

Fellowes Plain Estate Management Company Ltd

(Company Number 05074581)

Fellowes Plain Estate Management Company Ltd
c/o Norwich Residential Management Limited, Wherry Road, Norwich. NR1 1WS.

AGM Minutes 4th November 2020 1900hrs

Venue: Held online on Zoom (in light of COVID-19 restrictions on gatherings)

1. Introductions

Hazel Harris-Hinds (HH) Director of Fellowes Plain Estate Management Company Ltd welcomed everyone and thanked them for their attendance. The other Directors present introduced themselves to the room. HH also introduced Guy Hudson (NRM Property Manager).

2. Attendance

Directors

Hazel Harris-Hinds - 22a Sarah West Close J Rollingson - 9 Leicester House K Newman - 37 Kenneth McKee Plain
C Hudson - 1 Alexandra House & 14
Leicester House

Members

M Spurgeon - 14 The Pavilion B Edney - 38 The Pavilion D Power - 45 The Pavilion
A Leach - 61 The Pavilion J Atkinson - 71 The Pavilion P Allies - 108 The Pavilion
T & K Batchelor - 244 The Pavilion P Plowman - 174 The Pavilion L Bocking - 254 The Pavilion
A Douglas - 274 The Pavilion P & K Varney - 280 The Pavilion B Roe - 284 The Pavilion
J Willcox - 287 The Pavilion G Henderson - 289 The Pavilion V Morse - 6 Phillipa Flowerday Plain
N Pike - 20 Leicester House

Apologies

B Aitchison - 12 Alexandra House The Pennoyer Centre - 13 Alexandra House Mr Howlett - 30 Leicester House
House
A Warman - 34 Phillipa Flowerday Plain Mr N Searle-Jones - 22 Thomas Wyatt
Close

Proxies to Chairman (notified in writing 48hrs in advance of the meeting)

12 Alexandra House 13 Alexandra House 30 Leicester House

Proxies to N Pike - 20 Leicester House (notified in writing 48hrs in advance of the meeting)

16 Leicester House 24 Leicester House

3. Approval of Previous Minutes

Copies of previous Minutes are available on the FPEMCL website www.fpemcl.co.uk

The minutes of the previous AGM meeting held on 6th November 2019 (2019 AGM) were approved.

Proposer: K Newman - 37 Kenneth McKee Plain

Seconder: J Rollingson - 9 Leicester House

Agreed

4. Appointment / Composition of the Board of Directors

HH explained to those present that the 5 Directors currently meet quarterly for a 2-hour meeting to discuss ongoing business. HH explained that the Directors would encourage anyone interested in becoming a Director to attend at least two Director meetings so that they may fully understand the nature of the work being done. If they are then interested in being a Director then the existing Directors would co-opt those members to the Board.

Director nomination forms have not been sent out as a result.

No Director nominations were submitted prior to this AGM meeting.

N Pike - 20 Leicester House, at the meeting, expressed his interest in becoming a Director. HH confirmed that N Pike would be invited to the Director meetings for 2021 and dates would be shared with N Pike.

HH explained to those present that 1/3 Directors must retire & seek re-election to the Board as per the Memorandum and Articles of Association of the company. Clayton Hudson (in appointment order) has resigned and is seeking re-election this year.

Clayton Hudson re-election

Proposer: N Pike - 20 Leicester House

Seconder: K Newman - 37 Kenneth McKee Plain

Agreed

To approve the Directors' remuneration (£nil) as proposed by the Directors

HH explained that all the Directors are volunteers and therefore receive £nil remuneration.

Proposer: N Pike – 20 Leicester House

Seconder: B Edney - 38 The Pavilion

Agreed

5. To receive and adopt the reports and accounts of the Company for the year ending 31.12.19

HH explained that Fellowes Plain Estate Management Company Ltd files micro company accounts to Companies House as Service Charge income is outside the remit of Company turnover. The Company accounts for 2019 were submitted and accepted by Companies House on 25th March 2020.

Management accounts for Service Charges were produced by Sexty and Co and the accounts for this period were sent to all members within 6 months of the financial year end and will be discussed separately under item 8.1.

Proposer: K Newman - 37 Kenneth McKee Plain

Seconder: N Pike – 20 Leicester House

Agreed

6. To appoint Accountants for the 2020 Service Charge year and to authorise Directors to agree their remuneration

The Directors wish to re-appoint a local accountancy firm Sexty and Co (Thorpe Road) Norwich as the accountants for the 2020 Service Charge accounts which should be produced and distributed to all members by 30th June 2021.

In summary, the Directors wish to use a local accountancy firm whom they can meet with face-to-face if required.

Proposer: J Rollingson - 9 Leicester House

Seconder: B Edney - 38 The Pavilion

Agreed

7. To transact any other business

7.1. Service Charge Accounts for the year ending 31.12.19

HH asked CH to summarise the accounts for the period ending December 2019.

There was an overall surplus of 325

In Summary in 2019:

Service Charge Income from members was £65,862

Service Charge Expenditure was £65,537

As of 31 December 2019 the Reserve Account balance was £170,252 up from £142,257 in 2018.

