

Minutes of 25th Annual General Meeting Held on Wednesday 21st March 2018

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	15	
Other Residents	1	
Total Households	22 (see Appendix)	
Total Individuals	29	

Apologies

Hugh and Lesley Whittow
Lydia O'Connor
Peter and Jennifer Mortimore
Edwina and Georgek
Amanda and Andrew Frost
Keith Chidwick
Michael Henegan
Karen and Richard Knox
Terry and Marie Watkins
Dawson and Wilma Smith
Will Kelly

1. Welcome and Introduction

David Dowdeswell chaired the meeting and welcomed all to the 25th BWMC AGM. Eleven apologies had been received as listed above.

2. Previous Minutes

The minutes of the 2017 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. 2017 Activity Review

David Dowdeswell briefly summarised activity for the last year. Work on the roads has included the installation of gullies to reduce ponding issues at the bottom of Road 2 which serves houses 65-72 and by the shared driveway to 35/36.

Further planning applications have been submitted for The Cottage development and a decision on the latest appeal is awaited. BWMC have spent just below £6,900 for legal advice in the last two years in support of objections which has resulted in the

plans changing from three additional dwellings to two. Latest plans suggest that drains may not now be an issue.

Following the recent cold weather there were comments about the effectiveness of gritting on the estate which Terry Singleton would talk about to the Roads update.

4. 2017 Accounts Review/Adoption

Full copies of the BWMC 2017 report and accounts had been circulated by Nigel Smith with the formal AGM notice on 21st February. Nick Palmer gave a summary of the accounts, which are compiled by Zen Tax Consultants, as follows:

On the detailed balance sheet, the item Contingency Reserve should read as Road Fund for greater clarity. In answer to questions about annual Maintenance Fee collections, it was confirmed that all residents paid up last year including agents for let properties and non-payment is currently not an issue.

The 2016 accounts were adopted.

Proposed by Malcolm Brown

Seconded by Joanna Le Metais

Approved by vote

5. Road Review

Terry Singleton gave an update on road activity on the estate for 2017.

- Work on gullies was carried out in Road 2 and outside nos. 35/36 as mentioned in the Activity Review.
- Road sweeps took place in the spring and early winter.
- Working with Campbell Gilmour, a number of weed treatments took place. An inspection of manhole patches in Road 5 prior to the July end of defects period found no problems.
- Moss treatment was applied to two pathways on slopes.
- There were two gritting visits in the year. Since January this year there have been 5 further gritting visits and we assume that is it now for an unusually snowy winter.

For 2018 no significant road issues have arisen so far. Highwood, the contractor for the nursing home construction, continues to work in a reasonably considerate way. The work is scheduled to finish in August and a marketing suite will open soon. The issue of parking for the suite was raised and BWMC may have to monitor any impact on Geffers Ride. Any issues should be reported to Terry Singleton or Nigel Smith.

Subject to the issues in Burley Bushes, we may have to carry out a conditions survey of that road prior to any works. Road sweeps and moss treatments etc. carried out in 2017, will continue this year as part of regular activity. The effectiveness of the recent gritting will be reviewed.

6. 2018 Budget / Maintenance Fee Proposal

No major ad-hoc expenditure is planned for this year. A £15 increase in the road fund is proposed which will raise the annual maintenance charge to £205 for the year less £10 for prompt payment by 30th April.

In response to a query about PRS membership, Nick Palmer explained this referred to Private Road Services which provide BWMC with legal advice on all issues of private road management.

The 2018 maintenance fee proposal was agreed as reasonable.

Proposed by Nick Perkins

Seconded by Sean Chamberlain

Approved by vote

7. Common Areas Update

Campbell Gilmour listed the common areas of the estate maintained by BWMC following recent changes with some additional work contracted.

- The main entrance on both sides of the Geffers Ride
- The 'central mound' between house numbers 31-25.
- The area between house numbers 42-43.
- The area between house numbers 63-62.
- The verge on Burleigh Road between the entrance to Burley Wood and Burley Bushes.
- The edge of the road and hedge in Burley Bushes. Note that the owner of Little Burleigh should be helping to pay for the maintenance of the hedge.
- A small area in front of High Croft.

