

Minutes of 23rd Annual General Meeting Held on Wednesday 16th March 2016

At All Saints' Church Hall at 8:00 pm

Attendance

Present – Board Members	David Dowdeswell	Chairman
	Nigel Smith	Secretary
	Nick Palmer	Finance
	Terry Singleton	Roads
	Campbell Gilmour	Gardening / Maintenance
	Christine Lester	Special Projects
Other Shareholders	23	
Other Residents	1	
Total Households	30 (see Appendix)	
Total Individuals	38	

Apologies

Hugh and Lesley Whittow
Joanna Le Metais
Peter and Barbara Gill

1. Welcome and Introduction

David Dowdeswell chaired the meeting and welcomed all, including new residents, to the AGM. Three apologies had been received as listed above.

2. Previous Minutes

The minutes of the 2015 AGM had been previously circulated by David Dowdeswell. There were no comments and the minutes were agreed and accepted.

Proposed by Bob Lester

Seconded by Rod Bayliss

Approved by vote

3. 2015 Activity Review

David Dowdeswell briefly summarised activity for the last year. It had been a relatively quiet year following the road resurfacing programme of the year before, although some further work on the upkeep of roads had been carried out. There had been two house sales during the year.

4. 2015 Accounts Review/Adoption

Full copies of the 2015 accounts had been circulated by David Dowdeswell with the formal AGM notice on 15th February. Nick Palmer gave a summary as follows:

a) Income

Actual income was slightly above budget mainly due to Management Fees which benefited from two house sales during the year.

b) Expenditure

Expenditure was higher than budget mainly due to a road retention payment of £3,115 paid in 2015 rather than 2014.

Terry Singleton explained that the cost of £5,184 for Road Repairs/Consultancy was for the retention payment plus consultancy fees for the additional work to road 5. Total expenditure for the road resurfacing project came in below budget including this figure.

Marianne Coombes asked whether BWMC intended to continue using Green Thumb for the treatment of the common areas on the estate. Campbell Gilmour confirmed that Green Thumb's performance had not been up to the standard required and that Lawn Master had recently been contracted to carry out future work.

Des Sopp asked how much the Cottage had paid toward the cost of last year's road resurfacing in Burley Bushes. Nick Palmer confirmed that £200 had been received so far as the first part of a £1,000 payment spread over 5 years. The second instalment is overdue and BWMC will be maintaining efforts to secure this payment.

The 2015 accounts were adopted.

Proposed by Helen Gauton

Seconded by Malcolm Brown

Approved by vote

5. Roads and Common Areas

a) Roads

Terry Singleton gave a roads update for the estate. The work to improve the road surface around one of the manhole covers in Road 5 has been completed. There has been one road sweep this year with one more planned for the spring. There was no gritting to roads and footpaths this winter due to the milder weather. There was some minor damage to the road surface in the area of No. 1 caused by a petrol spillage from a contractors van but this has now been cleaned up. There is a minor ponding issue in Road 2 in the area of houses 65–72. This issue will be reviewed this year.

b) Common Areas

Campbell Gilmour provided an update.

In addition to the regular maintenance we also budget for some improvements which for the last two years have concentrated on the entrance. This year there will be new shrubs on the mound between house numbers 25 and 30 and between 62 and 63. Also we planted daffodil bulbs provided by the Royal Borough.

A concern was raised by some residents that there had recently been an increase in the number of children playing on the common area between 62 and 63 and that they found this intimidating and that children were straying into resident's gardens which is clearly unacceptable. It was also discussed that the activity of the children was damaging the grass and the plants.

Campbell Gilmour stated that BWMC consider the common areas to be open well-kept spaces for the benefit of all residents and help to make Burley Wood an attractive and highly regarded address. These areas are not for the exclusive use of children and we ask that they do not congregate in numbers which will damage the grass and plants

nor to become a nuisance to residents. There is also a concern for the safety of the children as these areas are open to the road.

6. 2016 Budget / Maintenance Fee Proposal

The existing proposal was that the Maintenance Charge be held at £130 (£120 for fast payment) for 2015 and 2016 following the 2014 road resurfacing. There were no objections to this rate being charged for 2016. There is no major expenditure planned for this year.

