

Fellowes Plain Estate Management Company Ltd
(Company Number 05074581)

AGM Minutes from Wednesday 16th November 2022 @ 7.00 PM

Venue:

The meeting was hosted as an online Zoom meeting.

An invitation was sent to all FPEMCL members to allow pre-meeting registration.

1. Introductions

Kim Newman welcomed Fellowes Plain Estate members to the Zoom meeting and shared the background for the meeting.

Kim Newman is an owner on Kenneth McKee Plain, and Chairperson of the Board of Directors of Fellowes Plain Estate Management Company Ltd (FPE).

FPE is the Management Company appointed to manage the Fellowes Plain Estate. Every property owner at Fellowes Plain Estate is a member of the Company. The Directors of the Company are unpaid volunteers, and each Director is a property owner at Fellowes Plain Estate.

FPE comprises the *open grounds adjacent* to Alexandra House, Leicester House, The Pavilion, The Ivory Building, the 4 phases of Fellowes Plain Homes and the Flagship flats.

The Chapel and the meeting rooms inside The Pavilion Building are also the responsibility of FPE.

The other Directors then introduced themselves.

Hazel Harris-Hinds – Sarah West Close
Clayton Hudson – Alexandra House & Leicester House
James Rollingson – Leicester House
Nicholas Pike – Leicester House

Kim introduced Guy Hudson, NRM Property Manager. NRM are the property managing agent and are appointed by the Company.

2. Attendance / Apologies

Kim confirmed those attending as of Wednesday 16th November 2022, at 5pm:

Tim and Karen Batchelor, The Pavilion
Ernst Rueger
David Griffith, Benjamin Gooch Way
Theodore Turocy, Kenneth McKee Plain
Mark Hawes, The Pavilion
Markus Hankinson, Leicester Close
Patricia Faulkner, The Pavilion
Laura Bocking, The Pavilion

Peter Allies, The Pavilion
Nicholas Pike, Leicester House
Bridgid Everitt, Leicester House
Neville Carpenter
Hazel Harris-Hinds, Sarah West Close
Angela & Clive Dunn, Phillipa Flowerday Plain
Reza Salahi, Phillipa Flowerday Plain
Joy Wylie, Kenneth McKee Plain
David Wilson, The Pavilion
Darren Power
Daniel Bardsley, The Pavilion
David Lock, The Pavilion
Cyriac Gourdin, Alexandra House
Susan Lee, Phillipa Flowerday Plain
Averil Douglas, The Pavilion
Jonathan Wright
James Rollingson, Leicester House
Daphne Griffith, Benjamin Gooch Way
Kim Newman, Kenneth McKee Plain
Clayton Hudson, Leicester House
Mark Humphries, Phillipa Flowerday Plain

Apologies:

1 Apology (6 Alexandra House)

Proxies:

1 Proxy (12 Alexandra House)

3. Approval of Previous AGM Minutes

Kim explained that the previous AGM was held on 3rd November 2021 and that copies of the previous AGM minutes are available on the FPE website <https://www.fpemcl.co.uk/> or the NRM portal <https://www.nrmportal.com/>

The Minutes of the previous AGM meeting were approved.

Proposer: Mark Humphries

Seconder: Hazel Harris-Hinds

Resolution: 14 votes – all in favour (unanimous)

4. Appointment / Reappointment of Directors.

Kim explained that the Directors had 3 Board meetings in 2022 to discuss ongoing business. Directors had 2 additional working meetings to discuss grounds maintenance and completed a walkabout of the grounds in July.

The Directors encourage any Member interested in becoming a Director to attend Board meetings as a guest in the first instance so that they may understand the nature of the work being done.

If they are then interested in becoming a Director, the existing Directors can decide to co-opt the Member to the Board. Director nomination forms have not therefore been sent out. No Director nominations were received prior to the AGM.

Laura Bocking and Mark Humphries had previously expressed their interest in becoming Directors and both had attended Board meetings in 2022.

As per the Articles of Association of the Management Company, 1/3 of the Directors must retire and seek re-election to the Board at each AGM.

