

# *Angmering On Sea Estate Residents Association Ltd*

(By Guarantee)

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West Sussex BN16 2RQ

Company No: 5751571

Company Secretary  
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## **MINUTES OF THE 12<sup>th</sup> ANNUAL GENERAL MEETING OF THE ANGMERING ON SEA ESTATE RES. ASSOC. LTD. Held at 6:30 pm on Thursday 17<sup>th</sup> May 2018 in The Warren Room East Preston**

**PRESENT:** Mr S Wilkinson – Acting Chairman, Director & Planning; Dr N Nind (NN) - Vice Chairman, Director & Road Rep; Ms J Maddox (JM) – Finance Director/Road Rep; Mr J Chatterton (JC) – Director (arrived late); Mr A Pryor (AP) – Director & Road Rep; Miss S Lawton, Director.

**IN ATTENDANCE:** Mrs T Down – Co. Secretary/Managing Agent. Approximately 32 Member Residents signed into the meeting.

The Acting Chairman (SW) welcomed all to the meeting and introduced himself, board members and the Company Secretary/Managing Agent, outlining each board member's area of responsibility on behalf of the Estate. SW further explained the format of the AGM and asked that the Notice of Meeting should be taken as read. All present agreed. Proposed Mr Dubeck Seconded Mr Grice.

Apologies received and proxies appointed were read out by the Company Secretary.

### **ORDINARY RESOLUTIONS:**

#### **1. To Present the Directors' Report and Accounts** for the year ended 31<sup>st</sup> March 2018:

Finance Director (JM) outlined estate fees payments received were approximately 96% so far this year. In 2013 it was only 82%. Board mindful outstanding estate fees could be due to properties being sold. There was an under spend on roads of approximately £7,000 due to less maintenance and repairs being required, law and professional advice relating to right of way issue, £4800.00 spent on this and Tudor Lodge re ownership of verges and rights of way. As there was an excess in the budget, Board agreed to "move" £12,800 to the road fund to boost funds. This year's budget for 2018/2019, more money to be spent on roads, gardening budget had increased, entrance enhancement work; Homelands to be finished shortly. Willowhayne Avenue, entrance enhancements to be carried out. There was a 5% increase to fees as per previous years, monies had earned some interest £410.00, other income received from Development Licence fees and solicitor's enquiries when properties were sold. Proposed Mr Sherwin Seconded Mr Williams.

- 2. To Re-Elect as Directors of the Company:** Mr N Nind and Mr S Wilkinson, who retire by rotation in accordance with the M&A of the Company and offer themselves for re-election. SW as Acting Chairman asked for a proposer to re-elect Mr Nind & Mr Wilkinson, proposed by Mr Grice, seconded by Mr Dubeck, all present voted in favour of Mr N Nind and Mr S Wilkinson to be re-elected to the Board.

3. **To Formally Elect, subject to prior Co-option to the Board Miss S Lawton.** Miss Lawton previously co-opted member was proposed as Directors by Mrs Sinfield (the circle), seconded by Mrs Prior; all present voted in favour of Miss S Lawton being made a full Director of the Board. The remaining Board Members offered themselves for re-election for the coming year; proposed by Mr Sherwin seconded by Mr Grice and all present voted in favour of the current Board remaining as Directors for the coming year.
4. **To Consider for Election as Director(s)** of the Company subject to any proposals and nominations being properly submitted in writing to the Secretary ten days before the date of the meeting, such nominations to have proposer, seconder and signature of nominee. The Company Secretary confirmed receiving No Such Nominations.
5. **To Transact Any Other Business** relevant to the Company which it may be competent to transact at the meeting. The Secretary confirmed having received one item, this was forwarded to the Board and agreed to discuss under AOB of the Informal Meeting as it related to estate roads and not Company Business.

The Chairman closed the Formal Meeting of The Angmering on Sea Estate Residents Association Limited at 18:45pm.

#### **INFORMAL MEETING OF AOSERA LTD** Apologies previously recorded.

Minutes of the 2017 AGM had been made available at the Secretary's Office and on the East Preston Village website, AOSERA page; several copies were available at the meeting. The Minutes were signed by the Chairman as a true record of that meeting having been approved by members present.

To be signed by Acting Chairman at next Board Meeting. All agreed.

Matters Arising: None

Street Lighting: JM advised that this had been debated at previous meetings, payment of electricity supply would continue, the Parish Council would settle invoices with utility company and Association would reimburse the PCC including with VAT element. The VAT had not been charge for one year but was now being implemented on the invoice. Parish council not agreeable to funding this.

Estate Entrances:

Work at Homelands Avenue, hard landscaping to be continued, Willowhayne Avenue, modest enhancement, Manor Road, existing wall removed, enhancements to be carried out in 2019.

