

ELMER SANDS LIMITED

(Company Incorporated by Guarantee)
(Registered in London No. 311819)

Registered Office:
23 Arundel Way, Elmer Sands, Bognor Regis, PO22 6JH

2022 ANNUAL REPORT

Company Information
Council's Statement
Council of Management Annual Report

Notice of the
2023 Annual General Meeting
13th May 2023

Company Accounts for 2022

Printed March 2023

Company Information (on 1st March 2023)

Registered Office

23 Arundel Way, Elmer Sands, Middleton-on-Sea, PO22 6JH
www.elmersands.co.uk

The Council of Elmer Sands Limited

Julius Allcard
Colin Bernhardt
Michelle Bernhardt
Andrew Cooper
Pamela Godfrey
John Kirby
Myra Miller
April Moffat
Alan Newton
Paula Puleston
Ruth Rogers
Peter Trebble
Timothy Wright
Jan Young

Council Members Retired 2022

Michelle Weston

Company Secretary

Kim Edden

Treasurer

Judith Bradford

Solicitors

Chamberlain Martin, 23 Goda Road, Littlehampton, BN17 6AS

Bankers

Lloyds TSB, 33 High Street, Bognor Regis, PO21 1RS
Virgin Money, Gosforth, Newcastle upon Tyne, NE3 4PL

Accountants

PKR Accounting Techniques, Climping, Littlehampton, BN17 5RU

Council's Statement 2022/2023

The members of the Council are volunteers; owners of property on our estate; giving up their free time; to enable our private estate to operate. Without their volunteering the Company and maintenance of the estate cannot function. They are no different to every other resident, except they have been elected by ESL members to take decisions on their behalf in the running of the estate. They do so to keep the estate on which we live in as good a condition as possible, minimising the amount needed to be collected from members and affordable for all. The Council has been grateful to receive the many messages of positive feedback and thanks from members over recent months.

The Council currently consists of fourteen Directors with a varied experience and knowledge of the Estate, all with a commitment to representing the interests of members. A minimum of five Directors is required, with a maximum of fifteen. The ESL constitution requires one third of Directors to step down each Annual General Meeting and Members are encouraged to step forward as new Directors to ensure that the ESL Council can continue to provide the services and management of our estate.

With conditions returning to a degree of normality the Council resumed monthly meetings around the table at the Middleton Sports Centre, the 2023 AGM is planned to be held in the village hall. In managing the Estate the Council continues to take decisions and apply policies that it considers will reflect the opinions of the majority of members.

The Council has worked together to manage the Estate to the best of its ability. Road repairs originally planned for early in 2022 were postponed due to impending gas main upgrades and subsequent awarding of contracts and scheduling work has carried these road repairs over into 2023. Whilst some disruption was experienced in managing the gas main upgrade the project to upgrade of the estate gas mains has been completed.

The Council continues to address management and maintenance of the Estate's surface water drainage system and flood prevention initiatives. Both issues of surface drainage and sea defence remain primary areas of focus. The Elmer sea defence project completed by the Environment Agency (EA) in 2020 continues to be monitored and concerns raised in respect of the continuing ingress at the eastern end of the rock revetment. ESL will continue to liaise with the EA for further improvements and an Elmer 2 project remains a possibility. The surface water drains continue to be jetted annually and waste removed from soakaway gullies.

The Council extends its sincere thanks to all those Members who continue to give up their spare time to assist with the running of the Estate in a wide variety of ways including practical repair jobs, social events, monitoring of the beach, litter collection, gardening, production, and distribution of newsletters and at meetings. These help to keep the Estate management and maintenance fees comparatively low.

The number of properties undergoing redevelopment continues to increase, causing disruption for residents generally with noise and road obstruction. Whilst these developments may or may not be seen as beneficial to the estate generally it is unavoidable with original non-standard constructed properties reaching the end of their useful lives. The Council continues to liaise closely with developers to minimise disruption.

We continue to manage reserves and provide for the future, however recognising the financial pressures that members will be experiencing due to the increasing cost of living subscriptions have not been increased for 2023. It is expected that this will require use of a degree of reserves for 2023.

The ESL employees, Company Secretary and Treasurer are thanked for very valued service; in addition, our Grounds and Gardening contractors have been retained, offering continuity and experience to the management of the Estate.

To keep the Estate well managed and safeguard our assets for the future, there are a multitude of issues and tasks for the Council of Directors to address. Our general goal has been to work with our contracted services to efficiently run the Company and attend to business, whilst giving a personal service to our members and maintaining a sense of community spirit. We thank all the Members for their ongoing support.

The Council of Elmer Sands Limited

Council of Management Annual Report

April 2022 – April 2023

At the Annual General Meeting held on 23rd April 2022 there were ten new nominations for Council. Following the meeting the Council comprised of: Julius Allcard, Colin Bernhardt, Michelle Bernhardt, Andrew Cooper, Pamela Godfrey, John Kirby, Myra Miller, April Moffat, Alan Newton, Paula Puleston, Ruth Rogers, Peter Trebble, Michelle Weston, Tim Wright and Jan Young.

On behalf of the Membership, the ESL Council has directed and managed the Elmer Sands Estate throughout the year tackling a wide range of issues for the benefit and improvement of the Estate.

