

# Fellowes Plain Estate Management Company Limited

## Minutes of AGM ("2014 Accounts")

When: 07-JUN-2016 @18.30  
Where: Chapel Field Road Methodist Church, Chapel Field Road, Norwich. NR2 1SD  
Prepared by: James Rollingson, Director, 14-JUN-2016.  
Status: Preliminary Approval at Directors' Meeting on 27-JUN-2016.  
Awaiting Full Approval by Members at the next AGM.  
Directors Present: Hazel Harris-Hinds (Chair), Bill Roe, Clayton Hudson,  
James Rollingson, Ricardo Freshwater, Trevor Davies.  
Director Apologies: Penny Field (due to a long standing commitment)

### Abbreviations Used:

- FPE : Fellowes Plain Estate Management Company Limited
  - The wide areas of grass, hedges, trees + Chapel + Admin (Community) Rooms
  - *The subject of this AGM.*
- SSP : St Stephens Pavilion Management Company Limited \*
  - Comprising the Admin, the Pavilion and the Ivory Buildings + close proximity grounds.
  - *\* Not the subject of this AGM.*
- RMG : Residential Management Group
  - The Managing Agent acting on behalf of FPE Management Company Limited.
  - RMG also act as a Managing Agent for other areas, including SSP.
- SSC : St Stephens Church, Chapel Field
  - Interested in utilising the Chapel as a community café.
- NCC : Norwich City Council

1.0	Members Present.
	<ul style="list-style-type: none"><li>- Hazel Harris-Hinds ("HHH") welcomed Members of FPE MCL to the AGM.</li><li>- The elected Directors each introduced themselves to the Members.</li><li>- Members attending the AGM are listed below.</li></ul>

Mrs Harris-Hinds – 22a Sarah West Close  
Mr Hudson – 1 Alexandra House & 14 Leicester House  
Mr Rollingson – 9 Leicester House  
Mr Freshwater – 58 The Pavilion  
Mr & Mrs Roe – 284 The Pavilion  
Mr Davies – 4 Brunswick Road  
Mr & Mrs Ley - 221 The Pavilion & 29 Benjamin Gooch Way  
Mr & Mrs Rueger – 201 The Pavilion  
Mr Dawson – 70 The Pavilion  
Mr & Mrs Batchelor – 244 The Pavilion  
Mrs Mason – 253 The Pavilion  
Mr Turocy – 16 Kenneth McKee Plain  
Ms Hamilton – 33 Phillipa Flowerday Plain  
Mr & Mrs Steel – 19 Benjamin Gooch Way  
Mr Jones – 9 Phillipa Flowerday Plain  
Mr Kimble – 119 The Pavilion  
Mr Atkinson – 71 The Pavilion  
Mr Aitchison – 12 Alexandra House  
Mr & Mrs Wright – 21 & 35 Benjamin Gooch Way  
Mr Searle-Jones – 22 Thomas Wyatt Close  
Mrs Joy – 4 Thomas Wyatt Close  
Mrs Douglas – 274 The Pavilion

Mr & Mrs Betts – 45 Benjamin Gooch Way  
 Mr & Mrs Morse – 6 Phillipa Flowerday Plain  
 Ms Pilch – 13 Sarah West Close  
 Mrs Temple – 12 Sarah West Close  
 Mr & Mrs Hubbard – 8 Phillipa Flowerday Plain  
 Mrs Watling – 8 Kenneth McKee Plain  
 Mr & Mrs Webster – 32 Sarah West Close  
 Miss Baynes-Clarke – 92 Union Street  
 Mrs Morgan – 12 Brunswick Plain  
 Mr Kent – 18 Benjamin Gooch Way  
 Mr Hubbard – 51 The Pavilion  
 Mrs Hook – 29 Phillipa Flowerday Plain  
 Mr Voegeli – 46 The Pavilion

The Managing Agents, Residential Management Group Limited (RMG), were represented by Andy Hart, Property Manager, RMG.

2.0	Apologies for Absence.
	- Andy Hart (RMG) ("AH") presented the list of Apologies below.

Ms Field – 250 The Pavilion  
 Ms Plowman – 174 The Pavilion  
 Mr & Mrs Titlestad – 200 The Pavilion  
 Ms Yi He – 11 Sarah West Close  
 Mr & Mrs Matthew – 28 The Pavilion  
 Mr Jones – 21 Sarah West Close  
 Mr & Mrs Hopper – 131 The Pavilion  
 Mrs Nixon – 6 Alexandra House  
 Ms Crossman – 104 Union Street  
 Mr & Mrs Salahi – 32 Phillipa Flowerday Plain  
 Ms Watts – 189 The Pavilion  
 Ms Adams – 61 The Pavilion  
 Mr Pike – 20 Leicester House  
 Mrs Shreeve – 232 The Pavilion  
 Mr Davies – 101 The Pavilion  
 Mr & Mrs Davey – 75 The Pavilion  
 Mr & Mrs Burgess – 26 Alexandra House  
 Mr & Mrs Kibble – 33 Leicester House  
 Mr & Mrs March – 207 The Pavilion  
 Mr Dempster – 110 Union Street  
 Mrs Jones – 9 Phillipa Flowerday Plain  
 Mr Betts – 46 Benjamin Gooch Way

