

# 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 7<sup>th</sup> November 2018 2000hrs

Venue: Chapelfield Methodist Church, Chapelfield Road, Norwich NR2 1SD

### 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	Miss K Newman - 37 Kenneth	Mr J Rollingson - 9 Leicester House
Mr C Hudson (CH) – 1 Alexandra House & 14 Leicester House	McKee Plain	Mr N Searle-Jones - 22 Thomas Wyatt Close

#### Members

P Allies - 108 The Pavilion	G Walley - 137 The Pavilion	E Rueger – 201 The Pavilion
C Ley - 221 The Pavilion	T Batchelor - 244 The Pavilion	F & M Wilkinson – 279 The Pavilion
S Wright - 21 & 35 Benjamin Gooch Way	D Griffiths – 27 Benjamin Gooch Way	V Morse – 6 Phillipa Flowerday Plain
S Bell - 8 Phillipa Flowerday Plain	A Warman – 34 Phillipa Flowerday Plain	L Meen – 30 Kenneth McKee Plain
N Humphreys - 13 Sarah West Close	Mr & Mrs Roach – 32 Brunswick Road	Mr & Mrs Healey – 108 Union Street

#### Apologies

Dr & Mrs Young – 50 The Pavilion	Mr J Atkinson - 71 The Pavilion	Mr & Mrs Hutton – 90 The Pavilion
Mr & Mrs Jackson - 125 The Pavilion	Mr & Mrs Cullum - 142 The Pavilion	A Page - 210 The Pavilion
Mr Rickenback - 223 The Pavilion	Mr & Mrs Ireson - 243 The Pavilion	Miss P Field – 250 The Pavilion
Mr & Mrs Mason - 253 The Pavilion	Mr & Mrs Dearmun - 288 The Pavilion	Dr & Mrs Young - 23 Benjamin Gooch Way
Ms He- 11 Sarah West Close	Mr Hutchings - 106 Union Street	Mr & Mrs McDaid- 12, 14 & 18 Thomas Wyatt Close

Mr & Mrs Brown - 34 Brunswick Road

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

125 The Pavilion	12, 14 & 18 Thomas Wyatt	34 Brunswick Road
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### 3. Approval of Previous Minutes

Copies of previous Minutes are available on the FPEMCL website [www.fpemcl.co.uk](http://www.fpemcl.co.uk).

The minutes of the previous AGM meeting held on 15<sup>th</sup> November 2017 (2017 AGM) were approved.

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

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

**All in favour (unanimous)**

### 4. Appointment / Composition of the Board of Directors.

HH explained to those present that the 6 Directors currently meet bimonthly for a 2-hour meeting to discuss ongoing business. This will be moving to quarterly in 2019.

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.

James Rollingson and Hazel Harris-Hinds (in appointment order) have resigned and are seeking re-election this year.

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

**Seconder:** Mr N Searle-Jones - 22 Thomas Wyatt Close

**All in favour (unanimous)**

### 5. 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:** C Ley - 221 The Pavilion

**Seconded:** E Rueger – 201 The Pavilion

**All in favour (unanimous)**

#### **6. To receive and adopt the reports and accounts of the Company for the year ending 31.12.17.**

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 2017 were submitted and accepted by Companies House on 13th April 2018.

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

**Seconded:** P Allies - 108 The Pavilion

**All in favour (unanimous)**

#### **7. 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 2018 service charge accounts and which should be produced and distributed to all members by 30<sup>th</sup> June 2019.

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

**Proposer:** C Ley - 221 The Pavilion

**Seconded:** E Rueger – 201 The Pavilion

**All in favour (unanimous)**

#### **8. To transact any other business.**

##### **8.1 Service Charge Accounts for year ending 31.12.17**

HH asked CH to summarise the accounts for the period ending December 2017.

There was an overall surplus of £790

In Summary in 2017:

Service Charge Income from members was £69,416

Service Charge Expenditure was £68,626

As of 31 December 2017 the Reserve Account balance was £124,731 up from £95,522 in 2016.

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

**Seconded:** C Ley - 221 The Pavilion

**All in favour (unanimous)**

##### **8.2 Update on major activities for FPEMCL over past 12 months and looking ahead to 2019**

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

###### **Grounds Maintenance**

- The 6 maple trees at the corner of Union Street and Wessex Street were formatively pruned in Spring 2018.
- The wooden bollards at the corner of Union Street and Wessex Street were found to be rotten and some were missing. The wooden bollards were replaced in Spring 2018.
- The oak tree on St Stephens Road was formatively pruned in Spring 2018 with the lower limbs above the roadway being raised.
- FPEMCL has worked with the FPH4 Management Company to ensure that plates and locks are now fitted to all the bollards leading to Fellowes Plain. This should prevent the bollards being lifted from the ground by furniture removal companies wishing to access the front of homes on Philippa Flowerday Plain.