In brief this work has included:

Maintenance and Management of Common Areas and Facilities

- Grounds contract coordination and management
- Grounds contract review and renewal
- Toddlers' playground safety inspection, maintenance, new equipment
- Jubilee Garden, gardening contract, Kiosk repairs
- Wildlife habitat protection
- Tree assessments and maintenance projects
- Grass cutting of common land
- Shrub and tree pruning
- Flower bed rejuvenation and management
- Verge repairs and reinstatement
- Bollard painting
- Post box paving assessment, quotations
- Entrances refurbishment, painting
- Fence replacement Ancton Way
- Public footpath clearance
- Garden waste dumping follow-up
- Signage reviews and replacements
- Memorial bench

Roads, Verges and Access

- Annual Road Survey and schedule of repairs
- Licences for driveway extensions to promote off-road parking
- Parking non-compliance and monitoring
- Parking reports to One Parking Solution (OPS) for penalty charges
- Parking compliance, liaison with individual members

- Road access issues, meetings and follow-up
- Advertising hoardings review
- Verge damage assessment and follow-up
- Gas main replacement project, reinstatement of ESL land
- Natural England Coastal Path, additional fencing, signage

Surface Water Drainage and Flood Prevention

- Elmer Ditch seasonal clearance contract
- Surface water drain-jetting and gully clearance
- Assisting residents affected by drainage issues
- Waste dumping into gully, investigation and follow-up
- Environment Agency liaison, maintenance of the Rife
- 'Sewage & Flood Watch for Middleton and Elmer' collaboration

Sea Defence and Beach

- Environment Agency, continued liaison, ongoing assessment of Rock Revetment Extension Project function and management, meetings with Environment Agency
- Elmer Sands Boating and Angling Club (ESBAC), Lease checks and compliance
- Water quality testing 'Clean Harbours' scheme, initial talks
- Dangerous boating byelaws investigation and assessment

Security

- Security call-out with Advance Security Ltd
- Security guarding of Estate entrances with Invictus Security Services
- Review of security for 2023, tenders
- Neighbourhood Watch co-ordination and representation
- Links with emergency services re access to beach

Planning & Development

- Building development, liaison with the Parish Council and planning officials, investigating and responding to application issues and compliance
- Liaison with ADC Planning officials re Elmer Sands parking and drainage policies
- 'Development Agreement' contract for use of ESL land during development of properties
- Visits to sites and assessment for compliance
- Ongoing liaison and meetings with developers
- Site safety issues, liaison, reinstatement, compliance
- Holiday let Airbnb review and update to Estate Policy

ESL Council Function and Meetings

- Monthly Council meetings to address Estate business
- Sub-groups and project team meetings
- Site meetings with agencies and contractors
- Surveys, monitoring and assessments
- 'Declaration of Personal Interests' review and updates
- 'Directors Code of Conduct' review and updates

Membership

- Migration to paperless direct debit bureaux
- Collection of fees and arrears
- Offering alternative, flexible payment methods
- Increased compulsory memberships
- Liaison with selling agents and solicitors
- Assistance with property exchanges

Administration

- employment contract annual reviews
- Office equipment upgrades
- Directors and Officers insurance
- Buildings and Public Liability insurance review
- BT contract review and update
- Information Commissioner's Office (ICO) registration
- General Data Protection Regulation (GDPR)
- ICO complaint management and compliance
- Proposals for amendments to the Company Articles of Association

Finance

- Management of Company reserves
- Financial management utilising monthly finance reports
- Review of format for monthly finance reports
- Review of annual fees and budgeting
- Review of PKR Accounting Techniques contract for preparation of Annual Accounts

Estate Yard, Stable Field

- Continued lease of premises for non-commercial use
- Maintenance and management of facility

Boat Compound

- Lease of land and premises to Elmer Sands Boating and Angling Club to promote sailing, fishing, sports and social activities

Social & Sports initiatives

- Elmer Sands Boating and Angling Club (ESBAC)
- Elmer Sands Ltd Social Events Team seasonal events
- Community library
- Dissolution and settlement Elmer Sands Events & Social Club (ESESC)

Community

- Emergency Resilience Plan for Elmer Sands
- Horse droppings Policy review
- Ball games on The Hard common land Policy review
- Parish 'Neighbourhood Development Plan' collaboration and representation Elmer Sands residents

Communication with Members

- Registered office
- Telephone and e-mail enquiries
- Website www.elmersands.co.uk
- Notice Boards
- Use of independent community Facebook group
- Newsletter review
- Private Estate Management and Members' Code of Conduct' booklet
- Regular 'Informal Director Sessions' for Members at The Cabin
- Members' correspondence review of policy

ELMER SANDS LIMITED
(Company limited by Guarantee without share capital)

the Eighty Fifth ANNUAL GENERAL MEETING of
ELMER SANDS LIMITED

is to be held on Saturday 13th May 2023

At the Jubilee Hall, Middleton on Sea

2.30-4.30pm

(doors open for registration 2pm)

to transact the following business:

1. To accept the Minutes of the General Meeting called by 5% members held on 23rd April 2022
2. To accept the Minutes of the Annual General Meeting of the Company held on 23rd April 2022
3. To receive the accounts of the Company for the year to 31 December 2022
4. To appoint PKR Accounting Techniques as Accountants to the Company
5. To elect a maximum of six Council Members from those nominated prior to 15th April 2023 in accordance with Articles 37-40, and to announce the election results
6. Proposals for Amendments to the Articles of Association by Special Resolution (details enclosed)
7. Management of the Estate
8. Discussion of issues raised in advance by Members/Any Other Business

Members can view the AGM Minutes for 2022 on the website www.elmersands.co.uk or request copies from the Secretary.

Any member wishing to be elected to the Council must give notice of his or her intention to stand for election at least 28 days before the meeting in accordance with Article 40 (nomination form enclosed).

In view of the limited time, only matters of a general nature relating to the Estate as a whole will be open for discussion. The Chairman will exercise the right to cover as wide an area of interest as possible.

A member entitled to attend and vote may appoint another member as a proxy to vote on their behalf in their absence (proxy form enclosed). Forms must be deposited with the Secretary not less than 48 hours before the meeting.

By order of the Council of Elmer Sands Ltd, March 2023

