



The Committee of Management of
Hanover Crescent Enclosure

Notice of Annual General Meeting (AGM) 2019

You are invited to attend the AGM of the owners and occupiers of the houses of the Hanover Crescent Enclosure to be held on Thursday 23rd of May 2019 @ 7.30pm at Mojo's Café, 148 Lewes Rd, Brighton.

AGM Agenda

1. Nominations for members of the Committee (maximum of 7).
(Note: the East Sussex Act requires that one quarter of an hour is allowed after the time fixed for the meeting for candidates to be nominated)
2. Apologies for absence
3. Minutes of last AGM see AGM Minutes 2018 (Draft) at <https://hanovercrescent.org/archive/>
4. Report from the outgoing secretary for the year 2018/19
5. Report from the outgoing treasurer for the year 2018/19
6. Election of Committee
7. Questions from the floor

General Meeting (to follow the AGM)

1. Presentation and discussion to change the basis for the Crescent Levy.
 - a. VOTE by Owners
2. Garden and Tree Maintenance
3. Parking Issues
4. Parking Regulations – Give Committee ability to withhold or suspend parking permits as a penalty for invoices in arrears.
 - a. VOTE by Owners
5. Major Infrastructure Projects Update – Road and Wall and Long Term Plan
6. Confirmation of Crescent Levy for 2019/20
7. Major Infrastructure Project for 2019/20 – Phase 3 of Wall Repair (£20,000)
 - a. VOTE by Owners
8. FaceBook Page
9. AOB

Please speak to any member of the Committee or email secretary@hanovercrescent.org regarding any items you wish to raise.

Please note that a package containing additional information on AGM issues has been Posted on the HCE website. If you wish to receive this package by email or by hard copy then contact secretary@hanovercrescent.org confirming your name and house number.

New names for election to the committee would be welcome, please contact any present member or ensure you are nominated within 15 minutes after the start of the meeting.

Voting rules, parking regulations and other matters can be found on the hanovercrescent.org website. You have to attend the meeting to vote, as proxies are not allowed. No individual will have more than two votes.

The outgoing Committee:

Paul Farmer (13), Sue Gollifer (6), John Hinchliffe (18), John Hird, (11), Neil Smith (20), Sian Thomas (1), Simon Hopkins (8/9_4)

Notes to Agenda Items

Agenda Item 1. Presentation and discussion to change the basis for the Crescent Levy

At the last AGM the Committee were asked to review and make a recommendation for the basis of the Crescent Levy. The recommendation is to use the Council Tax bands as the new basis.

A detailed discussion has been previously circulated and can be found here:

<https://hanovercrescent.org/archive/>

In summary

- 1) The Council Tax bands already exist and all dwellings pay the Garden Rate on that basis.
- 2) Any resident can appeal to the Council for a change in their current band.
- 3) Using the Council Tax is mandated in the East Sussex Act (1981) that governs the management of the Crescent

Agenda Item 4. – Inclusion to withhold or suspend parking permits for non-payers in the Parking Regulations

All owners have a duty of care to maintain the common areas of Hanover Crescent to a safe standard and in keeping with the Grade 2 listing.

The Committee is elected to manage that duty on behalf of the owners and requires contributions to carry out any required works.

The works costing over £1,000 and the amount to be collected from all owners in any year are approved at the AGM.

It is unfair when a minority of owners does not pay their share. The only practical sanction or penalty that the Committee can impose is to withhold or suspend parking permits.

Therefore, the Committee recommends that additional wording be added to the Parking Regulations as follows:

“ A resident or owner/freeholder whose financial contributions to the Crescent are substantially in arrears will not be issued with new Resident Permits and existing Visitor Permits will be suspended. This will also apply to permits held by a renter where their landlord is in arrears.”

The Resident Permits are issued in early June and if someone is in arrears on 1st June the Permit will not be issued until the payments for the past and current years are made.

Agenda Item 5 – Major Infrastructure Projects Update

Since the last AGM the patching of the road and Phase 2 of the wall repair have been completed on schedule and under budget.

The major project for 2019/20 is Phase 3 of the wall with an estimated cost of £20,000 (see Item 7). Last year the Committee rebid the work on the wall and managed to reduce the overall cost for Phase 2 and 3 by about £20,000.

For future projects, in addition to the total resurfacing of the road, the Committee also foresees two other major infrastructure projects: 1) the installation of fibre optic cable for high speed internet and 2) the installation of EV chargers. The timing of all three projects could be connected.

The Committee proposes to carry out additional research on options for fibre optic and EV chargers over the next year and report and recommend a plan at next year's AGM.

Agenda Item 6 – Confirmation of Crescent levy for 2019/20

The Committee confirms keeping the overall Crescent Levy to £17,500 with £15,000 for infrastructure and £2,500 for ongoing costs.