###### **Lawn Treatment**

- Lawn treatments were applied in the Spring and Autumn as in previous years.
- As a trial, the lawn on Fellowes Plain was marked out for additional aeration and treatment using organic feed pellets to improve the impoverished soil in that area. The trial was successful with the lawn in that area recovering quickly from the prolonged dry conditions of Summer 2018.
- As a result, scarification, aeration and organic feed will be applied to the lawns across Fellowes Plain Estate in 2019 and beyond to strengthen the lawns to withstand prolonged dry conditions. One third of the lawns will be treated each year on a rolling 3-year basis.
- The very hot period during the summer of 2018 damaged some areas of lawn, most notably along the front towards St Stephens Road. A small amount of re-seeding will be completed in 2019 to repair the lawns.

###### **St Stephens Road Wall**

- The railings across the top of St Stephens Road wall have been painted using specialist protective paint.
- The gates leading to St Stephens Pavilion have also been painted.
- Stonework in the wall has been repaired.
- The Directors have agreed a rolling maintenance program for the wall for 2019 and beyond.

### **The Chapel**

- The Chapel has been successfully used by St Stephens Church as a community facility from the beginning of 2017 and FPEMCL is in compliance with the Section 106 planning conditions.
- The License to Occupy with St Stephens Church has been refreshed throughout 2018 and St Stephens Church are now ready to move to a Sub Lease arrangement.
- In the meantime, Fellowes Plain Estate have continued to work on a Head Lease for The Chapel with the Landlord, Persimmon Homes (Beazer).
- A new Solicitor, Stevensons, has been appointed and a draft Lease has been agreed with the legal representative at Persimmon.
- This draft Lease has been presented to the Persimmon Director, Andrew Fuller, for his signature and his signature is now awaited. Reminders have been sent.

### **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 also available for hire during the day.
- The rooms can be booked through the Links section of the FPEMCL website.
- The sash windows of the Meetings Rooms were maintained and decorated in 2018.

### **FPEMCL Website**

- The FPEMCL website [www.fpemcl.co.uk](http://www.fpemcl.co.uk) is proving to be popular for information, downloads and contact details.
- Members are encouraged to use the "Get in Touch" form on the Home page.
- Directors are keen to hear 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.

### **CCTV**

- The stained glass windows of The Chapel sustained a small amount of damage at New Year 2018. This damage has been repaired.
- This is not the first time damage to the stained glass has occurred. Similar damage occurred in 2016 & 2017. The Conservation Officer and the St Stephens Church (chapel tenant) would prefer CCTV over installing wire mesh over the windows.
- The Directors have authorised CCTV to monitor The Chapel windows.

### **Cycling on FPEMCL**

- Hedging and hoops are being established on the pathway leading to The Chapel to control the movement of cyclists.

### **Service Charge for 2019**

- 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 4 consecutive years.
- The Reserve Funds now stand at £125k and this is considered appropriate by the Directors.
- 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**

- Plans for enhanced lighting between Chapel Plain and Fellowes Plain will be prepared.
- The TP1 Transfer for FPEMCL has been reviewed and a detailed report has been prepared on the corrections required. This report will be forwarded to Persimmon once The Chapel Head Lease is in place.
- A 10-year maintenance plan is being developed.

## **9. AOB**

- A member raised an issue about a bin store on Brunswick Road (ivo FPE1) – NRM to review and resolve issue.
- A number of questions and comments were made about the advertising and booking of the Administration Building Boardrooms, including a suggestion of a website to advertise rooms on locally. NRM to review and action accordingly.
- A number of members of FPE3 raised the issue of contractor access to Phillipa Flowerday Plain. Directors explained that contractors such as Imon Site and scaffolding companies (such as TCG) are issued with keys to allow them to access Phillipa Flowerday Plain. Such access is required to allow access to equipment and materials.
- Various comments about the Grounds Maintenance contractor Imon Site – Directors & NRM to review feedback accordingly.
- Several comments and questions on the CCTV installation were raised, including concerns about the CCTV post recently installed. NRM to speak with A Warman – 34 Phillipa Flowerday Plain, to try and resolve offline and revert to Directors.
- Various discussions about the pedestrian & cycle routes through the estate – this is a public right of way so there is nothing much that the Management Company can do about controlling or managing the issues.

HH concluded the meeting by thanking all present for their attendance and confirmed that the next AGM will be in November 2019.

Members were reminded that they can contact the Directors directly via the website [www.fpemcl.co.uk](http://www.fpemcl.co.uk)

To contact the Managing Agent directly call 01603 670050 or use the NRM website [www.nrmltd.co.uk](http://www.nrmltd.co.uk)

**Meeting closed at 2120hrs**