

**MINUTES OF THE ANNUAL GENERAL MEETING OF
ELMER SANDS LIMITED
HELD AT 3.15PM ON SATURDAY 27th APRIL 2019
AT THE JUBILEE HALL, MIDDLETON-ON-SEA**

56 people were recorded as present.

In attendance: The Directors - Paul Ashley, Peter Bamford-Preston, Shirley Brown, David Fletcher, Clive Kaufman, Cilla Matcham, Bob Miller, Alan Newton, Paula Puleston, Peter Trebble, Jan Young and the Secretary.

Peter Trebble in the Chair.

Item 1: Welcome and Apologies

The Chairman opened the meeting and welcomed all those present.

Apologies were received from: Belinda Wells Treasurer, Michelle Weston Director and Members Evelyn & Michael Blacker.

The Chairman conducted the following business:

Item 2: To Agree the Minutes of the Eighty first Annual General Meeting

All present had the opportunity to read the Minutes. They were approved and signed as a correct record (proposed by Gerry Easter seconded by Adam Latus).

Item 3: Proposal to Adopt Updates to the Company Memorandum and Articles of Association

A draft of the complete document with amendments had been distributed to Members in advance of the Meeting. Director David Fletcher explained the purpose of revising the outdated document to use modern language and eg to incorporate advances in technology. Member Gerry Easter queried the low level of liability for Elmer Sands Ltd (ESL). Mr Fletcher confirmed that as a private company limited by guarantee it was normal to have an insolvency amount of say £1 per Member.

It was noted that a 75% majority of the eligible votes would be required to pass the Special Resolution.

Proposed by Bob Miller, seconded by Sandra Trebble. 44 Votes for the Special Resolution were counted. There was 1 vote counted against. The votes for, represented more than 75% of the eligible votes, therefore the Special Resolution was passed.

Item 4: To Receive the Accounts for the year to 31 December 2018

The Accounts had been posted to all Members in March. A Member queried the reserves held by the Company. The Chairman explained that the ESL typically held around two years Membership fees to cover larger expenditure such as the annual road repairs and that £25,000 was already allocated as a one-off contribution to the Environment Agency Sea Defence Project for the Estate. There were no further queries and it unanimously agreed that the Accounts be accepted for the year to 31st December 2018 (proposed by Peter Bamford-Preston, seconded by Sandra Trebble).

Item 5: To Appoint PKR Accounting Techniques as Accountants for the Company

The Chairman said that the Council was in favour of continuing with the services of PKR Accounting Techniques. This was unanimously agreed (proposed by Adam Latus, seconded by Sandra Trebble).

Item 6: Election of Council Members

The current Directors briefly introduced themselves and the Chairman thanked them all for their considerable voluntary contribution to managing and maintaining the Estate.

Members were advised that the Council could have a maximum of fifteen Directors at any one time and that a third of the existing Council were required to retire by rotation at the AGM.

Directors retiring were Paul Ashley, Mick Belt, Becca Stickland, Lyn Allen and Bob Miller who had been co-opted during the year and would be standing as a new candidate.

The Chairman expressed particular thanks to retiring Director Paul Ashley for his long and valued service to the Company.

There were two new nominations for Council – Rick Hughes and Bob Miller. The Chairman introduced them to the Members.

The Chairman explained that the two new candidates could be elected en-bloc which was unanimously agreed (proposed by Adam Latus, seconded by Bella Amison).

Item 7: Members' Questionnaire

The Chairman outlined the purpose of the Questionnaire which had been distributed to Members to obtain their views on issues of current concern. He stressed that the Directors, who were also Members, represented 4% of the overall Membership and that they were trying to manage the Estate for the benefit of all.

90 responses had been received to date which represented a 25% return. Diverse views had been expressed and there were a number of additional letters and notes submitted which provided useful additional data.

The Council would be analysing the data and publishing the results which would also be used at future Council meetings when deciding which issues to address and what course to follow.

The Chairman illustrated the point by taking 'speeding' as a topic for discussion noting that the responses had ranged from taking out all speed humps to installing more with some expanding on ideas and suggestions for consideration.

Former ESL Director Bob Harvey expressed his concerns that the Council had been slow to effect measures to prevent speeding on the Estate despite this being a continued topic of discussion for several years.

