

## **KEMP TOWN ENCLOSURES LIMITED**

### **Minutes of Twenty-first Annual General Meeting of the Company held at the Brighton Steiner School, Roedean Road, Brighton Saturday January 16 2016 at 10.30 am**

**PRESENT** : 27 Freehold houses were represented with an additional 15 leaseholders and the Company's gardener in attendance

Attendance list held at offices of Jonathan Rolls, 244 Eastern Road, Brighton, BN2 5TA

#### **1. Apologies for Absence**

#### **2. Chairmans Report**

The Chairman, Mark Harper, opened the meeting by welcoming all in attendance. He referred the meeting to his annual report which had been circulated with the AGM paperwork. He briefly summarised his report by saying that the past year had, again, been dominated by the major project to the Southern Railings and the work in progress regarding completing the Phase I notwithstanding the original contractor ceasing trading and the need to replace this contractor with a local stone masons called Tilleys. The works had been completed.

During the year a meeting had been held in April to decide the best way forward to progress the project and, at that time, it was agreed that two levies would be raised to meet the cost of Phase II works. MH was pleased to report that the first levy of £600 per house, raised in October, had been successful and there remained only 2/3 houses outstanding in respect of this levy. The second levy, probably at the same level, would be raised in April 2016. A generous donation from a resident had been received to assist in funding but it was unlikely that any further outside source of funding was to be found.

Frankhams, the surveyors, had been appointed to review the specification of works for Phase II and asked to obtain tender prices from three specialist contractors. MH would report on their findings later in the meeting.

MH also referred to the appointment of a new sub-gardener, Andy Bush, which had worked well and resulted in savings particularly in relation to outside contractors and hedge work. There was also a new trainee gardener, who was giving assistance, from the local Horticultural School. The number of Voles (volunteers/helpers) had also increased.

MH referred to the Board of Management still being anxious to find additional helpers to assist with specific projects affecting the gardens particularly as Brian Horton, who had been a Member of the Board for many years, now wished to stand down for personal reasons.

**3. APPROVAL OF MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING – NOVEMBER 22 2014** which was proposed by David Morris and seconded by Mrs Rathbone.

**4.GARDENERS REPORT** MH asked Jeremy Mouldale to report on gardening activities during the year. Again JM's written report was attached to the Agenda paperwork indicating that it had been a good year for the gardens due to clement and often wet weather although, recently, it had been rather too wet. JM was particularly pleased with the additional assistance given by Andy Bush who had helped with some of the heavier tasks and also the trainee who was seconded for work experience for one day a week from the local Horticultural College

The principle activities during the year were the improvement and planting of the Dell area and JM had recently started work in the north garden to form an additional border. The north garden was problematical due to it being dry and shaded which made growth difficult.

JM had a longer term plan to change the hedgerow detail of the Arundel Terrace frontage to make, as elsewhere in the gardens, painting and maintenance of the railings easier.

JM was asked what his intentions were regarding the hedge adjoining the Southern Railings project. He felt that the hedge, although it needed some trimming back, should largely remain with its present substantial depth as a barrier subject to access being available to the frontage grass and the railings once reinstated.

Vanessa Minns asked whether it was possible to increase planting further in the north garden. There was also a question as to whether JM's proposed planting would affect future garden parties which he did not see as a problem.

A question was raised of JM as to whether foxes and badgers were a problem and whether a wild life survey had been undertaken in the recent past. JM accepted that foxes and badgers were an on-going problem but birds, butterflies and the like were more prevalent this year than in the past.

JM referred to planting in the area of the elms which had not been further affected by disease. He was hopeful that they were still hardy although he was not certain. Possibly they would not need to be removed - concern had been raised on the subject of Dutch Elm disease. Thankfully, this was not an issue at the present time.

MH, on behalf of the Board and the meeting, thanked JM for his hard work during the year and a round of applause from the room also signified everyone's appreciation.

**5. FINANCIAL STATEMENTS OF THE YEAR ENDED MARCH 31 2015**

Ian Clegg presented his report on the financial statements of the Company. He gave a brief summary of income and expenditure, funding of the railings project (which had previously been circulated at the April 2015 meeting) and advised members that a revised Capital Plan had been handed out to attendees. He had discussed with the accountants the presentation of the accounts to meet the concerns expressed at the last AGM.

