

West Kingston Residents Association Limited

(Limited by Guarantee)
Company No. 00950590
Registered in England & Wales

Draft AGM Minutes of the Fifty Fifth Annual General Meeting of West Kingston Residents Association Ltd, held on Friday 11th October 2024 at 7:30 p.m. at Our Lady Star Of The Sea Church, Vermont Drive, East Preston.

Members Present: 37.

Apologies:10, proxy votes: Chair 5, Mrs T Down 1, Mr A Barritt 1, Mr N Mustoe 1.

The chairman welcomed all to the meeting. John introduced himself, his fellow board members and Arun Office Services.

ORDINARY RESOLUTIONS:

1. To present and approve the Directors' Report and the Accounts for the year ended 31st March 2024.

Chairman advised all present that the first set of accounts that were received by members along with the Notice of Meeting, Proxy Vote Form and Directors Nomination Form were correct but slightly truncated as this set of accounts were the ones that the Association's accountants sent to HMRC. The usual more detailed set of accounts had been circulated to all members subsequently.

Proposed by Mr G Randle, seconded by Ms O Cochrane – Agreed 27, Against 0, Abstain 2.

2. To re-elect as Director of the Company, Mr N Mustoe who retires by rotation as per the Memorandum & Articles of Association.

Proposed by Mrs M Eagle and Second by Mr L Smithers. Agreed.

SPECIAL RESOLUTION:

3. To present and approve the minutes of the 2023 Annual General Meeting.

Minutes having previously circulated. Chairman advised the presentation and approval of the formal minutes of the 2023 only.

Proposed by Mrs C Palmer and Seconded by Mr G Randall. Agreed, Abstain 1

SPECIAL RESOLUTION

4: To formally request amendment to the Articles of the Association to allow virtual board meetings of WKRA Ltd.

Chairman overviewed the proposal, board members were not always available due to work commitments, holiday commitments etc, to attend a face-to-face board meeting, and this proposal would allow board members to attend virtually. One member asked if the draft of the amended Articles of Association had been previously circulated to all members and Chairman confirmed they had not. One member advised that they were not against WKRA Ltd holding virtual board members but would

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need to see sight of the proposed amended Articles of Association and would also require confirmation of what checks and balances would be put in place before they could consider their vote.

Proposed Mr M Quaife, Seconded Mr C Cooke. Agreed 20, Against 4, Abstain 2.

5.To transact ANY OTHER BUSINESS which it may be competent to transact at this meeting, notice of which having been received by the Managing Agents in writing 24 hours before the date of the meeting.

One question had been received; Chairman advised that this would be covered in the Informal Agenda.

There being no further business to transact, the meeting closed at 19:41 p.m.

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Notes of the members meeting of WKRA Ltd held directly following the 55th Annual General Meeting held on Friday 11th October 2024.

The members meeting opened at 19:42 p.m.

Members present: 37, 2 members joined at 19:45 p.m.

Apologies & Proxies: As above.

Welcome:

Chairman overviewed each board member's roles:

John Hickson being one of the longest serving board members: general administration, legal, roads. Judy Smithers - legal, greensward and Kingston Park Estate share sales. Louise Burgess – security, data protection, Kingston Park Estate share sales. Alex Barritt - developments and planning along with Tim Kimber. Nick Mustoe, who could not attend tonight's meeting – finance. Tim Kimber had taken over from Chris Cooke who had resigned earlier on in the year, in investigating installation of full fibre broadband infrastructure and had been instrumental in overseeing the proposal to amend the Articles of Association.

Tracey Down of AOS along with Joanne Birch continued to assist with the day to day running of the Association and the estate. Tracey Down had always been WKRA's Company Secretary, however, under updated Anti Money Laundering rules, AOS would become the Managing Agents for the Association but would continue in the historic roles.

John reminded everyone present that all the directors were volunteers and gave their time freely, they were tasked with ensuring sound use of estate monies, for management of roads, verges, landscaping, greensward, security, planning and licences. John advised that the directors were not greensward policeman or traffic wardens.