7.2 Update on major activities for FPEMCL over the past 12 months and looking ahead to 2021

HH updated Members on a range of activities and areas of FPEMCL.

FPEMCL Update

Pond (to the front of Leicester House)

- Regular maintenance of the pond includes removal of any overgrown water plants.
- Tears in the lining of the pond were seen during this maintenance activity in early 2020
- Directors approved the replacement of the lining with a glass-reinforced tub which is longer lasting and more resistant to tearing.
- The cost of fitting the tub will be covered by the existing funds within the FPE reserve.
- The goldfish were moved to another nearby pond before the refurbishment.
- The refurbishment was delayed by the soft ground at the base of the pond. The tub requires a firm base to support both the tub and the weight of the water.
- A separate contractor was engaged and firm foundations were created, albeit with significant delay to the completion of the refurbishment.
- It is hoped the refurbishment works can be completed prior to Christmas.
- A member present expressed concerns around progress (why so long?) and the irregular communication from NRM.
- Guy Hudson (NRM) explained that he was chasing the contractor but due to COVID19 and the recent wet weather (since October 2020) a date for completion of the works was still pending.

Lighting at the rear of The Chapel

- Lighting at the rear of The Chapel has been greatly improved with positive comments received from members.
- A new streetlight has been designed, tested and approved by DW Winsor with CCTV coverage integrated into the design.
- The Police have been incredibly supportive of the use of CCTV in this area in their Neighbourhood Policing meetings.
- The old CCTV post has now been removed from the site.

Lawn Treatments

- Lawn treatments continue to be applied as in previous years.
- Treatments include feed and weed, moss control, aeration, scarification and a limited amount of grass re-seeding between The Pavilion and St Stephens Road.
- Successive years of lawn treatment together with grass cuttings being mulched into the lawns have had a cumulative effect and the lawns are in good health.

- Fence repairs, litter collection and weeding are all on-going activities.
- Positive comments for the condition of the grounds were received from a member present.

Tree Removal

- A section of the St Stephens Road wall was removed because it had been damaged by the adjacent London Plane tree. This tree had a Tree Preservation Order (TPO) and a standard application was submitted to Norwich City Council for the removal of the tree because of pedestrian and traffic safety.
- With the application approved, the tree and roots were removed, and the wall was rebuilt using weathered bricks.
- As part of the approval to remove the existing tree, the Council required two trees to be planted as replacements, with each new tree to provide a similar sized canopy to that provided by the original tree.
- The two new trees have been planted within the grounds of FPE, but away from the wall. The two new trees are located either side of the St Stephens Road entrance opposite the pond.
- A member present advised that both new trees had died since planting.
- James advised that the Directors were aware and that replacement trees would be planted under warranty. Both trees are "handkerchief" trees (*Davidia involucreta*).

The Chapel Lease

- The Chapel has been successfully used by St Stephens Church as a community facility from the beginning of 2017 and FPE remains in compliance with the Section 106 planning conditions.
- The "License to Occupy" for St Stephens Church was refreshed throughout 2019 and the early part of 2020.
- As part of the legal framework for The Chapel, FPE Directors signed a head-Lease for The Chapel in 2019 with the Landlord (Persimmon Homes, Beazer) and the St Stephens Pavilion Management Company Ltd.
- The Directors are pleased to report that The Diocese for St Stephens Church signed a fully maintaining sub-Lease for The Chapel in March 2020. The sub-Lease is for 30 years, with a break clause every 10 years.
- The signing of the sub-Lease marks a major milestone for FPE and St Stephens Church. The FPE Directors, NRM and St Stephens Church invested significant time in the legal processes.
- A member present reported that there had been some disturbance outside permitted times from The Chapel.
- Hazel advised that incidents of disturbance should be reported to the Managing Agent (NRM) as the conditions of the sub-Lease are stringent.

The Pavilion Meeting Rooms

- Prior to Covid-19, Boardroom No.1 was available for hire during the day and early evenings at a flat rate of £20 per hour and Boardroom No.2 was available for hire during the day.
- The rooms were being booked through the "Links" section of the FPE website <http://www.fpemcl.co.uk/meetingroomforhire/> or using Lumi.org <https://www.lumi.org.uk/space/view/the-pavilion-st-stephens-road/>
- Bookings for the Boardrooms are currently on-hold due to social distancing.
- A member enquired about renting one of the rooms for a "small business".
- Hazel advised that in the case of use beyond individual meetings, additional information would be requested to ensure compliance with the Section 106 agreement for community use. Although a private gym had operated previously that arrangement had been inherited by the residential Directors.

FPEMCL website

- The FPEMCL website www.fpemcl.co.uk remains popular as a source of information, downloads and contact details.
- Members are encouraged to use the "Get in Touch" form on the Home page.
- Directors welcome member views on the direction of the development and how you feel our community can be improved.

Anti-Social Behaviour around FPEMCL

- Members are reminded that anti-social and criminal behavior around FPE should be reported to the Police.
- Clayton advised that the outside gates and pedestrian entrance to the undercroft car park are extensively monitored using CCTV and that anyone entering or leaving is monitored. Appropriate CCTV signage is in place.

