

ELMER SANDS LIMITED

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

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

2024 ANNUAL REPORT

**Company Information
Chairman's Statement
Estate Management Annual Report**

**Notice of the
2025 Annual General Meeting
10th May 2025**

Company Accounts for 2024

Printed March 2025

Company Information (on 1st March 2025)

Registered Office

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

The Council of Elmer Sands Limited

Colin Bernhardt
Andrew Cooper
John Kirby
Adam Latus
Myra Miller
Shelley Newton
Alison Page
Saundra Trebble
Jo Wright
Tim Wright

Council Members Retired

Gerry Easter
Marion Calver Smith
Ruth Rogers

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, 20 Meadow Way, Chichester, PO20 3QT

Elmer Sands Ltd Chairman's Statement

If you have recently moved on to the Estate, on behalf of the management - Welcome! Elmer Sands is a truly unique location.

The Estate is managed by Elmer Sands Ltd, a small non-profit making company. The Board of Directors or 'Council', is comprised of up to fifteen unpaid volunteers democratically elected by the Estate residents who are also ESL Members. The role of the Council is to manage the Estate on behalf of its members and whilst this can be challenging at times, it is a vital one, if we wish to maintain the Estate's aesthetics. Details of the wide range of work carried out over the last year are listed in the Annual Report booklet.

Whilst the Council strives to make decisions in the best interest of the Estate Members, it is inevitable that despite such intention, some residents will disagree with the outcomes. You will appreciate that it is difficult to please all the residents, all the time, particularly with a limited budget, and the Council is very happy to receive constructive feedback. The challenge is to ensure it is constructive and offers realistic, achievable alternatives.

As one third of the Directors must retire by rotation each year, we invite you to consider joining the ESL Council, especially if you feel you have positive ideas about the Estate Management, as well as the skill sets to implement them. Our current priority needs are Development, Parking & Security, Drainage and Flood management experience. We need new volunteers, to ensure the continued viability of the Council to maintain our wonderful Estate. Without a functioning Council, Elmer Sands simply will not work.

The heart of the Estate is Kim, the Company Secretary and Judith the Company Treasurer, whose hard work ensures the efficient running of Elmer Sands Ltd. Linda and Andrew, our regular Estate Grounds & Gardens contractors are also vital for keeping the Estate looking nice.

The Estate has benefited from the continued legacy of our previous Chairman, Peter Trebble. This year is my second year as Chairman of the Council, and I have continued my goal of simplifying and streamlining how the Estate is managed, whilst ensuring the important functions of the Estate run efficiently. Our level of management must be commensurate with our size, limited income and the number of active Council members.

My thanks to Kim, Judith, Linda, Andrew and the Board of Directors for their hard work and support over the last year and thanks to all the extra help we receive from resident volunteers. I would also like to thank those Directors who have retired over the past year Jan Young, Gerry Easter, Ruth Rogers and Maz Calver Smith. Most importantly, I would like to thank all Estate members for their ongoing support.

Whilst the ESL Council acts on behalf of its members, it is important to emphasise that it only works well when we, as residents, all accept collective responsibility for the effective management of the Estate and strive to keep Elmer Sands a safe, pleasant and well-run place to live.

We live in interesting and challenging times. It has never been more important that if we have strongly opposed views, we should stay friendly and discuss matters in a constructive manner until we find common ground to move forward together.

Colin Bernhardt - Chairman

Estate Management Annual Report

18th May 2024 – 10th May 2025

Elmer Sands Ltd (ESL) Directors - One new nomination was received at the last AGM (18th May 2024) and following this election, the Board of Directors comprised: Colin Bernhardt, Andrew Cooper, Gerald Easter, John Kirby, Adam Latus, Myra Miller, Shelley Newton, Alison Page, Ruth Rogers, Sandra Trebble, Tim Wright. Co-opted during the Year: Jo Wright.

Responsibilities of the ESL Council – To direct and manage the Elmer Sands Estate throughout the year on behalf of the members. As demonstrated in brief below, the responsibilities cover a wide range of essential maintenance tasks, additional areas of work, and one-off projects for the benefit of the Membership as a whole.

