

**FELLOWES PLAIN ESTATE MANAGEMENT COMPANY LIMITED**

**MINUTES OF ANNUAL GENERAL MEETING  
HELD ON WEDNESDAY, 22<sup>ND</sup> OCTOBER, 2014 AT 6.30PM  
AT CHAPELFIELD ROAD METHODIST CHURCH**

**1. Members Present:**

45, 46, 58, 70, 71, 74, 77, 91, 129, 141, 142, 149, 201, 207, 213, 250, 254, 279, 280, 282, 284, 287,  
& 290 The Pavilion  
6, 9, 32, 36 Phillipa Flowerday Plain  
13, 15, 22a, 23, 35 Sarah West Close  
1, 5, 9 and 14 Leicester House  
1, Alexandra House  
32, 50, Brunswick Road  
106, Union Street  
3, 9, 14, Kenneth McKee Plain  
15, 18, 21, 35, 39, 46, 47 Benjamin Gooch Way

The Managing Agents, Residential Management Group Limited, were represented by Vonnie Hatch, Property Manager, Kelly Lyons, Property Manager and Michelle Ivemy, Regional Manager.

**2. Apologies for Absence:**

Apologies were received from the following properties:

12, 14, 16 and 18 Thomas Wyatt Close, 12, 34, 37 Sarah West Close, 15, 44, 67, 157, 173, 231, 259  
The Pavilion,, 28 Alexandra House, 8 Phillipa Flowerday Plain, 32 Leicester House, 19, 24 Benjamin  
Gooch Way, 104, 110 Union Street

**3. Minutes of last AGM:**

The Minutes of the last Annual General Meeting, held on 30<sup>th</sup> January 2014, had been circulated following the last AGM and no queries were raised regarding the content of the minutes.

**4. Matters Arising:**

It was agreed that any matters arising would be covered under point 6, "Any Other Business".

**5. Audited Accounts:**

The audited accounts for the period to 31<sup>st</sup> December, 2013 were presented. The accounts had previously been approved by the Directors and issued to all members. The accounts stated a surplus for the year ending 31<sup>st</sup> December 2013 for the amount of £1089

**6. Any Other Business:**

- a) Chapel – Michelle Ivemy advised that the Chapel has not yet been handed over to the Management Company from the Developers. There are civil engineering works to be completed and also issues with damp which the Developers are monitoring. The target date for the handover of the Chapel is the end of December as the Developers are intending to selling the freehold by this date.

The City College is to let the Chapel on a yearly contract pending written permission from the Council as this has currently only been provided verbally.

The members of the Management Company will have to pay the service charge towards the Chapel but the College will pay an agreed fee for the use of the building, which ideally would be the full service charge costs for the Chapel (approximately £17,000 and £28 per property) but this figure has yet to be confirmed.

The College will use the Chapel to present work from Artists. Tea/coffee will be sold and run by students of the College.

A query was raised about protection of the stain glassed window and Michelle said that the Planning Officer advised that planning permission will not be granted to protect the windows. RMG had challenged the decision by the Council but had been told that there was no evidence to support the theory that they will be damaged and it is only when they do that the Council may consider a listed planning application.

Michelle advised that there were 3 other rooms available for hire in the Pavilion Building. One room was currently used as a pop up Gym, who currently pay £300 per month rent. Another enquiry has been made for the hire of another room and all monies received will be paid back into the Management Company funds.

- b) Grounds Maintenance – Michelle advised that RMG had received concerns about the standard of services provided during the summer but following meetings between RMG and the contractors, the services should now be to the required standard. Due to the size of the site, RMG have struggled to find local contractors who could provide the services at the site. Alternate quotations had been received and these were discussed with the Steering Committee and the decision was made to remain with the current contractors. The Steering Committee do meet approximately every 6 weeks to discuss all aspects on the development and all members are welcome to join.
- c) Statue - The statue has now been installed and RMG have received mixed responses from the residents. There was a query relating to the wording on the plaque and this will be referred back to the Developers. The Steering Committee would like additional information about the statue and new planting stated on the information board but this is currently on hold until all planning permission queries have been resolved. The Management Company is responsible for the maintenance of the statue in accordance with the legal documentation for the Management Company.
- d) Path – A fence has now been installed by the Ivory building to prevent foot traffic in the area.
- e) Cycle signs – the Local Council have been in contact with RMG about cyclist signs being installed on the estate, which would be the responsibility of the Management Company to maintain as the area was meant to be a cycle-way. RMG have asked to see the style of the signs before approval will be provided.
- f) Handover to Directors – The Developers have now sold the last plot in the Ivory building so the Management Company is now ready to be handed into residential control. This has been discussed with the Steering Committee and the timescales for this is that an EGM is to be held around March/April 2015. However, the Developers have not yet finalised all paperwork for the Management Company and RMG have advised that this needs to be completed before the handover commences. If any members are interested in becoming Directors, then they can contact RMG for further information.
- g) Water costs – A query was raised about the water charges in the budget as there is no expenditure stated in the year end accounts. Michelle explained that RMG have not received water bills from the water board for the estate or for the Pavilion building but an allocation is included within the budget as the invoices are due to be received.
- h) Car park near Ivory Building – A query was raised about a path outside the Ivory building as this was currently blocked off and is this actually going to be an open path? This is to be referred back to the Developers.
- i) Sundry Debtors – A query was raised relating to the sundry debtors stated in the year end December 2013 service charge accounts and the figure of £54,000. Michelle advised that this would possibly relate to the monies owed by the Developers but will be reviewed further and confirmed.
- j) Chapel Plain – A question was raised stating that the Chapel Plain was supposed to be a Public Open Space but is now covered in tarmac. Michelle explained that this area is now to be hard standing with 4 parking spaces as part of the Local Council scheme.

- k) Gravel outside the Ivory Building – There was concerns raised at the meeting that the Developers have used limestone instead of gravel outside the Ivory Building and this was not in line with the planning permission and could also mean that the Management Company may have to pick up the costs at a latter date for this to be rectified. Michelle agreed to refer this matter back to the Developers.
- l) Date for the AGM – It was noted that there has been 3 AGM's within a 14 month period and a question was asked as to whether this would continue. Michelle advised that the AGM held in January was for 2013 but was held late due to issues/queries with the Chapel and that future AGM's will be held in line with the date for the EGM.

**7. Close of Business:**

There being no further business the meeting closed at 7.05pm.

Michelle Ivemy,  
Regional Property Manager,  
Residential Management Group Limited

Note: Please note our office hours are 8.00am to 6.00pm Monday to Friday.