Item	Subject	Description	Decision (agreement)	Status
3.0	Minutes of Last AGM / EGM	AH presented the Minutes for the last EGM (11-APR-2016). AH apologised for the absence of the last AGM Minutes (22-OCT-2014).  Members commented on the conflicting dates in the header for the EGM Minutes. Members complained at the absence of the last AGM Minutes.	HHH advised that the corrected EGM Minutes and last AGM Minutes would be sent to those Members present at this AGM.	On-going.

Item	Subject	Description	Decision (agreement)	Status
4.0	Matters Arising	<p>Members commented that it was not possible to provide feedback in the absence of the last AGM Minutes.</p> <p>AH gave apologies for the contradictory dates at the header of the last EGM Minutes.</p>	HHH advised that the corrected EGM Minutes and last AGM Minutes would be sent to those Members present at this AGM.	On-going.
5.0	Audited Accounts (for 2014)	<p>AH advised that the Service Charge Audited Accounts for 2014 had been signed by the previous Directors (Persimmon employees) and had been filed at Companies House.</p> <p>Members asked for an explanation of the difference between "Service Charges Owed by Tenants" and "Sundry Debtors". Members commented on the high level of Sundry Debtors. Members commented that both figures needed explaining in detail and asked "who owes the money".</p> <p>AH commented that Sundry Debtors had fallen in 2015 and is £5K+ "as of today". AH apologised for the absence of a representative from the RMG Accounts Department at the meeting and that a further explanation of the debts was not possible at that this AGM.</p> <p>Clayton Hudson (Director) commented that it was necessary for bad debt to reach a higher figure (£350) before Debt Collection was enforceable and that this could explain the initial high level of debt in 2014 and the subsequent reduction over 2015 and 2016.</p> <p>Members asked for details of "Other Income". AH explained that this came from Brad Williams and the personal training gym hosted in the Admin Rooms.</p> <p>Members asked if the gym rental payments were up-to-date. AH commented that use of the larger room had been refused and that the outstanding debt had been paid.</p>	AH to provide an explanation of "Service Charges Owed by Tenants" and "Sundry Debtors", together with full details.	On-going.
6.0	Directors' Report (for 2014)	<p>HHH explained that the current Directors were not Directors in 2014. HHH re-iterated that answers would be provided for the questions raised by Agenda Items 3.0 and 4.0 and 5.0.</p> <p>HHH confirmed that the aim of the current Directors was to return the AGM schedule to a standard cycle, with an AGM to be held in the OCT/NOV for the service charge accounts of the previous Calendar year.</p> <p>Members acknowledged that the current AGM meeting was overdue.</p>	-	Closed.

Item	Subject	Description	Decision (agreement)	Status
7.0	Re-appointment of Directors	<p>HHH explained that the current Directors had only been elected on 11-APR-2016.</p> <p>HHH explained that the previous Directors (Persimmon employees) had now resigned from FPE MCL.</p> <p>HHH proposed that a vote be taken to re-appoint the current FPE Directors as a whole, given their short tenure.</p> <p>Members commented on the voting representation.</p> <p>HHH advised that it was 1 property = 1 vote.</p> <p>Property held in Joint Names would have only one vote.</p> <p>Members would need to advise the AGM of any proxy votes.</p>	<p>Vote taken.</p> <p>The majority of Members were in favour of re-electing the current Directors.</p> <p>None against.</p>	Closed.
8.0	Appointment of Directors	<p>HHH commented that it was the wish of FPE Directors that each management area surrounding Fellowes Plain should be represented at FPE Director level.</p> <p>HHH explained that it is a responsibility of a FPE Director to be involved in matters across FPE, and that FPE Directors should not focus just on their own immediate locale.</p> <p>HHH advised that Phase 2 and Phase 4 did not have FPE Director representation.</p> <p>Members asked about quorum. Clayton Hudson (Director) replied that the quorum was 2 Directors.</p> <p>HHH explained that there had been three nominations, 2 valid and one invalid.</p>	-	-
8.1	New Director Nominations	<p>Three Director Nominations were received, two of which were correctly completed and submitted within the time period allowed by the Memorandum and Articles of Association for the FPE Management Company Limited, the third not being completed correctly within the time period allowed.</p> <p>Hazel asked for the first nominee, Kim Newman, to introduce herself to the Members. Kim was absent from the AGM.</p> <p>Hazel asked for the second nominee, John Hubbard, to introduce himself to the Members.</p> <p>John stood up and explained that he had lived at Fellowes Plain for 10 years and had previously been a member of the FPE Steering Committee and that he now wished to serve as a FPE Director.</p> <p>The third nominee, Neil Searle-Jones, was present. Neil asked why his nomination had not been accepted.</p> <p>The nomination form forwarded to FPE Directors by RMG was not completed correctly because the "Seconded by" section had been left blank.</p> <p>An updated nomination form was submitted but this was not received within the permitted time period.</p>	<p>The Nomination for Kim Newman was turned down by Directors for reasons of her absence at the AGM.</p> <p>HHH asked for a vote to elect John Hubbard.</p> <p>The majority of Members were in favour of electing John Hubbard as a FPE Director.</p> <p>None against.</p> <p>John will now need to complete the Companies House AP01 form.</p>	Closed.