Grounds Maintenance and Management of Common Areas and Facilities

- Grounds Contract management
- Gardening Contract management
- Weather Shelter/Kiosk - installation of bird proofing, electricity box repairs and continued management/protection of the Wildlife habitat
- Toddlers' Playground - new play equipment and bark replenishment
- Fencing and gates - repairs and replacements
- Management of Estate trees inc. professional assessments
- Shrub and small tree pruning
- Grass cutting common areas
- Bollard repairs and replacements
- Public footpath clearance
- Beach Steps repairs
- Signage reviews and replacements

Roads, Verges and Amended Property Access

- Annual road survey and schedule of repairs
- Assessment and permission for driveway extensions and amendments to promote off-road parking and surface water drainage compliance
- Reinstatement of damaged verges where applicable
- Parking management with One Parking Solution - training, penalties

Surface Water Drainage and Flood Prevention

- Links forged with local authorities, councillors, MP and agencies
- Attendance at Public Meetings, Flood Forum
- 'Sewage & Flood Watch for Middleton and Elmer' collaboration with Parish

- On site attendance and assistance for residents affected by drainage and flood issues
- WSCC 'Operation Watershed' consultation and meetings
- Ditch surveys and clearance by Grounds contractor
- Meetings with riparian owners
- Annual surface water drain-jetting and gully clearance
- Meetings with experts and contractors, surveys, quotations
- New development monitoring surface water drainage
- Introduction of storm drain connection initiatives
- Environment Agency liaison - maintenance of the Rife
- Objection to Housing Development Ancton Lane - potential threat to local drainage system capacity

Sea Defences and Beach

- Environment Agency - continued liaison, ongoing assessment of Rock Revetment Extension Project function and management.
- Attendance at Environment Agency public meetings and consultations for new sea defence initiatives.

Security

- Security guarding of Estate entrances with Invictus Security Services
- Review of security for 2025
- Security call-out contract with Advance Security Ltd
- Anti-social behaviour monitoring
- Neighbourhood Watch co-ordination and representation
- Links with emergency services beach access

Property Development & Planning

- Building development - liaison with the Parish Council and planning officials, investigating and responding to application issues and compliance
- Liaison with ADC planning officials and developers 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
- Skip permission and monitoring

ESL Council Meetings

- Bi-monthly Council meetings to receive sub-committee and project reports and address general Estate business

- Voting on proposals
- Sub-Committee and Project Team allocation
- Review and sign off Council Meeting minutes

Membership Management

- Management of Member database
- Estate Management Fee review
- Collection of fees and arrears
- Flexible payment methods
- Increased compulsory membership, licences and deeds
- Liaison with selling agents and solicitors
- Assistance with property sales
- Transfer of licences and supplemental deeds
- Introduction of an administration fee for the preparation of Freehold Management Packs (FME1) for property sales
- Holiday Let Policy monitoring - follow up on reported issues

Administration

- Employment contract annual reviews
- Directors and Officers insurance
- Buildings and Public Liability insurance
- Information Commissioner's Office (ICO) registration
- General Data Protection Regulation (GDPR)

Finance

- Review of annual budget
- Management of Company reserves and investments
- Preparation of Annual Accounts in liaison with Accountant

Estate Yard, Stable Field

- Continued lease of premises for non-commercial use
- Increased rent and utility charges
- 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
- Landlord responsibilities new section of perimeter fence replaced

Social, Sports and Community initiatives

- Elmer Sands Boating and Angling Club (ESBAC), events for all residents
- Elmer Sands Ltd Social Events Team programme of events throughout the year for all residents
- Social Events Team donations to selected charities
- Community facilities - Playing Field, Children's Playground, Jubilee Garden, Community Library
- Boule Court reinstatement project in Jubilee Garden
- Volunteers across a range of activities and events

Utilities

- Gas Mains completion of replacement scheme
- Openreach (Ofcom regulated) Ultrafast Fibre Broadband, ongoing close liaison and monitoring to completion of agreed installation for the Estate
- Handling of unauthorised access, trespass and other issues with Fibre companies speculating in area

Communication with Members

- Registered Office on the Estate for all member enquiries
- Easy access by Telephone, e-mail, post
- Appointments for Members with Secretary or Directors
- Bi-monthly 'Open Meetings' for Members to meet Directors at The Cabin
- Website www.elmersands.co.uk
- Notice Boards
- Individual requests for hand delivery of ESL notices
- Use of independent community Facebook group
- Private Estate Management and Members' Code of Conduct' booklet
- Company Annual Report mailed to Members
- General Meetings

The 87th ANNUAL GENERAL MEETING of ELMER SANDS LIMITED
(Company limited by Guarantee without share capital)
Saturday 10th May 2025
Jubilee Hall, Middleton on Sea 2.30-4.30pm
(doors open 2pm)

AGENDA

1. To accept the Minutes of the Annual General Meeting of the Company held on 18th May 2024
2. To receive the accounts of the Company for the year to 31 December 2024
3. To appoint PKR Accounting Techniques as Accountants to the Company
4. To elect a maximum of eight Council Members from those nominated prior to 12th April 2025 in accordance with Articles 37-40, and to announce the election results
5. Management of the Estate
6. Discussion of issues raised by Members in writing in advance of the Meeting
7. Any Other Business

In view of the limited time, only matters of a general nature relating to the Estate as a whole will be open for discussion.

Members can view the AGM Minutes for 2024 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).

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.