

Minutes of Lynwood Road Residents' Association Annual General Meeting

Wednesday 29th April 2020 via Zoom

Directors: Nigel Filby (NF, Chair), Subash Tavares (ST), Peter Norvill (PN)

Apologies for absence were received from Alan Haswell (LRRRA Director)

The Meeting started at 7.30pm; approx. 20 residents attended

1. Chairman and Directors' Annual Report

- a. Matters arising from last AGM: minutes of the 2018 AGM had been distributed to owners and are on the website. Also available on the website are the 2019 accounts.
- b. NF reported on work progressed since last year's meeting.
 - i) Oak Processionary Moth (OPM): OPM caterpillar nests infested the oak trees in the Square. Caterpillars and nests can cause skin irritation and asthma. Landowners responsible for costs of nest removal & spraying (£5,008 in 2019-20),
 - ii) Fibre Optic Broadband: Fibre was installed in the cabinet in Lynwood Road in January 2019 so suppliers can provide Fibre to the Cabinet (FTTC) broadband. It was asked if Fibre to the Premises (FTTP) could be available to individual homes not close to the cabinet: NF to share the technical information with Maarten Ectors who will discuss this further with Openreach.
 - iii) Roadways & Gardens: Brick wall erected around the planted area on the roundabout. Removal and replacement of dead plants in Bourne Close and Lynwood Road. Installation of two benches in the Square in memory of Bob Filby.
 - iv) Drains & sewers: Surface water gullies and drains had been cleared. Issues in south west corner of the Square due to roots blocking drains and in south east of Wessex Close with foul water sewer.
 - v) Speeding: More 15mph signs are needed on the estate, this is an outstanding action.
 - v) Parking: The abandoned car and one commercial vehicle parked in the Square have been moved.
 - vi) The Lynwood Road Residents Association Facebook Group was launched in March.

2. Financial Report and Rent Charge

- a. NF reported that summary accounts are posted on the website and full accounts are available on request.
- b. ST reported that Rent Charge Arrears at 31 March 2020 was £2,641 and a further £260 had been received in early April bring the arrears down to £2,381: The major part of this arrears is due to two households and NF has an open dialogue with both to understand their current situation and payments are being made. It was confirmed that when a property is sold, any outstanding arrears must be made prior to completion.
- c. Draft Annual Accounts for the year to 31 March 2020 - Points of Note:
 - i) Annual expenditure (incl. provisions) was £692 over budget which reduced the planned increase in the provision for future repairs & maintenance.
 - ii) Reserves increased to £129,732 (£122,644 in 2019).
 - iii) OPM: Cost to date is £5,008 including spraying but there is a risk this work will need to take place again in 2021 and 2022.
 - iv) Drains: Slight overspend as the contractors had to use CCTV equipment to investigate the issues.
- d. Budget and Rent Charge for 2020-21 - the Draft budget includes:
 - i) £2,000 for further OPM nest removal.
 - ii) £2,000 for drainage work required including digging-out drains in SW of Square clearing the roots and relaying the surface.
 - iii) An increase in the general administration budget to cover administrative support to the directors.

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- e. It was proposed that in recognition of the Covid-19 situation which could bring potential financial strain to some residents, the rent charge for 2020-21 would be reduced from £240 to £200. This budget would meet planned expenditure in 2020-21 (as set out above) but would not add to reserves for future years' maintenance.

3. Formal Votes

- a. Acceptance of the 2018 AGM minutes was proposed and agreed.
- b. Acceptance of the Annual Accounts for 2018-19 was proposed and agreed.
- c. Acceptance of the reduced Rent Charge for 2020-21 was proposed and agreed.

4. Discussion Points

- a. Coronavirus and neighbourly support on the estate: It was acknowledged support is happening between residents and the LRRRA Facebook page is available to facilitate offers or requests. NF noted there is information on the council website (<https://www.elmbridge.gov.uk/news/coronavirus-covid-19-updates/>).
- b. Estate Works:
 - i) Gates in Wessex Clos to South of estate: One gate requires some repair and the old padlock will be removed.
 - ii) Wessex Close Drains: Issue is from the foul the sewer under Wessex Close into the Thames Water main sewer. Three houses affected and the homeowners will need to pursue with Thames Water.
 - iii) Grounds Maintenance: NF confirmed the grounds maintenance contractors work to a plan and sweep the roads and mow the communal grass and occasionally are asked to do ad-hoc work. Andrew Mitcham requested the hedge beyond his property is cut back, NF confirmed that this is the householder's responsibility. Residents maintain the plants on the roundabout. Permission was granted to plant more bulbs around the benches in the Square in the autumn. NF will speak to the contractors about weeding between black paving across the estate.
 - iv) Water Meters are owned by Thames Water. It was noted that any settlement around water meters is the responsibility of residents to get Thames Water to remedy or to seek reimbursement. It was requested that all residents report any issues with meter covers to Thames Water.
- c. Action to reduce vehicle speed on the estate: the estate speed limit is 15mph which needs to be reinforced. Agreed signs would be placed on the entrance to the estate and on the roundabout. It was suggested that a mirror be placed at the entrance to the Square: due to cars parking in this area vehicles a mirror would mitigate lack of sight of pedestrians. NF and Tom Carter to discuss further.
- d. Car Parking: There are covenants restricting vehicle parking but there is little the LRRRA can do to remove vehicles. Abandoned vehicles are the responsibility of Elmbridge Council. The LRRRA cannot clamp or remove vehicles. It was proposed that parking charges could be introduced if vehicles parked are not roadworthy or commercial vehicles are parked repeatedly overnight. This would act as a deterrent. Signs would be placed at the entrance and on the Square. Directors will put suggested parking charges to residents at the same time as the Rent Charge is communicated.
- e. Estate Signs: Notwithstanding the need for signs for speeding and parking charges it was agreed there should not be too many signs placed around the estate.

5. Date of Next Meeting

- a. It was discussed and agreed that if the AGM date is moved to early March each year it coincides with budget setting. Suitable location, whether in person or via Zoom, will be agreed by the directors and communicated to owners.

There being no further business the meeting closed at 9.00pm.