

This must stop and we can all contribute to this by ensuring that cars are parked in garages, on driveways (not lawns or grass verges) or in allocated parking spaces only. If we can all follow this simple rule, we will ensure the safety of everyone, give emergency vehicles proper access, and will not need to adopt an inconvenient ticketing system. But if inconsiderate behaviour by a small minority of residents persists, we will have no hesitation in further considering a ticketing operation.

We have some lovely green spaces which are for the use of all residents. For the safety and enjoyment of those using these spaces, we ask that dog owners keep their dogs on a lead and that any fouling is collected and appropriately disposed of. Sadly, over the year these simple rules have not always been followed. We recognise that some owners breaking the rules are not residents; however, some are. The board also abhors the behaviour of some who are abusive when challenged by the caretaker or gardeners. This behaviour is not acceptable. We therefore kindly remind owners of the rules and ask that you comply with them.

The board would also like to hear residents' views on making entrance to the park in Chadwick Place keypad only, using a code that would be issued to residents. There is anecdotal evidence of the park being used by people from outside the estate. They have been seen driving into Chadwick Place, parking and then picnicking in the park. The board has been actively considering the possibility of a keypad entrance system but has deferred a decision until the Covid-19 crisis is over and until we have gauged the feelings of residents.

Usage of the park has increased markedly over the past three months, with so many people at home and children off school. That is to be welcomed – our beautiful park is there to be used. But we would prefer it to be kept for the benefit of residents, and in particular we would like to dissuade outsiders from gathering under the cupola late in the evening. The residents of Chadwick Place do not want drinking parties and other large gatherings on their doorstep. Would you like to see access to the park restricted? Might a keypad entrance system help? Please let us know what you think about this or whether you have your own ideas about how our policy on the use of the park might be developed.

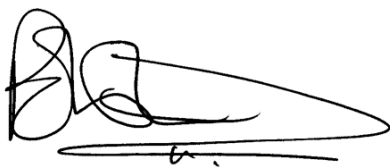
With the lockdown, which finds many working from home, there appear to be increased levels of refurbishment work being undertaken on properties. The board is very supportive of any works which maintain and improve the appearance of the estate, but such works must be in line with covenants. You are therefore reminded that if you are having any works done which might change the external appearance of your property, you should discuss this with Wallakers. Robert Heald and his team are available and pleased to help and provide advice and will bring matters to the board promptly where approval is required. You are reminded that where works involve the provision of a skip outside the property, this should be kept for the minimal time possible and for no longer than a month. If this is not achievable, please discuss your requirements with Wallakers.

As mentioned in the introduction, there are two forms provided with this statement. We ask that as owners and shareholders you complete and return these to Wallakers by the end of July. If you would like a soft copy, please email Robert Heald at Wallakers (rheald@wallakers.com). One form is for the approval of the minutes of the last AGM, the accounts for the year ending 31 December 2019 and the re-election of the directors. The second is to enable you to raise comments or questions you have and would have raised if we had met face to face. We are genuinely interested in your comments and will answer any questions raised. Our responses will be posted on the website by the end of August.

Please return the forms to Wallakers at 69 Victoria Road, Surbiton KT6 4NX or by emailing to Robert Heald at rheald@wallakers.com

Finally, the board wishes to thank you for helping us to maintain the estate and hopes you and your family stay safe in these challenging times.

Signed on behalf of St James Park (Long Ditton) Estate Company Limited Board

A handwritten signature in black ink, appearing to be 'R. Smith', with a horizontal line underneath it.

Robert Smith
Chair
June 2020