



THE MANSION
OTTERSHAW PARK, SURREY. KT16 0QG

Mansion Residents' Meeting

Tuesday 26th November 2024 at 18.00hrs (UK time)

MINUTES

1. Welcome & Apologies – David Moran

David welcomed the mansion residents to the meeting, those who joined in-person and online. A number of residents were unable to attend and helpfully sent their apologies in advance (see list at end).

2. Management Committee (MC) – David Moran

David started by giving his sincere thanks to outgoing MC Chairman Russell Jacobs for his many years of service and dedication to the MC and the mansion residents. Russell will continue on the MC, which is much welcomed.

David noted that his application for MC Chairman was uncontested and is most grateful for all the support received to date. Residents were also reminded that Ben Townsend had applied for the role of MC Secretary and that this was, again, uncontested. Ben thanked everyone for their support and spoke of his desire to support the Chairman, MC and mansion residents to the best of his abilities. Finally, David was pleased to announce that Antony Smithie had recently joined the MC – the Committee now totals 13 residents – just over half of all households are represented on the MC*.

3. Treasurer's Report – Aya Hirai

Aya started by thanking Neil and Marion Drummond for all their support in managing the mansion accounts and preparing the accompanying financial documentation – 2024/2025 financial summary* and financial report*. Aya also thanked the mansion projects sub-committee for their dedication and commitment in ensuring the building and its infrastructure is properly maintained and enhanced, in particular sub-committee member Scott Carey.

Aya went on to explain that the mansion accounts are in a good place – total projected expenditure of £269.6k in 2024 will result in a surplus for the year of £12.4k, giving closing reserves of £32.8k. As regards 2025, a budgeted reduction



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in gross repairs and maintenance expenditure, amongst other things, will result in a reduction in the proposed service charge of a little under 4.5%. The projected surplus of £15.8k will increase closing reserves to £48.6k by the end of 2025.

Aya explained the proposed service charge of £269,280 for 2025 translates as follows:

- 5% Households | Full Year £13,464 | Monthly £1,122
- 3.33% Households | Full year £8,976 | Monthly £748

Although there were absolutely no objections to the 2024/2025 mansion budget, nor the 2025 service charge, from any attendee, David explained that the financials would be put to a quick vote via WhatsApp – Yvonne Featherstone recommended a bespoke ‘mansion administration’ WhatsApp group be created and Ben agreed to take this forward [majority subsequently approved].

4. House Rules – David Moran & Ben Townsend

Ben reminded all the attendees of the Mansion House Rules and noted that the last 18 months or so had seen a gradual disregard for many of said rules – most notably parking and rec room cleanliness. Further, he explained that the Rules were currently subject to MC consultation and if any revisions were to be agreed then a revised document, with amendments clearly highlighted, would be issued to all residents. If any non-MC residents have any amendments they would like to be considered by the MC then they should write to David and/or Ben before the next MC meeting on 17th December.

David urged all residents to respect the Rules, parking, leisure facilities, grounds, and one another. Any transgressions should be reported to him and/or Ben rather than published on the Mansion WhatsApp group, which can cause unnecessary animosity within the community.

5. Parking – David Moran

David made reference to the parking memo* and highlighted the fact that parking has become one of, if not the, most contentious issues at the mansion – namely, residents and contractors routinely parking in visitor bays for prolonged periods of time. This behaviour needs to come to an end. Residents and contractors should only use the visitor bays if absolutely necessary for quick drop off’s and pick up’s.



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Otherwise, residents are to use their parking bay(s) or garage(s) and contractors should park along the road opposite the lower garages but not on the grass.

To supplement a necessary change in parking behaviour, David outlined a practical solution for parking overflow – the creation of x3 additional visitor bays in the upper garage block, and x2 proper sized visitor bays in the Old Orangery once the bin relocation was complete. In addition, x2 further parking bays could be created in the upper garage block and leased out to residents on a yearly basis. This proposal would be put forward to the MC for consideration and approval.

Ben concluded by saying what was working was residents giving the community a heads up if they were having a party or multiple guests coming to visit the mansion and other residents very kindly giving up their parking bays if they were free. To be continued!

