

# Minutes of 24th Annual General Meeting Held on Wednesday 22nd March 2017

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	Community Matters
Other Shareholders	17	
Other Residents	0	
Total Households	23 (see Appendix)	
Total Individuals	30	

## Apologies

Hugh and Lesley Whittow  
Joanna Le Metais  
Tina and Kevin Grant  
Mat Shore  
Martin Plumb  
Anthony Horrocks  
Georgek Azizian  
Colum and Aine Quinn  
Feisal Sheikh  
David Lambert  
Nick and Viv Perkins  
Richard Hunt  
Andrew Keir

### 1. Welcome and Introduction

David Dowdeswell chaired the meeting and welcomed all, including new residents, to the 24<sup>th</sup> BWMC AGM. Thirteen apologies had been received as listed above.

### 2. Previous Minutes

The minutes of the 2016 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 Des Sopp**

**Approved by vote**

### 3. 2016 Activity Review

David Dowdeswell briefly summarised activity for the last year. Since the last AGM there has been a second and third planning application for development of the site of The Cottage which is accessed by Burley Bushes. The second application for two additional dwellings was refused and a decision on the third application is awaited.

Additional gardening activity has included the planting of more bulbs in the common areas. Residents were very positive about the appearance of the entrance to Geffers Ride, particularly the daffodils which enhance that area at this time of year. Campbell Gilmour was congratulated on the general upkeep of the estate's common areas and he explained that the supply of free bulbs from the borough council had helped in these efforts.

There was no significant road activity on the estate during the last year. Terry Singleton would update the meeting later with detail of roads issues and plans for 2017. This would include the potential impact of vehicles accessing the nursing home construction site opposite the entrance to Geffers Ride.

#### **4. 2016 Accounts Review/Adoption**

Full copies of the BWMC 2016 report and accounts had been circulated by David Dowdeswell with the formal AGM notice on 21st February. Nick Palmer gave a summary as follows:

##### **a) Income**

Residents were thanked for their prompt payment of the maintenance charge. Total actual income was slightly above budget mainly due Management Fees which benefited from four house sales during the year.

##### **b) Expenditure**

Expenditure was slightly higher than budget. Legal and Planning Consultation costs were incurred which relate to The Cottage planning applications. These costs were not budgeted but a limit for this spend was agreed at last year's AGM.

Book keeping costs were on budget with this payment being to Zen Tax in their second year working for BWMC. Common areas gardening and maintenance costs were broadly on budget. Roads / Paths expenditure was below budget due to savings in road sweeps and gritting costs due to a mild winter.

Overall, a surplus of £2,467 was achieved which was all moved to the Contingency Fund.

The 2016 accounts were adopted.

**Proposed by Vivian Payne**

**Seconded by Rod Bayliss**

**Approved by vote**

#### **5. Roads/Nursing Home/Gullies – Future Plans**

Terry Singleton gave an update on road issues affecting the estate.

One road sweep was carried out last year with another planned for the end of spring. Mild weather across the winter resulted in just one gritting.

Surface water ponding is a minor issue in road 2 (houses 65 to 72). There is also an issue in wet weather outside houses 35 and 36 where a gully is in the wrong position. On the main drive through Geffers Ride there is a loose manhole cover outside No.48. Work is planned to resolve these three issues at a cost of £5,000 plus VAT to be taken from the Contingency Fund. In road 5 an inspection of three manholes is required as a two year check on previous work carried out. This needs to be done before July.

Because of the construction work on the new nursing home in Burley Road, there have been some parking infringements by lorries and cars in Geffers Ride. Terry Singleton is working with the Contracts Manager of the Contractors, Highwood and asks residents to report any violations to him with photos if taken. Looking forward, there are some large deliveries to the site planned. BWMC's proposal to allow limited access to the entrance to Geffers Ride for delivery lorries was turned down by the contractors. As a result, they have changed their plans and will be using rear-steer lorries to deliver the large floor planks and tower crane sections to the site. The tower crane sections are due to be delivered on the 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> April so do expect minor disruption in Burley Road. Dates for the floor planks will be advised when known.

Finally, Terry talked about the longer-term requirements for roads on the estate and the need to start building a maintenance fund after a two-year payment holiday. A discounted cash-flow projection has been prepared which will be the basis for the road fund payment as part of the annual management fee from 2017.