IC dealt with a number of questions both in relation to Capital costs, funding, the 10 Year Plan and, in particular, questions relating to cobbles and the way forward regarding providing a permanent toilet for the gardeners.

Messrs Osborne, Minns and Eden raised specific questions in respect of the above matters.

IC dealt with a question regarding the Black Rock/Hospital project and advised that we had commissioned a review of the condition of the tunnel via structural engineers, Gyouroy Self Partnership, which was costing approximately £350 plus VAT, to protect our position regarding heavy lorries and other possible damage as a result of these major projects.

The financial statements were unanimously approved (Proposed David Morris. Seconded Joy (?))

6. **ELECTION OF DIRECTORS**

MH drew Members attention to the fact that Jill Sewell retired by rotation and offered herself for re-election. The Room, unanimously, approved her re-election. Russell Miller was elected to the Board. ME advised that Brian Horton, as previously stated, wished to retire from the Board of Management, after over 10 years service, for personal reasons. He was thanked for his excellent service, particularly, in relation to all the time he had spent on the Southern Railings project. A round of applause was given to him from the Room.

7. **APPOINTMENT OF CHARTERED CERTIFIED ACCOUNTANT**

Peter Chambers of Chambers and Company, was unanimously reappointed as the Companies' Chartered Certified Accountant.

8. **GARDEN RATE** The budget for 2016/17 was approved.

The garden rate for the year commencing April 1 2016 was approved at £810 for Freeholders, £280 for Outsiders and £243 for the Cottages.

9. **SOUTHERN RAILINGS REPORT/FUND RAISING PHASE II**

MH led a lengthy discussion on this subject. It was confirmed that it was the Board's intention to raise the second levy of approximately £600 per Freehold house in April. Collection of the levy in October 2015 had gone well and there were only 2/3 payments outstanding to be received. There had been no significant objections to the levy which had been approved at the April 2015 meeting.

MH then advised that the tender reports from Frankhams, the retained surveyors, had been received in December. Unfortunately, there were significant increases in the tenders received = Metalcraft Tottenham Limited in the sum of £173,170 plus VAT - Option A - 5 year paint guarantee and £193,150 plus VAT - Option B 20 year paint guarantee. A higher price from Iron Designs Limited was received in the sum of £205,650 plus VAT. A W Matthews Limited had declined to quote.

MH reported that these increases were very worrying. The Board had met to discuss the way forward which could be summarised as being three possible approaches :

1. Accept Option A tender from Metalcraft and proceed with Frankhams' supervising.
2. See if there was any room to negotiate their tender price with Metalcraft and to save costs self-manage the project henceforth and stand down Frankhams
3. The Board's recommendation is to review the entirety of the project in terms of negotiation with Metalcraft but not before the Board, with the assistance of Michael Osborne, had further analysed the tenders received and widen the search for specialist contractors who might be able to quote outside the London and Southern market place which had, to-date, resulted in the increased costs. There was general agreement by all Members that this was the correct approach and we had sufficient time to try and find, if possible, a cheaper specialist contractor even possibly looking to the Polish market where the Board had received a recent possibility. In the meantime there was every reason to request the second levy so that, once the project had been reviewed, funds would be in place to appoint a contractor. It was still the general view that the work, if possible, should be completed Summer/Autumn 2016 albeit it was not essential provided the Phase I plinth work was regularly checked for damage particularly in relation to the inserts where the railings would be offered-up.

#### 10. ANY OTHER BUSINESS

A number of housekeeping matters were discussed in relation to an outstanding Grant Application with the Garfield Western Trust which remained a slight possibility.

The condition of the walkway adjoining the southern hedgerow line was presently very slippery. JM would investigate

The intention to produce a News Letter in the Spring

There is some outstanding work to the access gate in the tunnel which was shortly to be completed.

Discussion that, in recent years despite some additional Voles, it may be necessary to employ outside contractors to get tasks finished due to the reluctance to find other helpers on specific matters.

MH drew the meeting to a close at approximately 12.07 pm. Thanked everyone for their attendance and said that the meeting had been constructive and less animated than the last AGM.