6. Fire Safety – David Moran

David explained that a new mansion fire safety sub-committee had been recently established, which includes the following residents: David Moran and Oliver O’Callaghan-Brown (main house), James Oxley and Alex King (West Wing), Oli Waghorn (Old Orangery) all supported by Scott Carey. The fire safety sub-committee’s role is to act effectively as ‘fire wardens’ and meet periodically to agree action plans and ensure compliance.

David outlined some next steps to further improve fire safety at the mansion including, but not limited to, the following: main house fire panel training, panel upgrades (the panel is currently compliant), and fire safety equipment such as extinguishers, fire blankets and smoke detectors, to be procured for each household subject to certain stipulations.

7. Insurance – William van Klaveren

William explained that the 3-year agreement with the NFU was working well, in that premiums for the first two years have been lower than in previous years and at the level of our 2021/2022 premium.

In around May 2025 the triennial Reinstatement Cost Assessment by our insurer will take place. This is almost certainly going to show an increase, due to the general increase in the cost of building materials, and may therefore cause an



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increase in the premium. However, any increase will only affect the second half of 2025, as the first half will be the same as the current half.

2024 has also enjoyed exceptional insurance receipts of circa £30,000, due to claim monies received from NFU and overdue payments extracted by Scott Carey from Aviva. This will definitely not be repeated in 2025! William thanked Scott for his efforts.

8. Projects & Maintenance – Ben Townsend & Scott Carey

Ben explained that due to the size of the projects and maintenance budget it was only right that there was enhanced governance and transparency as to how it is managed. As such, the mansion projects and maintenance sub-committee now comprises: Scott Carey, Ben Townsend, Aya Hirai, David Moran and William van Klaveren. The sub-committee officially meets before every MC meeting to align on project progress before presenting to the MC and taking feedback. In addition, members of the projects sub-committee meet with Neil and Marion Drummond once a quarter to ensure continued good accounting practices and budget management.

2024 has seen major projects undertaken and will be concluded before year end such as: window repairs, main house bin relocation to Old Orangery car park, water leak repairs and improvements to garage gutters. 2025 is expected to see repairs to the: mansard slate roofs, private garden pagodas, private garden paths, and improvements to lighting and parking bays.

Ben reminded the attendees that the projects list was attached to the meeting agenda*, is published on the mansion website and is available to all residents via email on request.

9. Leisure Facilities – Ben Townsend & Scott Carey

Ben was pleased to report that the mansion pool and rec. room continue to be enjoyed by the residents, their families and guests. He thanked Scott and John McGowan (mansion maintenance officer) in particular for maintaining the pool and keeping the facilities clean. Ben continues to take private bookings for the pool and/or rec. room, a process which appears to work well.



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However, there continues to be irregular misuse of the facilities – specifically, leaving the rec. room dirty and untidy after bookings/parties, the rec. room toilet in an unsanitary condition, lights on and doors open. This poor behaviour must stop. It's grossly unfair to those who routinely have to clean up after bad actors and an insult to other residents. Although not the only reason to justify their installation, security cameras will shortly be placed to monitor those entering and leaving the rec. room. Residents who leave the facilities in a poor state will be charged to have them cleaned properly.

10. Gardens – Mary Turner

Mary explained that in spite of drought, storms, flood, deer, rabbits and crows the gardeners have done a great job in keeping the gardens looking good this year. On Sunday, they planted about 250 crocus bulbs, and now there are 250 neat holes where the crows have helped themselves! The gardens are transitioning beautifully from autumn to winter with fabulous autumn colours.

Mary then provided an update for the rest of 2024:

- Regular mowing has almost ceased for the season. Garden edges will still be tidied.
- The formal flower beds have mostly been cut back in preparation for winter.
- Most of the leaves from our many trees are down now. Ongoing leaf clearing continues to ensure that walkways are accessible and safe. Some of the paths will still be slippery so please take care. The leaf mulch is being used as compost.
- Over winter, Jack will also be clearing the moss that has built up on the paths.
- Gardeners are continuing with the pruning of shrubs and trees to ensure healthy growth come spring.