Kim explained that Hazel Harris-Hinds and Kim had both resigned by rotation, and that both were seeking re-election this year.

Hazel Harris-Hinds - re-election as Director

Proposer: Nicholas Pike

Seconded: Clayton Hudson

Resolution: 14 votes – all in favour (unanimous)

Kim Newman - re-election as Director

Proposer: Mark Humphries

Seconded: Reza Salahi

Resolution: 14 votes – all in favour (unanimous)

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

All the Directors are volunteers and receive zero remuneration.

Proposer: Mark Humphries

Seconded: Reza Salahi

Resolution: all in favour (unanimous)

5. To receive and adopt the reports and accounts of the Company for the year ending 31-DEC-2021.

Kim explained that FPE has filed micro company accounts to Companies House because Service Charge income is outside of the remit of Company turnover.

The Company accounts for 2021 were submitted and accepted by Companies House on 01 June 2022.

Management accounts for the Service Charges were produced by Sexty and Co, Thorpe Road, Norwich, and the accounts for this period were sent to all members within 6 months of the year end.

The contents of the management accounts will be covered later in this meeting.

Kim asked FPE members to receive and adopt the reports and accounts of the Company for the year ending 31-DEC-2021

Proposer: Hazel Harris-Hinds

Seconded: Mark Humphries

Resolution: 14 votes – all in favour (unanimous)

6. To appoint Accountants for the 2022 Service Charge year and to authorize Directors to agree their remuneration.

Kim explained that the Directors wished to re-appoint local accountancy firm Sexty and Co, Thorpe Road, Norwich as the accountants for the 2022 service charge accounts and which should be produced and distributed to all members by 30th June 2023.

The Directors wished to continue to use a local accountancy firm whom they can meet with face-to-face as required.

Proposer: Nicholas Pike

Seconder: Mark Humphries

Resolution: 14 votes – all in favour (unanimous)

7. To transact any other business.

7.1 Service Charge Accounts for the Year ending 31-December-2021

Kim then asked Clayton Hudson to summarize the accounts for the period ending December 2021.

From Clayton:

- Service Charge Income was £60,904
- Service Charge Expenditure was £51,724
- There was an overall Service Charge surplus of £9,180 in 2021 (compared to £1,879 in 2020)
- As of 31st December 2021, the Reserve Account balance was £189,724 (compared to £206,826 in 2019)
- FPE membership stands at 612 members

A formal vote was not required at this point and there were no questions at this point.

7.2 Update on major activities for Fellowes Plain Estate over the past 12 months

7.2.1 – Election of a new Chairperson

Kim explained that after 6 years of service, Hazel had decided in early 2022 that she wished to step down as Chairperson of FPE and wished to continue to serve as a Director. FPE Directors gave their sincere thanks at the FPE Board meeting in April to Hazel for her outstanding leadership as the outgoing Chairperson. Hazel was the first Chairperson of FPE under residential Directorship and was instrumental in setting up the long term self-maintaining lease of The Chapel with St Stephens Church.

Kim was proposed as the new Chairperson in the Board meeting in April, and Directors had agreed unanimously. James was proposed as the new Vice-Chairperson, and Directors had agreed unanimously.

7.2.2 – Grounds Maintenance

Kim then asked James to provide an update on grounds maintenance.

From James:

Vortex

FPE announced a new partnership with Vortex Grounds Maintenance for the upkeep of the FPE grounds, and which began on 1st April 2022. As a best practice, FPE Directors and NRM reviewed and updated the technical specification for the grounds maintenance in early 2022 and invited competitive tenders and included the existing contractor.

FPE Directors approved the appointment of Vortex following a process of due diligence, assessing value, skills, machinery, and references. Vortex staff currently attend one day per week for grounds maintenance duties, including pulling weeds.

FPE Directors and NRM completed a 6-month review of Vortex's performance in October. Directors agreed that Vortex are doing a good job, working systematically across the whole site, and that performance will continue to be monitored. Positive feedback has been received from FPE members.

