

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 6th November 2019 2000hrs

Venue: The Boardroom, The Pavilion, St Stephens Road, Norwich, NR1 3SG

1. Introductions

Hazel Harris-Hinds (HH) 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	Mr J Rollingson - 9 Leicester House	Miss K Newman - 37 Kenneth McKee Plain
Mr C Hudson (CH) – 1 Alexandra House & 14 Leicester House	Miss P Field – 250 The Pavilion	Mr N Searle-Jones - 22 Thomas Wyatt Close

Members

Mr & Mrs J Atkinson - 71 The Pavilion	P Allies - 108 The Pavilion	E Rueger – 201 The Pavilion
Mr & Mrs Roe - 284 The Pavilion	G Henderson - 289 The Pavilion	D Griffiths – 27 Benjamin Gooch Way
J Pilling – 30 Alexandra House	Mr & Mrs Bailey -54 Brunswick Road	V Morse – 6 Phillipa Flowerday Plain
R Salahi – 32 Phillipa Flowerday Plain	A Warman – 34 Phillipa Flowerday Plain	D Taylor - 35 Sarah West Close
M Hutchings - 106 Union Street	A Blyth – 114 Union Street	

Apologies

Mr & Mrs Matthew – 28 The Pavilion	B Kirk - 67 The Pavilion	Mr & Mrs Ireson - 243 The Pavilion
Rev & Mrs Varney – 280 The Pavilion	Mr & Mrs Brown - 34 Brunswick Road	Mr Turocy & Mrs Brigid Conway 16 Kenneth McKee Plain
S Goldser - 16 Leicester House	B Everitt - 32 Leicester House	J Baynes Clarke- 92 Union Street

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

12, 14 & 18 Thomas Wyatt 34 Brunswick Road

Proxies to Director (J Atkinson) (notified in writing 48hrs in advance of the meeting)

125 The Pavilion

Proxies to Director (J Rollingson) (notified in writing 48hrs in advance of the meeting)

13 Sarah West Close

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 7th November 2018 (2018 AGM) were approved.

Proposer: Mr C Hudson – 1 Alexandra House & 14 Leicester House

Seconder: G Henderson - 289 The Pavilion

All in favour (unanimous)

4. Appointment / Composition of the Board of Directors

HH explained to those present that the 6 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.

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. Kim Newman and Neil Searle-Jones (in appointment order) have resigned and are seeking re-election this year.

Kim Newman re-election

Proposer: Mr C Hudson – 1 Alexandra House & 14 Leicester House

Seconder: D Taylor - 35 Sarah West Close

Neil Searle-Jones re-election

Proposer: Mr J Rollingson - 9 Leicester House

Seconder: P Allies - 108 The Pavilion

All in favour (unanimous)

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: G Henderson - 289 The Pavilion

Seconder: D Taylor - 35 Sarah West Close

All in favour (unanimous)

5. To receive and adopt the reports and accounts of the Company for the year ending 31.12.18

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 2018 were submitted and accepted by Companies House on 1st May 2019.

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: Mr C Hudson – 1 Alexandra House & 14 Leicester House

Seconder: Miss P Field – 250 The Pavilion

All in favour (unanimous)

6. To appoint Accountants for the 2019 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 2019 Service Charge accounts which should be produced and distributed to all members by 30th June 2020.

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

Proposer: Mr J Atkinson - 71 The Pavilion

Seconder: D Taylor - 35 Sarah West Close

All in favour (unanimous)

7. To transact any other business

7.1. Service Charge Accounts for the year ending 31.12.18

HH asked CH to summarise the accounts for the period ending December 2018.

There was an overall surplus of £40

In Summary in 2018:

Service Charge Income from members was £58,883

Service Charge Expenditure was £58,843

As of 31 December 2018 the Reserve Account balance was £142,257 up from £124,731 in 2017.

Proposer: Mr N Searle-Jones - 22 Thomas Wyatt Close

Seconder: P Allies - 108 The Pavilion

All in favour (unanimous)