Extended Parking Control:

All residents had received a voting slip for extended parking control, making it estate wide. A resident emailed the Board regarding restricted parking on The Drive. There had been strong support for no parking on this road but resident felt that the impact of this had not been considered. JM advised several reasons for extending parking control. Some areas of the estate, especially those close to the sea, had experienced a growth in cars parked on the road. It also

encouraged residents to pay their estate fees as car parking stickers were sent out on receipt of payment. Residents agreed that some roads parking was worse than in other roads and not all residents felt the impact of this. New car parking regulations in the village could also impact on the estate. Resident of The Drive asked if more visitor stickers could be sent JM confirmed yes, no limit set, dependant on circumstances. Resident on The Drive advised terrible issue of people parking outside their homes, very difficult to get on and off their drives. Question from floor, would car parking regulations include Palm Court, JC advised it would not as the Association did not own the land. Question raised regarding this as AOSERA website stated otherwise. Board agreed website was incorrect, SW would amend. Resident advised that Palm Court used to have a small road outside which was maintained by the Association, the Association, as some time, took to tarmac the road and it has not been maintained since. JC advised that HM Land Registry reports did not reflect this. As the association did not own the land, the Board had no jurisdiction to maintain or repair this piece of land. Resident questioned what would happen to this piece of land once the development had been completed at Tudor Lodge. Board advised that Tudor Lodge extension was being developed east and this area was not part of the estates jurisdiction. Residents concerned that trees would be lost around the new development. SW advised that the planning application stated trees would be kept in situ. If any trees were lost, resident should complain to the Council. One resident stated that the Board had done all it could in relation to this new development, perhaps residents should direct their complaints to Arun District Council and the local MP. Residents discussed works being carried out on Saturday mornings, SW advised that Board had made a complaint to the Council regarding this as it was in the estate rules and regulations that no works are undertaken at weekend. Council replied that it was "usual practice" for contractors to work Saturday mornings. Resident enquired as why lorries were permitted onto South Strand. Board discussed this with floor. Would require confirmation if current covenants relating to Tudor Lodge could be transferrable to the new multiple residence. Lawyers had advised Board not to pursue against development due to high costs involved. Board had considered installing bollards outside the development, the Association could then claim this part of land. Legal advise obtained not to enter into this as the developer could remove bollards. Would new development be included in parking control, yes, in due course. Board in the process of trying to arrange meeting with developer so dialogue could be opened with regards to developer reimbursing Association for wear and tear to the roads, this would hopefully be an annual fee.

New signage would be erected by One Parking Solution, Board confirmed grace period of 10 mins to load/unload. This to be confirmed in next newsletter.

Discussion regarding verges, Association had enquired about employing a gardener, cost for this quite substantial. AP confirmed, the gardening contractors were on the estate for 10 hours a week, 2 people 5 hours a week, £20.00 an hour labour, tools and fuel. £10, 800 a year for labour, waste was approximately £200.00 a month extra. Issues raised by residents had been and would continue to be actioned by the board. AP advised that he walked the estate every month with contractors. Some residents looked after their frontages, some were not able. All agreed estate looking tidier and nicer.

AP advised that contractors often changed. On average it costs £12,000 a year to maintain the verges on the estate. AP asked for volunteers, gardening club? This would be included in the next Newsletter.

Roads budget, entrance enhancements as discussed previously. AP confirmed contractor engaged to carry out road repairs were exceptionally good. A full road survey would be carried out in July. AP had a list of damaged roads and repairs to be carried out, ponding would be investigated in, South Strand, if new soakaway required, cost would be approximately £4000.00. West Kingston estate had resurfaced estate roads last year at a cost of approximately £100,000.

Resident had emailed Board regarding the cobbled entrance to Homelands Avenue. Entrance hump was too high cars bottom out over hump, could anything be done? Board advised that nothing could be done about the height of the hump, it would be too expensive to remove and replace the hump. AP had received many complaints about speeding on the estate before the hump was put in, SW advised that although the hump was quite high and he had experienced issues taking his vehicle over the hump, overall it was doing its job in keeping the speed down of vehicles entering the estate.

Resident asked if contractor vehicles to Tudor Lodge damaged the roads, what could be done. Board advised all present, if a resident witnessed any damage being caused by the contractors, to take photographic evidence and pass to the Board.

## Q&A

Panorama update. JC advised that preliminary legal work in relation to certain rights of way had been concluded and that at the current time, no further action was proposed. Do not pursue.

Resident advised the Spring Newsletter raised the issue of building works. Resident asked if the Development Licence had a clause regarding foul language, working weekends, playing of radios. Situation had arisen at a weekend regarding excessive noise, could Board assist. Board confirmed there was no covenant for this, therefore Board had no legal right as such. Board would always try to assist neighbours where possible. If the resident involved had entered into a Development Licence with the Association, the resident could be in breach of this.

Developer at Tudor Lodge had looked into not allowing cars parking outside the development on South Strand, mainly due to the high risk of resident's vehicles being damaged by the heavy goods lorries. Board to investigate if the mirror is fit for purpose in South Strand

SW advised the AOSERA website a font of information. SW showed everybody present the website address and confirmed email communication was a much more efficient and quicker way of communicating with residents. The Board advised all present of the new GDPR rules that come in affect from 25.5.18.

JM advised that the Chairman resigned unfortunately, due to work commitments. It was hoped that she would be back soon. JM put a plea out for new members, helpers/volunteers, advised Board meetings were held every other month, assisted by AOS.

Board wanted to thank the previous managing agent Ms P Gould for all her hard work and dedication shown to the Board members and residents over the many years she helped look after the estate.

AP reiterated more help required around the estate, delivering newsletters, printing of artwork etc. Any help would be greatly received and very much appreciated.

**There being no other matters raised from the Members or Board, the Chairman closed the meeting at 19:40pm and invited those present to share in refreshments.**