For November 2022, temperatures have dropped, and grass growth has slowed. Vortex will therefore split their day across the week so that there is more than one visit per week to work on leaves collection plus any remaining weeds.

Lawn Treatment

Ladybird Lawn Care are continuing with the lawn treatments, including weed and moss control, but without lawn feed. Additional enrichment of the grass is no longer required in addition to mulch mowing.

Brunswick Road Fir Trees

FPH1 contacted NRM about the tall fir trees on Brunswick Road.

Guy has taken advice from a tree consultant and a tree surgeon who both advised that these trees are at their maximum mature height, and that the top of a fir tree should not be reduced. The removal of the top would leave the tree open to disease and decay.

Work will now proceed to trim the side branches which are closest to the houses. An application has been made to the Norwich City Council Tree Officer for consent for these works. NRM have informed all owners in FPH1 of this application so that they can in turn forward their own comments on the fir trees as this directly affects their section of the estate.

Brickwork

The brickwork on the St Stephens Road wall next to the Ivory Building will need to be repointed. Guy has advised that this work will be scheduled for Spring 2023 to avoid the frost conditions.

Signage

Cyclist signage and pathway markings leading onto St Stephens Road appeared in Summer 2022 and were not within the highway boundary. This pathway is not a designated cycle path, and the signage would reinforce a cyclist's viewpoint that this entrance should be used for cycling.

Directors instructed NRM to contact Highway Design for the removal of the signage and markings.

The white marking on the pathway have been removed by Norwich City Council. The post is being moved to the other side and within the highway boundary.

Planting

Box hedge blight affected the box hedging around the trees and pond. Spray treatments have been used and the box hedging is recovering. The health of the box hedging will continue to be monitored.

Many of the beach hedges on Fellowes Plain showed signs of distress during the hot summer. Guy advised that it is not cost efficient to water the younger beach hedge plants along the diagonal path and advised to wait until Autumn for replacement with more mature plants (not “whips”), including “box-in-a-hedge”.

Directors have discussed the establishment of 3 or 4 small trees or shrubs across the front of FPE towards St Stephens Road, like “Penny’s tree” and which is an ornamental cherry.

Additional lollipop trees will be placed in front of the electrical substation and the two failed young beech trees at the St Stephens Road entrance opposite the pond will be replaced with more mature trees.

Garden Seat

Directors discussed two requests for a permanent garden seat by the pond. On balance, FPE Directors concluded that whilst this is a lovely idea the overriding concern was that it would become a focus for anti-social behavior. Many residents take a folding camping chair to the pond and FPE Directors referred the matter back to the St Stephen Pavilion from where the requests had originated.

James then asked Kim to provide an update in relation to the chapel.

7.2.3 – The Chapel

Kim explained that the Chapel is under lease to St Stephens Church, and as a result, Small Business Rate Relief has been applied to the meeting rooms within St Stephens Pavilion building. This is a saving to FPE of over £4K per annum.

St Stephens Church continues to use the Chapel in line with the lease.

7.2.4 – 10 Year Maintenance Plan

Kim explained that NRM have prepared a 10-Year Maintenance Plan for FPE which is separated into one-off items and cyclical items. FPE wishes to become less reactive and more proactive when deciding upon maintenance items.

Directors have reviewed the 10-year plan and agreed that it is a “balanced plan”. Directors and NRM will review the plan every 6 months.

Projects for 2023 include:

- Boundary Wall repairs
- Railings repainting
- Tree Maintenance

7.2.5 - The Pavilion Meeting Rooms

Kim reminded FPE members that the Boardrooms in St Stephens Pavilion are available for bookings.

Boardroom No.1 is available for hire during the day and early evenings at a flat rate of £20 per hour, and 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/> or using Lumi.org

<https://www.lumi.org.uk/space/view/the-pavilion-st-stephens-road/>

7.2.6 – Communications

Kim then asked Nick to provide an update in relation to communications.

From Nick:

FPEMCL web site

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

FPE Newsletter

- To further improve communications, the Directors have created an A5-sized newsletter. The newsletter shares useful information about FPE and will give members early visibility of the upcoming activities within the 10-year Plan. Future editions of the newsletter will be prepared.