The Secretary noted that the Council had researched and proposed Traffic Calming signage for the Estate which had been rejected by the Membership at a previous AGM. More recently, a new style speed hump trial had been taking place in Norfolk Way.

Members put forward varying views on the speeding issues and a detailed discussion took place.

Director David Fletcher reminded Members that the ESL Council could invite individual Members to join a sub-committee if required.

To take this issue forward, Members Chris Cooper and Bob Harvey agreed to join a group of Directors to work on Traffic Calming initiatives.

The matter of Motorhomes and parking on verges and roadways was briefly raised. The Chairman clarified the purpose of the grass verges which were essentially surface water soak-aways so any damage caused by parking would hinder their effectiveness.

The Chairman concluded that the Questionnaire had provided very useful feedback to aid decision making.

Item 8: Maintenance of Common Areas and Facilities

Maintenance Co-ordinator Jan Young praised the work of the ESL Groundsman Andrew Griffith and Gardener Linda Smith. She noted that the WSCC/Landbuild surface water drainage project was causing a degree of disruption and that Andrew would be unable to cut the grass in the playing field until the project was complete.

Mrs Young summarised some of the maintenance work that had been taking place in recent months and she thanked Director Alan Newton and volunteers for their help to weatherproof the majority of benches and the Chairman for installing the four new notice boards for the Estate.

A new shed to store event equipment was on order to replace the existing one in the Jubilee Garden (Kiosk). In addition, a small Community Library shed was being painted by resident artist Karl White.

Mrs Young was also involved in the local Water Bathing Enhancement Programme initiative with Southern Water and Arun District Council. The aim being that Middleton would be awarded a 'Gold Standard' status for the beach.

Work with the local Authorities had achieved new dog bins and larger public litter bins for the Estate and local area. Members raised a number of issues relating to the general rubbish left on beach.

Mrs Young briefly discussed issues with the public footpath opposite The Layne which was part privately owned and part WSCC owned.

Member Linda Young raised the issue of the 'dogs must be kept on leads' signage at the East entrance of the Ancton Way public footpath and noted that many dog walkers ignored this stipulation. A brief discussion took place with various views expressed. It was generally concluded that the sign was a 'request' to all dog walkers coming on to the Estate but would be difficult to enforce as a strict 'rule'.

Community events had been increasing in recent years and thanks was expressed to The Chairman and his wife for their efforts to encourage social interaction amongst Members. Photographs of various events were shown to the Members and Mrs Young thanked everyone involved for their assistance. It was noted that funds had been raised for charities through these new events. More were planned for the remainder of the year.

Director Paula Puleston spoke to the Membership about the management of the Jubilee Garden which was thriving as a wildlife garden. The Flower Bed at the top of The Layne/Norfolk Way was in the process of being renovated and she described the plans with illustrations.

9. Sea Defences:

The Chairman confirmed that the detailed design for the Sea Defence Project would start in June and the work itself was scheduled to commence on 1st September to align with the high tides. Members were shown illustrations and the Chairman explained that the rock would be delivered from Cornwall on barges at high tide, recovered by machinery from the beach at low tide and built into position. He went on to say that the machinery would access the beach from the Baird Farm concrete roadway. Shingle would be dredged from Worthing and delivered to Elmer on high tides. The work was currently planned to be completed by end 2019.

Member Chris Biffen queried whether vehicles carrying rocks were likely to utilise the Estate roads at any time during the works which could cause costly damage. The Chairman confirmed that transportation of rocks by road was not part of the plan.

The EA would be installing a new slip way at the Boat Club. It was noted that this would be a ramp with no steps for pedestrians.

Members congratulated ESL Directors for their achievement in getting the 6 million funding from the Environment Agency for this crucial Project to protect the homes on the Estate. The Chairman stressed that it had been a culmination of many years' contribution from Directors and volunteers. He went on to note thanks to resident Rex Philips who continued to carry out regular and detailed measurements and assessment of the shingle fronting the Boat Yard, reporting to the EA whenever the width reduced to under 5 metres. The EA continue to carry out routine replenishment of shingle in response to these reports.

Item 10: Drainage

Members were updated on the West Sussex County Council (WSCC) surface water drainage scheme being delivered by Landbuild. The Chairman explained that to minimise disruption to Members' driveways, Landbuild had left the existing pipework, and installed new structures under the roadways. The scheme was taking longer than anticipated partly due to the necessity to dig through into sand and the utilities encountered at different stages of the work.