Diagonal Pathway between Kenneth McKee Plain and The Chapel

- Members have asked at previous AGM meetings about using a chicane barrier at the entrance to the diagonal path that runs across Phillipa Flowerday Plain towards The Chapel in order to discourage cyclists from using this path which is not part of the Peddle Ways initiative.
- The installation of hoops would unfortunately cause problems for pushchairs and if the hoops were installed with a large enough gap then cyclists could easily use the same gap.
- Directors have noted that the diagonal path is much narrower than the dual pedestrian/cycle paths and that cyclists are crossing onto the grass at the side of the pathway to use this route.
- The Directors therefore decided that a second beech hedge should be planted on the grass side to enforce the narrowness of the path and persuade cyclists to use the dual paths as originally intended.
- This decision was made in March 2020 and the beech hedge has been authorised to be planted in late Autumn / Winter so the hedge has the best chance of establishing successfully.

Service Charge for 2021

- Directors have voted to reduce the Service Charge for 2021.
- The current Service Charge of £165 had been held for 6 consecutive years.
- The fully maintaining sub-Lease for The Chapel will also save the FPE Management Company £1.5K per annum in Business Rates for The Chapel.
- Directors agreed that the Reserve Fund should be a minimum of £150K to act as contingency for The Chapel given the 10-year break clause.
- With the Reserve Funds in excess of £170K and with FPE currently collecting £40K in Reserves each year the Directors agreed that the Reserve Fund could be reduced by £30K and still have a yearly contribution of £10K to the Reserves.
- Directors therefore agreed that the total Service Charge including the Reserve could be reduced from £165 to £115 per year, a reduction of £50 per member.
- Members are encouraged to use the Direct Debit option for paying the Service Charge as this facility is provided without any additional premium to members.

To-Do List

- A revised 10-year maintenance plan will be developed in 2021 now that the fully maintaining sub-Lease for The Chapel is in place. This will include a rolling maintenance program for the St Stephens Road wall.
- The puddles and “ponding” on the Phillipa Flowerday Plain pathway next to No.16 have returned. Corrective works are planned but NRM have reported that the contractor has been delayed by 3 months due to the impact of COVID19.

9. AOB

34 Phillipa Flowerday Plain

Comment “I would like to congratulate NRM for replacing the metal pole and accompanying CCTV camera with the excellent new light and camera. This is a great improvement”.

Q. We are experiencing increasing numbers of people trying to identify Phillipa Flowerday Plain when they arrive from either St Stephens Road or via the Health Centre. Please could you consider putting up a sign indicating Phillipa Flowerday Plain preferably close to The Chapel?”

A (Reply from Directors): Norwich City Council Street Name and Numbering Team is responsible for this. In the first instance the member should contact them directly and explain the issue.

6 Phillipa Flowerday Plain

Q: Please can money be spent on better weeding, better grass cutting, not in the rain, (and take the cuttings away) and some colourful plants. It would make all the difference.

A (Reply from Directors): 7,000 daffodil bulbs in 6 different varieties were planted across the site in Spring 2019, there is a budget set aside for such improvements on an annual basis, if you have specific locations and types of planting then please share with the Managing Agent who will notify the grounds maintenance team.

In conjunction with the grounds maintenance contractor we have opted to mulch grass across the development. This process of recycling the grass clippings by finely cutting and re-cutting the grass is more environmentally friendly. These recycled grass cuttings known as “mulch” will also protect the grass underneath and in doing so conserve soil moisture, prevent the growth of pesky weeds and keep the soil temperature even. As a result, the grass is healthier and greener. Mulching improves the texture and content of the soil, thus reducing diseases and thatch, resulting in a greener, healthier looking grass.

Given the unprecedented rainfall in early October it has been hard to cut the grass when it has not been wet or rained recently. Grass collection would have been impossible as an alternative as the machines’ grass collectors would have been blocked.

129 The Pavilion

Q: Someone leaving food for the pigeons by the car park gates

A (Reply from Directors): Directors are aware there is CCTV IVO the car park gates at the end of Thomas Wyatt Close if you could provide a date / time when you next observe this then NRM as Managing Agent could review. Additionally, we will discuss some temporary signage to be erected to ask the person(s) to refrain from feeding the pigeons.

45 The Pavilion

Q: A lighting bollard on the driveway leading from St Stephens Road towards The Pavilion has been damaged and has been secured using electrical tape.

A: (Reply from Guy – NRM) The lighting element is no longer available and the whole bollard will need to be replaced. In fact there are several lighting bollards across the site which are reaching the end of their design life so Guy will discuss with Directors at their next meeting.

HH encouraged everyone present to email fpemcl@nrmltd.co.uk for queries related to their properties and day to day operational matters.

To contact the Managing Agent directly call 01603 670050 or use the NRM website www.nrmltd.co.uk

HH concluded the meeting by thanking all present for their attendance and confirmed that the next AGM will be in November 2021.

Meeting closed at 2017hrs