Plans for 2025:

- We had an arboricultural tree survey this year, and the tree officer for Runnymede also looked round the estate and gave us some advice. We have TPO permission to fell a number of trees. We'll leave some of the dead and dying ones in the back as nature habitat but unfortunately all our



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ashes have ash dieback, so we need to fell the ash in the Old Orangery car park, and we'll be replacing it with a Tulip Tree. One of the ashes on the rabbit lawn will be replaced by a Pin Oak. We also need to lower the crown of the large oak to the west of the formal gardens to reduce windage.

- We continue to reintroduce native woodland plants, such as bluebells, primroses and foxgloves.
- Over the next few weeks we will be planting bulbs to ensure that the garden bursts with life in spring.
- Many thanks to Oli and Amanda for all their help and generosity with the gardens.

Josephine Arengo-Jones asked Mary if she could liaise with the Pentiles household in trimming the hedge that runs along her home.

Mary and Richard were thanked by all the attendees for their constant hard work and dedication to the mansion gardens and grounds.

11. Security Cameras – Oli Waghorn

Oli outlined his proposal for security cameras at the mansion. Specifically, at risk areas: garage areas, car parks, and access to the mansion main building front and back. Ultimately, it is envisioned to have x2 systems, one for each garage block and x2 systems for the main house. One of each of the systems would be trialled first before installing the remaining ones. Further information can be found in the supporting security camera proposal document*

12. Communications – Ben Townsend & Paul Featherstone

Ben reminded attendees of the various WhatsApp groups operating within the community, including the Mansion group and the KT16 group, which is for the entire estate. The use of WhatsApp appears to be appreciated by everybody, but David and Ben both reminded users to try and keep the messaging to reasonable levels and to come to them directly if they had any issues with other residents' behaviour. The group should instead be used for major announcements, social events, emergencies etc.



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Ben will continue to use email to communicate forthcoming meetings and to share documentation such as residents contacts and garage ownership lists, house rules, agendas, minutes, financials, projects etc.

In relation to the mansion website (www.ottershawparkmansion.com), Paul Featherstone – the website custodian – welcomed any feedback on the site and explained the various elements of it, including the mansion residents only areas (password: residentonly). Most, if not all, of the most important mansion documentation can be found on the site. Paul thanked Peter Bennett for his efforts in creating the website and managing it in the past.

Graham asked for residents to contribute to a further edition of the mansion newsletter, which he hopes to publish in the new year.

13. OPEC Report & AGM – Graham Hughes

Graham reminded attendees of the forthcoming OPEC AGM which will take place on Thursday 28th November. He will try and attend himself. David, keen to improve relations with OPEC, will also attend. Ben has already shared the OPEC AGM Report with mansion residents.

As regards other major developments – the resident proposal for ANPR cameras at the Ottershaw Park gate entrance was rejected after a vote; the travellers' encampment at Willows Farm has been granted a permanent site by Runnymede Council; and, OPEC's proposal to increase the annual service charge in 2025 by £50 for all households to £475.

14. Mansion Socials – All

Following the success of the mansion Jubilee Party thanks to Yvonne, Paul, Oli, Michelle and others who put in so much hard work to make the event so much fun and memorable, Ben proposed an annual summer mansion party and welcomed suggestions from all residents as to timing and content. David, Alex and Oli were all keen to support with their ideas. Discussion to be continued!



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15. AOB – David Moran

There were no AOB points. David concluded the meeting by speaking of his passion for the mansion and its community – all important aspects which led to he and Siobhan deciding to make the mansion their home. He's looking forward to supporting the community as Chairman, going forward.

***Attachments:** (1) MC membership, (2) 2024/25 Financials, (3) Financials Report, (4) Projects List, (5) Parking, (6) Security Cameras, (7) OPEC Report – see email from Ben Townsend 20/11/2024

Attendees (in person): Alex King, Ben Townsend, David Moran & Siobhan Hughes, Josephine Arengo-Jones, Mary & Richard Turner, Oli Waghorn, Scott Carey, William & Lesley van Klaveren

Attendees (online): Almut Davis, Antony Smithie, Aya Hirai, David Brooks, Graham & Jean Hughes, Kathy O'Callaghan-Brown, Paul & Yvonne Featherstone, Peter & Sylvie Bennett, Vanessa Bolton

Apologies: David & Jayne Paterson, Elena, James Oxley, Lisa Townsend, Neil & Marion Drummond, Nikki Danford, Oliver O'Callaghan-Brown, Russell Jacobs