The Chairman thanked Members for their patience and he confirmed that Landbuild would reinstate all damage to fencing and verges and finish off the road edges etc as part of the overall contract. He concluded that the end result for the Estate should be worth any temporary suffering.

Member Mr Roffe from 14 The Hard raised a number of concerns regarding the surface water system specifically at The Hard asking when the Elmer ditch would be reprofiled as currently the new larger pipework will deliver water quickly to The Hard but be limited by the existing outlet also raised the issue of surface water discharging into the Southern Water sewage system. The Chairman agreed to discuss of the

sewer concern with Southern Water and try to get a date for the Elmer ditch reprofiling from Landbuild.

Item 11: Emergency Contingency Plan

Following the flooding in 2012 when the Estate had been largely cut off from Middleton, a contingency Plan had been put in place for use in the event of another emergency. There was a cascade system for contacts and The Cabin had been allocated as the Muster Station. The full document could be viewed on the Company website.

The Chairman explained that he and a number of other volunteers had attended courses in resilience work. WSCC had subsequently donated equipment to Elmer Sands eg brooms, shovels and signage. A 'trial run' of the Plan would take place at some stage. The Chairman commented that Members Mr and Mrs Cooper had attended the resilience training and would be looking to recruit them to the Elmer Sands volunteer team.

Item 12: Roads & Parking

The Chairman said that the usual annual survey and assessment of the roadways for repair would take place following the completion of the WSCC/Landbuild surface water drainage works.

Members were reminded that Parking management on the Estate was completely reviewed in 2018 with the focus on signage and penalties along the beach access areas. The whole Estate remained monitored by Directors and a reporting process was in place. Cases of non-compliance continued to be successfully dealt with using the revised reporting system.

Member Chris Biffen asked if clamping was still an option on the Estate. The Chairman confirmed that it was no longer legal for vehicles to be clamped on private property.

A petition submitted to increase the yellow line enforcement on the Elmer Road had been accepted by WSCC and the Chairman confirmed it would be implemented in 2019/2020.

Item 13: Security

Members were advised that a decision had been made to cover both entrances with a security guard during the busy Summer and Bank Holiday weekends (shifts 11-7). A new company, Invictus Security had offered a competitive quote and suitable service. Directors were currently looking at the logistics. For entry to the Estate, the usual system of windscreen stickers for Member identification would be used. All other drivers would be asked to state his or her purpose.

Advance Security services had been retained on a call-out only basis. The Chairman noted that this service had not been utilised to date and that it was more likely for the Police to be contacted should an incident occur.

Contact details for the Police and Neighbourhood Watch were displayed.

Item 14: Membership

The Secretary confirmed the current status – Registered Members stood at 361 of which 190 were compulsory by way of Licences and Supplemental Deeds and 20 Non-Members comprising of 2 bungalows in Ancton Way, 1 bungalow in Sea Way 2 bungalows in The Layne and 15 flats in the Sussex Flats complex.

Item 15: Questions from Members previously notified to the Secretary

The Chairman read out a query that had been submitted by Member Mr Moore of 46 The Layne. Mr Moore was suggesting that ESL had not addressed the issue of verge damage caused by contractors working in The Layne. The Chairman confirmed that property developers entered into a formal 'Development Agreement' with ESL which covered reinstatement of land following completion of works. A team of Directors currently monitored sites and checked for compliance. He went on to clarify that if any Member wished to temporarily store materials on the grass verge abutting their own property, they would need to submit a formal request to ESL to gain permission.

Member Pamela Godfrey raised the general community concern about road safety at 'Comet Corner' and there was some exchange of views and information between the Members. The Secretary confirmed that ESL Director Alan Newton was already involved in meetings with other private estates in the area and that this issue could be incorporated at future meetings for discussion. Mrs Godfrey and fellow Member Terry Tindall said they were willing to form a sub-group to represent Elmer Sands in any campaigning to improve Comet Corner. The Secretary would liaise following the meeting.

Member Chris Cooper expressed appreciation to the ESL Directors for their commitment to the Estate and thanked them on behalf of the Membership. He went on to say the he had been saddened to hear that the Council had been subject to abuse at times and that this was disgraceful.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 5.10pm.