#### **6. 2017 Budget / Maintenance Fee Proposal**

The 2017 Budget was presented by Nick Palmer which showed some small increases over 2016 actuals. The proposal for the Maintenance Fee was £180, for prompt payment, which contains a £50 payment for the road fund after the two-year holiday. This was agreed as reasonable.

**Proposed by Peter Gill**

**Seconded by Dawson Smith**

**Approved by vote**

#### **7. Common Areas**

Campbell Gilmour confirmed no major projects were planned for the year. All work is for regular maintenance. There were more positive comments about the good appearance of the common entrance to Geffers Ride. Campbell has also received these comments from Beaufort Gardens, another managed estate.

#### **8. Freehold Share Price**

The existing agreed formula for the BWMC share price is a 5% annual increase going forward. 2016 share price was £1,100. The 5% increase gives a price of £1,155 for 2017 and there were no objections to this level.

**Proposed by Rod Bayliss**

**Seconded by Malcolm Brown**

**Seconded by vote**

## **9. Election of Directors**

In accordance with the Company Articles, David Dowdeswell and Nigel Smith both resigned and offered themselves for re-election. This was approved. The Directors for 2017 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

## **10. The Cottage – Update**

David Dowdeswell summarised the actions taken over the last year in response to the three planning applications submitted for development of The Cottage site. At last year's AGM a spend of £6,000 was agreed for solicitors and consultants' fees and that figure has been slightly exceeded. The funds have been used for payment to Bird Charles Surveyors, Cameron Jones planning consultants and Morrisons Solicitors.

In answer to questions, David confirmed that road ownership of Burley Bushes is established as that of BWMC. Also, there has been no reply from Mr Perkins regarding the issue of trespass on BWMC land in a letter sent to him by Morrisons.

Malcolm Brown asked if it was still possible to write to the Borough Council with concerns about the application for the development of The Cottage site. Christine Lester replied this could still be done. She also pointed out there is a Royal Borough Development Committee meeting on 5<sup>th</sup> April which BWMC could consider attending and speaking of their concerns.

There was discussion about potential BWMC spending for 2017 on legal fees and a figure of up to £5,000 including VAT was agreed.

**Proposed by Bob Lester**  
**Seconded by Dawson Smith**  
**Approved by vote**

## **11. Community Matters / AOB**

David Dowdeswell raised the issue of BWMC issuing replacement share certificates to residents who have mislaid them. This does happen and the proposal is to introduce a £25 fee to reflect the company time taken in producing the new document. This was agreed as reasonable.

**Proposed by Rod Bayliss**  
**Seconded by Peter Gill**  
**Approved by vote**

Christine Lester updated the meeting on several local developments.

There are still plans to develop the Heatherwood Hospital site for new housing although there are a number of issues. Part of the site is designated Ancient Woodland which should be a planning consideration. The hospital would be rebuilt at the back of the site behind the new houses. A traffic survey will also need to be carried out. There are currently no plans for additional schools in the area. Plans to develop Ascot town centre also have insufficient parking. 2,000 new houses are also planned between Heatherwood roundabout and Tesco, Martins Heron. Similar housing developments are planned for Longcross and Sunningdale.

Chris Lester urged residents to write to local Borough Councils to object to these plans and those for a “War Horse” statue on Heatherwood roundabout.

### **12. Date of Next AGM**

A date of Wednesday 21st March 2018 was agreed. Venue: All Saints Church Hall.

### **Post Meeting Note:**

Terry Singleton has now confirmed that the gully work outside houses 35 and 36 is scheduled to commence on Monday the 24<sup>th</sup> April and last for 3-4 days.

APPENDIX 1

**BURLEYWOOD MANAGEMENT COMPANY LTD 2017  
ANNUAL GENERAL MEETING**

ATTENDEE SHEET

HOUSE NUMBER	NO. OF INDIVIDUALS ATTENDING
High Croft	2
Holly Lodge	1
1	1
2	1
3	2
5	1
8	1
17	1
21	2
25	1
33	1
36	2
42	1
43	1
49	2
53	2
55	1
63	1
64	1
70	1
71	2
72	1
73	1