JH Report:

Year End Account 2024.

Key details on the year end accounts:

Income £68k of which estate fees were £55k.

Development fees dropped from last year to £2.7K, this was in part due to the 2023 development of the new build in Golden Avenue, which made a large contribution in 2023.

Other Revenue, thanks was given to Mr Richards for his diligence in obtaining a Wayleave Agreement with BT Openreach, this circa £6K was due to this agreement being in place.

Estate Maintenance Charges – Roads, Verges, Greensward, Fencing, Gates £45K.

Admin – there had been a decrease in expenditure of circa £10K for Security, mainly due to no traveller issues.

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Operating Surplus £1707 before tax, after tax £1093.00
Funds held for the Association were circa £155K.

North Golden Avenue

Trees and Bushes had been pollarded at the north end of Golden Avenue, this was discussed at last years AGM and the board agreed to work with the residents to assist in taking the trees back to prevent a possible incident occurring, it also resulted in regaining around 1 metre of the road. Part of this road area was resurfaced and the stone-sets by the finger post repaired. North Golden Avenue does not have a Residents Association who could have arranged this work, therefore, WKRA have assisted as most of the traffic is to and from the estate. Cost to WKRA was circa £2500.00.

Security

Thankfully the travellers did not attempt to gain access to the estate again this year. Concept Security had done a good job and John Hickson thanked Louise Burgess for her time and patience working with the Gate Guard whilst on site.

Development Work Payment

It had been a quieter year for development work in Coastal Road, however there were several house refurbishments in Golden Avenue.

Greensward

WKRA Ltd leased the greensward from Arun District Council for 10 years, the lease expired in 2029. The greensward was now cut fortnightly with 9 frontages not being cut this year.

KPE Ltd

It was lovely to have a joint AGM again this year. KPE Ltd has continued to be supported by WKRA Ltd, £5250.00 contribution was paid to KPE Ltd in 2023 with a further increase in 2024. WKRA Ltd continued to purchase shares in KPE Ltd, 400 shares were purchased this year, which totalled nearly 5% of the shares in KPE Ltd.

Party Houses

These were regularly monitored.

Beach Huts

This year Arun District Council proposed installation of additional beach huts with no consultation with either Parish Councils or local private estates. There were many objections and to date, we have received little or no information. WKRA have objected to the proposal of any additional beach huts to be situated on the greensward and continue to monitor each Arun District Council Economy Committee Meetings.

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South Strand Toilets

WKRA continued to contribute financially to the running of the South Strand toilets.

SGN – Gas Main Work

This work commenced January 2024. The gas change over went well however the SGN subcontractors proved to be very slow and as such, Cappagh were replaced by Dunkertons. There was some work outstanding which John Hickson was overviewing.

Broadband

At the 2023 AGM, installation of full fibre broadband infrastructure was presented to members. The feedback was positive and subsequently, a questionnaire was circulated to all members. Board members Chris Cooke, Tim Kimber and Nick Mustoe formed a sub committee and investigated several suppliers. BT advised they would be on the estate end 2026. Briant Communications had successfully installed full fibre broadband infrastructure in the neighbouring estate of Angermering On Sea and this had gone very well and when approached Briant's advised they could start the work in 2024. The board discussed and requested a quotation from Briant's. Briant's quoted for infrastructure only this was circa £55K for the project. July 2024 Briant's advised they would be looking to charge circa £55K, WKRA negotiated, and the quote was reduced to circa £22K based on approximately 80 households being interested in being connected. In addition, individual households would be charged separately to be connected from the verge to their house. A Members Meeting was held with a Q&A session on the 2nd August, followed by an EGM on 30th August at which, following a vote the ordinary resolution to proceed with Briant's was accepted.