7.2 Update on major activities for FPEMCL over the past 12 months and looking ahead to 2020

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

Grounds Maintenance Update

- Daffodils emerged across the whole site in Spring 2019, following the planting of close to 7,000 bulbs in 6 different varieties.
- Shrubbery was refreshed, deceased tree specimens were replaced and hedge gaps were in-filled, including the Beech on Fellowes Plain and the Acer Campestre along the walkway to The Chapel.
- The borders at the front of Leicester and Alexandra House were re-modelled.
- The pond pump was replaced, and the pond slabs have been repointed.
- Lawn treatments were applied in the Spring and Autumn, as in previous years. The Spring treatment was a "feed and weed" and moss treatment was applied at the end of October. A limited amount of grass re-seeding was completed between The Pavilion and St Stephens Road.
- Turf was laid around the newly installed kerbs at the front of The Pavilion and the unsightly and uneven oak railway sleepers were removed.
- Fencing has been repaired. Litter collection and weeding are on-going.
- The wall on St Stephens Road next to the traffic lights was repaired earlier in the year, following damage by a lorry.
- Another section of the St Stephens Road wall has been removed on a temporary basis following damage by a tree. Norwich City Council would not accept a 5-day emergency notice to cut down the tree. This London Plane tree has a Tree Preservation Order (TPO). Instead, we must wait 8 weeks for the standard application. Once approved, the tree and roots will be removed, and the wall will be rebuilt. The Council have asked for 2 trees to be planted as a replacement, each new tree to provide a similar size canopy to that provided by the original tree. The new trees will be planted within the grounds, but away from the wall.
- Members may like to know that the grounds maintenance team have a policy of recycling materials. Wood is passed to wood enthusiasts for woodturning. Smaller branches, pruning's and Autumn leaves are processed for composting and used as a border mulch dressing. Grass cuttings are mulched into the lawns as a continuous feed. Rubble (from fence post replacements) is re-used as hardcore. The aim is for zero waste.

The Chapel

- 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 has been refreshed throughout 2019.
- It is expected that the Diocese will sign a fully maintaining sub-Lease before the end of this year [2019].
- As part of the legal framework, FPE Directors signed a Head-Lease for The Chapel earlier in 2019 with the Landlord (Persimmon Homes, Beazer) and the St Stephens Pavilion Management Company.

The Admin Building Meeting Rooms

- Boardroom No.1 is now available for hire during the day and early evenings at a flat rate of £20 per hour.
- Boardroom No.2 is available for hire during the day.
- The rooms can be booked through the "Links" section of the FPE website <http://www.fpemcl.co.uk/meetingroomforhire/>
- Wi-Fi is enabled in these Meeting Rooms and visitors can register for no-charge use.

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 Behavior around FPEMCL

- Members are again reminded that all anti-social and criminal behavior around FPEMCL must be reported to the Police.

Service Charge for 2020

- The Directors have again voted to maintain the Service Charge for FPEMCL at the current level of £164.
- The Service Charge has been held flat for 5 consecutive years.
- Directors have agreed with NRM that the Service Charge can be collected quarterly using Direct Debit.
- Members are encouraged to use Direct Debit as this arrangement is provided without extra cost to Members or FPEMCL.

To-Do List

- The TP1 Transfer for FPE has been reviewed and a detailed report has been prepared on the corrections required. This report will be forwarded to Persimmon after The Chapel Sub-Lease is in place.
- A 10-year maintenance plan will be developed once the fully maintaining Sub-Lease for The Chapel is in place. This will include a rolling maintenance program for the St Stephens Road wall.

9. AOB

Questions received from members:

Q: Why has there been no chicane barrier added to the diagonal path across the grass on Phillipa Flowerday Plain?

A: HH replied that the new cycle way linking Newmarket Road to the City Centre is now confirmed to join the estate via Edward Jodrell Plain, rather than Thomas Wyatt Close, and then onto Phillipa Flowerday Plain. The Council has installed signage. All paths through the estate are dual pedestrian/cycle as per the original planning permissions. As the Council were installing signage the Directors decided to see whether the signs worked before installing hoops. Unfortunately, the Council have been very slow to install the signage. The installation of hoops would also cause problems for pushchairs. If the hoops were installed with a gap large enough for pushchairs then cyclists could easily use the same gap. This matter remains under review.

Several follow-up questions were asked about the pedestrian & cycle routes through the estate – HH restated that this is a public right of way so there is nothing much that the Management Company can do about controlling or managing the issues.

Q: Why hasn't a streetlight or bollard been placed near the rear of the Chapel in what in winter is a very dark and potentially dangerous area?

A: HH replied that lighting in that area will be revisited after the CCTV post has been swapped. It may be possible to mount a light on the CCTV post, but the light should not cause disturbance to neighbouring properties.

Elsewhere, a new lighting bollard has been installed opposite 1 Phillipa Flowerday Plain to improve the footpath lighting in that area.

Q: Requesting an update regarding the replacement of the CCTV pole near the chapel could be presented under AOB.

A: The replacement CCTV post has arrived with the contractor, but due to the very wet conditions in Autumn and the very soft ground it has not been possible to swap the posts as yet. The CCTV is up and running and has been very successful at stopping the Anti-Social Behaviour (ASB) previously seen in that area. The Police have been very supportive of the use of the CCTV in that area in their Neighbourhood Policing meetings.

Several members present asked questions specific to their properties or other Management Companies on the estate. HH committed to speak to members directly after the meeting and encouraged everyone present to email fpemcl@nrmltd.co.uk for queries related to their properties and day to day operational matters.

Members were reminded that they can contact the Directors directly via the website www.fpemcl.co.uk

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 2020.

Meeting closed at 2050hrs