David Dowdeswell reminded residents that BWMC will need to start putting money aside for roads from 2017 and therefore the Maintenance Charge will have to increase in future years.

7. Freehold Share Price

The existing agreed formula for the BWMC share price is that this will be increased by 5% per year going forward. 2015 share price was £1,050. The 5% increase gives a price of £1,100 for 2016 and there were no objections to this level.

8. Election of Directors

In accordance with the Company Articles, Campbell Gilmour and Christine Lester both resigned and offered themselves for re-election. This was approved. The Directors for 2016 therefore remain unchanged as follows:

David Dowdeswell	Chairman
Nigel Smith	Secretary
Nick Palmer	Finance
Christine Lester	Special Projects
Terry Singleton	Roads
Campbell Gilmour	Gardening and Maintenance

9. The Cottage – Update

David Dowdeswell summarised the actions taken so far by BWMC with regard to the planning application (No 16/00166) to build three additional properties on the site of The Cottage, which is accessed by the recently resurfaced roadway owned by BWMC. The application appears to encroach on BWMC land in the case of proposed dwelling No 3, and also requires the provision of services under the section of the road owned by BWMC.

In February BWMC instructed Bird Charles Chartered Surveyors of Ascot to carry out a review of title deeds to establish boundaries of the Burley Bushes road. The Bird Charles report has been received and this has provided some clarity on the position regarding the boundaries. Bird Charles were also asked to review the planning application and their view was that objections should be submitted. They also pointed out that the more objections submitted the more likely it would be that the application would be reviewed by committee rather than delegated powers.

BWMC subsequently asked Cameron Jones Planning Consultants to construct draft objection letters from BWMC, and BWMC residents to the planning application.

These have been received and emailed to all residents asking them to submit letters of objection based on the Cameron Jones draft. A show of hands indicated that a number of residents had already sent letters of objection to the planning application with the latest date of submission being 23rd March.

Further to the Bird Charles report on boundaries, the BWMC Board made the decision to take legal advice on The Cottage planning application and the issues of access and services via our roadway. As a result, Morrisons Solicitors of Woking have been instructed.

David Dowdeswell confirmed that the cost of this advice would be £1,800 including VAT and that the BWMC Board had taken the decision to proceed given the need to get professional advice as soon as possible. There was agreement at the meeting that this was the right action to protect BWMC's interests. Bob Lester suggested it would be sensible to have a contingency fund to cover possible further legal costs and a limit of £6,000 including VAT was proposed and agreed.

Proposed by Bob Lester
Seconded by Malcolm Brown
Approved by vote

10. Burleywmc.co.uk

David Dowdeswell reminded residents that BWMC has its own website. This is useful to the Company Secretary who encourages solicitors and house purchasers to view company accounts and other documents on the site. A show of hands indicated that most residents look at the site.

11. Residential / AOB

Christine Lester updated the meeting on a number of local developments. With regard to the Neighbourhood Plan, this is seen as working well in supporting Ascot residents' wishes for local development. The redevelopment of Ascot town centre, which is in the Neighbourhood Plan, is moving ahead. Landowners have agreed to sell their properties on the opposite side of the High Street to the racecourse. In Burley Road, a new nursing home will replace the existing closed one. In Ascot High Street, the Post Office is planned to move into Budgens.

Finally, Malcom Brown proposed a vote of thanks to the Directors on behalf of the residents.

12. Date of Next AGM

A date of Wednesday 22nd March 2017 was agreed. Venue: All Saints Church Hall.

APPENDIX 1

**BURLEYWOOD MANAGEMENT COMPANY LTD 2016
ANNUAL GENERAL MEETING**

ATTENDEE SHEET

HOUSE NUMBER	NO. OF INDIVIDUALS ATTENDING
High Croft	2
Holly Lodge	1
1	1
2	2
3	1
8	1
10	1
11	1
16	1
17	2
25	1
29	2
30	2
31	1
33	1
38	1
40	2
42	1
43	1
48	1
53	1
55	1
59	1
61	1
63	1
64	2
65	1
71	2
73	1
76	1