There have been frustrations with the existing contractor SCS on care and attention to detail and we obtained alternative quotes and reviewed contractors with a neighbouring estate Beaufort Gardens who were conducting a similar review.

The result was that SCS were by far the least expensive. In discussions with them the issue is one of time available and cost. There has been no cost increase for over five years and we have increased the scope of work. We have therefore agreed a higher though still competitive fee and for more time to be spent. Details of the work to be done have been agreed and the results will be monitored over the next year.

We again obtained daffodil bulbs from the RBWM and these were planted on Burleigh Road for the enhancement of our estate and the enjoyment of all.

8. Freehold Share Price

The existing agreed formula for the BWMC share price is a 5% annual increase going forward. 2017 share price was £1,155. The 5% increase gives a price of £1,210 for 2017 and there were no objections to this level.

9. Election of Directors

In accordance with the Company Articles, two directors resigned. These were David Dowdeswell and Christine Lester with neither offering themselves for re-election. Sean Chamberlain put himself forward as new director to BWMC. If elected, he would become Company Secretary and Nigel Smith would move from that role to Chairman. This change to the Board was approved.

Proposer: Rod Bayliss

Seconder: Joanna Le Metais

Approved by vote

Joanna Le Metais responded on behalf of the residents to thank David and Christine for their efforts over the years. Nigel Smith spoke for the Board in recognising David for his many years of hard work and commitment to BWMC and to wish both people all the best for the future.

The changes leave Community Affairs uncovered and the Board would like to fill this position if possible.

The Directors for 2018 are as follows:

Nigel Smith	Chairman
Sean Chamberlain	Secretary
Nick Palmer	Finance
Terry Singleton	Roads
Campbell Gilmour	Gardening and Maintenance
Vacant Position	Community Matters

10. The Cottage Update

David Dowdeswell provided some further detail on this matter which had been summarised in his 2017 Activity Review at the beginning of the meeting. BWMC have objected to the latest application by The Cottage, Planning Number 18/00123. The objection was based on issues which remain relevant. These are overdevelopment, loss of garden land, overlooking and loss of privacy. The particular issue for BWMC though, is they own and maintain the Burley Bushes road and the current covenant restricts access to only The Cottage. If the current development proceeds we require the developer and the Crown to agree suitable compensation for multiple access.

11. BURLEYWMC.CO.UK

Residents were reminded that the annual accounts approved at the AGM would be posted on the company website. AGM minutes are also posted so this a useful source of reference also used by solicitors and estate agents.

12. AOB / Residential issues

Nigel Smith will send an email to residents following reports of dogs fouling the pavement and the front lawns of properties in Geffers Ride. This is clearly unacceptable.

The issue of the poor state of No.46 was raised by some nearby properties. The front and back garden are in need of urgent attention. Nigel Smith will write on behalf of BWMC to see if there are ways the company can help on this.

Malcolm Brown suggested that a BWMC headed road sign could be erected at the entrance to Burley Bushes which indicated ownership of the road like the previous sign. This will be discussed at the next Board meeting.

Christine Lester gave an update on community issues. The War Horse statue on Heatherwood roundabout is now being erected and the inauguration is planned for 8th June. The Ascot rejuvenation plan includes 360 flats on the site of the racecourse car park at the easterly end of the High Street and 3 or 4 houses on the present site of the blue clock tower. 200 homes are planned for the area south of the High Street

including Budgens. Sandridge House will be developed but precise plans are not clear. The racecourse will be used for a park and ride during the royal wedding.

13. Date of Next AGM

Wednesday 27th March 2019

APPENDIX 1

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

ATTENDEE SHEET

HOUSE NUMBER	NO. OF INDIVIDUALS ATTENDING
Holly Lodge	1
1	1
2	1
10	2
16	1
17	2
19	1
25	1
28	2
29	2
31	1
33	2
42	1
53	2
55	1
61	1
63	1
64	1
70	1
71	2
72	1
76	1