A couple of days prior to the EGM, it was noticed that Virgin Media were working in East Preston. Chris Cooke and Tim Kimber had tried to contact Virgin Media in July 2024 but had not received any response. Subsequently, following the EGM Virgin Media advised that they would be interested in meeting with board members of WKRA to discuss the installation of full fibre infrastructure on the estate. Briant's proposal was put on hold. To date Virgin Media have confirmed they would install the infrastructure for no cost to the Association and therefore Briant's were informed that WKRA would not be progressing further with their company. Tim Kimber advised that Virgin Media would be able to install the network before Xmas 2024 with house connection's early part of 2025. The board will continue to liaise with Virgin Media and update will be sent to all members when available.

John Hickson thanked Chris Cooke for all his hard work in getting the broadband project off the ground and for working on behalf of the residents.

John Hickson also thanked Judy Smithers, who was retiring from the board following this AGM. Judy had been a board member for nearly 16 years, the longest serving current board member.

This has resulted in there being 2 vacancies on the board and John Hickson requested anyone that maybe interested in joining the board to either speak to the board members present at the meeting or to Tracey and Joanne of AOS.

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Question:

Were WKRA waiting on costings from Virgin Media.

Answer:

Costings for individual customers but not for installing the infrastructure on the estate. BT would still install circa 2027. Virgin Media would utilise the existing BT ducts.

Question:

The minutes of the 2023 AGM stated no contractors to work weekends or bank holidays, but it is clear that some still do.

Answer:

Chair advised that the board were aware of which properties were engaging contractors at weekends and bank holidays and these were written to along with the contractors. Chair asked that where possible, a photograph could be taken and sent to AOS.

Question:

How much of WKRA funds was spent on the purchase and subsequent installation of the concrete bollard on the fingerpost island at the northern end of Golden Avenue and what inquiries and assurances were sought that the Board had permission for it to be installed on that site?"

Answer.

We work closely with the representatives of the residents of north Golden Avenue, who requested our help and financial assistance due to the high number of vehicles accessing our estate via their 'private' road. The cost to WKRA was circa £2500.

One member felt that there was a potential for over reach and could be potentially damaging for WKRA as this was an already adopted road, which was the responsibility of West Sussex County Council Highways division, and that WKRA nor the residents of north Golden Avenue had a legal right to carry out work on this road, therefore it could potentially leave WKRA exposed and was this the best use of WKRA's funds.

Chair advised that this was not our opinion. WSCC had advised the residents of north Golden Avenue some time ago (when a pothole appeared on the road), that it was not their responsibility. The member felt that the bollard was within WSCC's jurisdiction. Tim Kimber stated that it was a balance of risk v responsibility, large vehicles were causing damage to the road as well as to the island. One member felt that as WKRA did not own the finger post/island, would WKRA's insurance cover any possible claim, there was a responsibility to insure but felt that WKRA had just assisted with payment without further investigation. Another member asked what would happen with the finger post should the proposal for new 45/47 new houses be agreed, the traffic flow would certainly

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increase. Chair advised that traffic flow was not WKRA's responsibility and the WSCC Highways had modelled this proposal and had stated that it would not make any significant impact.

Question:

There were more speeding cars along with motorbikes on the estate, could a proposal for additional speed humps be considered.

Answer:

The board would consider this at the next meeting.

Question:

A member asked why there was a necessity for double yellow lines.

Answer:

The double yellow lines were laid to try and focus residents' minds on not parking on bends.

Question:

With a new government, would WKRA consider using the £22k which was saved on the Broadband issue, to seek legal advice on the Rampion 2 proposal in the event of its approval.

Answer:

One member advised that he had protested against the building of the new homes and had been advised against seeking legal advice to take the protest further.

No members present were agreeable to this proposal.

John Hickson advised all present that he was stepping down as Chairman of WKRA with effect from the November 2024 board meeting but would remain a board member to assist the new Chair.

Meeting closed at 20:45 p.m.

All present were invited to stay for a refreshment and chat afterwards.

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