7.2.7 - Anti-Social Behavior around FPEMCL

- Members are reminded that anti-social and criminal behavior around FPE should be reported directly to the Police.

Nick then asked Kim to provide an update in relation to the Service Charge for 2022.

7.2.8 - Service Charge for 2022

- Kim explained that for 2023, the Directors voted to maintain the 2022 Service Charge of £114 into 2023. The cost savings from Small Business Rates Relief and retendering the grounds maintenance contract have offset other cost increases.
- Directors continue to recommend that the Reserve Fund should be a minimum of £150K to act as contingency for The Chapel given the 10-year break clause in the sub-Lease.
- Reserve funds remain at more than £180K.
- Members are encouraged to use the Direct Debit option to pay for the Service Charge as this payment facility is provided “interest free” to Members.

8. AOB

8.1 – FPE Articles of Association update

Kim explained that lockdown had demonstrated that virtual meetings are effective and encourage greater attendance at the AGM.

The FPE Articles of Association are very generic, stating that the AGM notice should specify the time and place of the meeting and the business to be transacted.

The FPE Directors are recommending an update the Articles of Association at a future AGM so that the use of “place” becomes more descriptive.

The recommendation from FPE Directors is:

General Meetings, including Annual General Meetings, to be held at such a time and place as the Board of Directors shall decide and may be held in-person as a physical meeting or electronically as a virtual meeting or by a combination of in-person and electronically as a hybrid meeting, provided in each case all the members attending the General Meeting (or Annual General Meeting) can hear the proceedings, speak and be heard at the meeting, and vote in real time.

Kim explained that FPE Directors look forward to the views of FPE members on this recommendation.

8.2 - Questions received in advance from Members, and during the AGM:

8.2.1 – Question: Loose leaves in the green area is getting out of hand. What is the frequency of collection/ removals?

Reply: From next week, 21st November, Vortex will be visiting more than once per week to focus on leaves collection and weeding.

8.2.2 – Question: Need a cautionary sign to stop vehicles (cars, vans, trucks) using the BGW Car Park [Benjamin Gooch Way] doing a U Turn at high speed or driving too fast as it a large area.

Reply: Benjamin Gooch Way is outside of the areas managed by FPE. Clayton shared the details of Emma Corlett at Norwich City Council who would be able to assist with additional signage.

8.2.3 – Question: One issue I would be grateful for the meeting to consider is pest control work at the development that, from a previous AGM, I understand involves killing pigeons because they are seen as pests.

Reply: Droppings from a pigeon infestation are both a health risk and a slip hazard and cause severe damage to property. The euthanizing of pigeons is done by a licensed operator and is done out-of-public-view.

Daniel Bardsley asked about the cost effectiveness of the pigeon control. Guy explained that the cost was very reasonable, and that pigeon control was paid for by St Stephens Pavilion and benefitted FPE. Regular gutter clearing also helped to reduce possible nesting spots.

Mark Humphries commented that the option of “rollaway” nesting boxes could also be investigated by NRM where the egg simply rolls away within the nesting box so that it cannot be hatched.

8.2.4 – Question: What is the date of the next FPE Newsletter

Reply: the next FPE Newsletter will be circulated in late Spring 2023.

9.1 - Closing Comments

- Kim reminded FPE members that they can contact the Managing Agent and thereby the Directors using the website www.fpemcl.co.uk

- To contact NRM as the Managing Agent, call 01603 670 050 or use the NRM website www.nrmltd.co.uk

Kim asked the FPE members attending the meeting to complete one final poll so that the FPE Directors could obtain feedback on the effectiveness of the AGM meeting. FPE members were asked to rate the meeting out of 10, with 10 being the highest approval rating.

Outcome of the poll:

Rated at 10: 50% of those attending

Rated at 9: 31% of those attending

Conclusion:

81% of the FPE members present rated the meeting as 9 or 10.

Kim thanked the FPE members present for joining the meeting and for providing the feedback and confirmed that the next AGM for FPE will be in November 2023.

Meeting closed at 07.50 PM