Item	Subject	Description	Decision (agreement)	Status
9.0	Appointment of Auditors	<p>HHH advised that the Auditors were Thomas David, Hertford. HHH advised that the 2015 Accounts were already being finalised and were due end of JUN-2016.</p> <p>AH advised that the Auditors were "currently on-schedule". HHH suggested that the current auditors be retained for the 2015 accounts for practical reasons.</p>	Members acknowledged that it made common sense to retain the current auditors at this moment.	Closed.
10.	Any Other Business	A general discussion.	-	-
10.1	General update on FPE from Hazel.	<p>HHH advised on the current work of the Directors:</p> <p><b>Trees</b>  HHH presented the background to Brunswick "Tree 7". An appeal is in progress with NCC following their refusal to allow the felling of the leaning Tree 7. Trevor Davis (Director) further advised that there was to be an on-site meeting on Friday 10-JUN-2016 with the tree management contractor to gain a deeper understanding. Trevor declared his conflict of interest as the owner of a property on Brunswick Road which would be affected if Tree 7 were to fall.</p> <p><b>Gardening</b>  HHH likened the gardening task to the Forth Rail Bridge. On-site visits by the gardening contractor had been increased to 30 visits per year in 2016 from 15 in 2015 as it was clear that 15 visits were not sufficient for the work required. FPE Directors had recently completed a walk about with the gardening contractor (with more planned for the future). The aim is to develop a better working relationship with the gardening contractor, CGM.</p> <p><b>Chapel</b>  HHH explained the restriction of the SSP Lease which prohibits letting to FPE and in turn stops FPE fulfilling it's duty for community use of the Chapel under the Section 106 planning agreement with NCC.</p> <p>HHH explained that NCC are keen to see the Chapel in-use. An update from SSC is expected. The Business Plan prepared for proposed City College use of the Chapel (not taken up) will act as a suitable template for SSC.  Members questioned the financial charges being made by FPE for the upkeep of the Chapel given the SSP Lease restriction.</p>	-	-
10.2	St Stephens wall	A Member reported that a wall between FPE and St Stephens is leaning badly.	FPE Directors to investigate.	On-going.
10.3	Brazen Gate signage	<p>Members asked if the Brazen Gate signage could be removed.</p> <p>HHH advised that the FPE Title had now passed from Beazer (Persimmon) to FPE Management Company Limited.</p>	FPE Directors to follow up with RMG.	On-going.

Item	Subject	Description	Decision (agreement)	Status
10.4	Kenneth McKee / Wessex Dog Fouling	Members advised of dog fouling in this area. Other Members suggested contacting NCC for advice from the dog warden e.g. observations and a dog litter bin.	FPE Directors to follow up with NCC.	On-going.
10.5	RMG contract renewal	Members asked when the RMG contract was due to expire. Bill Rowe (Director) advised that renewal as due on 16-AUG-2016.  Members questioned the performance of RMG in the role of Managing Agent for FPE, and asked if the Directors had discussed performance improvement with RMG.	FPE Directors to review.	On-going.
10.6	Lifts	Members asked about the unreliable lifts in SSP.  HHH advised that the AGM was for FPE, being the wider grounds, Chapel and Admin rooms only.  Bill Rowe (Director) gave a brief history of the SSP lifts and re-assurance that action is being taken.	Members to contact the managing agent for SSP (RMG).	Closed.
10.7	External Balcony (SSP)	This is an SSP matter, and not for FPE.	Contact SSP (RMG).	Closed.
10.8	Plaques	Members commented that the plaque on Fellowes Plain was wrong (not "University") and that the Wessex plaque was worst-for-wear.	FPE Directors to review.	On-going.
10.9	Recycling Bins (SSP)	This is an SSP matter, and not for FPE.  Members shared useful information with each other.	Contact SSP (RMG).	Closed.
10.10	Broken slabs	James Rollingson (Director) is to notify NCC of the broken slabs on the Thomas Wyatt Close pathway.  James Rollingson (Director) will liaise with Marny Pilch (Phase 3) to identify responsibility for the broken slabs beside Chapel Plain.	FPE Directors to review.	On-going.
10.11	Delineation	James Rollingson (Director) will liaise with Marny Pilch (Phase 3) to review the delineation of FPE with Conveyancing Plans.	FPE Directors to review.	On-going.
11.0	Close of Meeting	Meeting closed @ 19.50 .	-	-