Agenda Item 7 – Major Infrastructure Project for 2019/20

The Committee recommends Phase 3 of the Wall Repair for £20,000

SECRETARY’S Report 2018-2019

The Committee set itself a number of goals following last year’s AGM. These are the outcomes:

1. In combination with the tree management company implement the third year of agreed tree maintenance plan.
-> Completed in March and April
2. In combination with the parking company continue the plan of action to eliminate long-term parking by residents using Visitor Permits.
-> Ongoing.
3. Conduct tender for patch resurfacing of road, select contractor and initiate work.
-> Completed in February.
4. Conduct further tender for Second Phase of repair of boundary wall, select contractor and complete work.
-> Due for completion in early May.
5. Contact and follow-up with external agencies to improve the organisation and management of events held on the Level.
-> Marshalls provided to HC during the last Pride Saturday and Oktoberfest events.
6. As requested at the last AGM review the allocation system for payments to the Enclosure Committee and make a recommendation for any changes for review and approval at next year's AGM.
-> Recommendation made to the AGM to use the Council Tax Bands.
7. Consider possible ways to improve participation and consultation by the Committee with residents and owners
-> Held an informal information exchange meeting in February.

The Committee met seven times over the year and sent out 5 newsletters which included notices of events, management of the road works, discussion of the proposed changes to the Crescent Levy and inviting feedback and input from residents. Committee members had discussions with residents relating to the changes in the Levy, work on the trees and garden in general, drug taking in the garden and more.

We held an open drop-in session in February as well as organising the Crescent clean-up day, the bonfire and Christmas tree. The committee continued to manage the allocation of resident and visitor permits, as well as trying to restrict the use of VPs for long term parking,

Secretary to the Committee



The Committee of Management of Hanover Crescent Enclosure

Revenue and Expenditure Account for Year to 30 April 2019

		2017-18	2018-19	Notes are for 2018/19
INCOME	Garden Rate (via BHCC)	7,798.30	8,097.60	Raised via Residents' Council Tax
	Crescent Contribution	2,400.03	2,500.02	
	Infrastructure Levy	14,999.94	14,999.94	
	Insurance Claim	22,970.00	-	Vehicle Damage to Boundary Wall
	Other Income	355.00	245.00	Resident & Visitor Parking Permits
INCOME Total		48,523.27	25,842.56	
EXPENDITURE	Garden Maintenance	4,245.00	5,425.00	
	Tree Maintenance	3,185.00	1,056.00	
	Pillars & Walls Maintenance	20,325.60	8,690.00	Repairs to Boundary Wall
	Road & Pavement Maintenance	-	3,846.00	
	Gates, Railings & Fence Posts	-	-	
	Parking Management	119.00	-	Parking Permit Production
	Antisocial Behaviour	-	-	
	Community Event Materials	528.08	484.22	Christmas & Bonfire Night
	Website	194.08	76.36	Software & Hosting
	Legal	-	420.00	Committee Liability Opinion
	Rent	-	-	AGM Venue
	Professional Fees	4,531.20	-	Project Management for Repair of Boundary Wall
	Insurance	588.00	840.00	
	Stationery	-	-	
Underpayments Written Off	-	-		
EXPENDITURE Total		33,715.96	20,837.58	
Excess of income over expenditure		14,807.31	5,004.98	
YEAR END CASH POSITION				
Opening Balance (all accounts)	5,378.62	21,154.20	Opening balance at 01-May	
Surplus/(Deficit) for Year	14,807.31	5,004.98		
Movement in Crescent Invoices Outstanding (debtors) for the year	910.13	(1,203.70)		
Movement in Crescent Bills Outstanding (creditors) for the year	58.14	(3,823.14)		
Closing Balance (all accounts)	21,154.20	21,132.34	Closing balance at 30-April	
Current Account:	8,685.45	8,939.59		
Infrastructure Account	12,468.75	12,192.75		
	21,154.20	21,132.34		

These accounts have been prepared from the treasurer's receipts and vouchers and give a true and fair view of the cash position at 30-Apr-2019.

Hanover Crescent AGM Financial Report for 2018/19

The finances of the Enclosure Committee remain healthy, and we end the year with pretty much the same amount we started with.

In the Current Account, the combined costs of Tree Maintenance and Garden Maintenance are slightly down on last year despite there having been extensive repair work in the wake of the tree falling. Insurance has seen an increase this year as a result of last year's claim, and as a result of the legal opinion of our solicitors further insurance will be put in place in the coming year to cover any possible exposure to members of the committee of any legal action taken against them in respect of their management of the enclosure.

The Infrastructure Account remains close to its opening level, the revenue from the Infrastructure Levy having met the expenses of making repairs to the road and boundary wall.

For several years now the Committee has also sought someone in the Crescent that could take on the task of auditing the accounts, and Dave Curley of PricewaterhouseCoopers has kindly taken on the task.

(Proposed) Crescent Levy – Terms of Payment.

1. The total amount to be raised by the Crescent Levy is agreed each year at the Annual General Meeting of all owners and residents which is held in May. The charge for each property is calculated as a percentage of the current year's council tax band on which a property is rated and is payable by the property's freeholder or leaseholder. (See Note)
2. Invoices are issued on 1st June after the AGM and cover the period from 1st June for twelve months. They are payable by 1st July.
3. The payment is for the full twelve months and is not refundable.
4. Exceptionally, an owner may agree payment by installments with the Treasurer.
5. Where a property is on business rates the owner will agree with the Treasurer an equivalent domestic council tax band. The Levy would be increased by the Garden Rate amount that the council applies to domestic council tax for that year. st
6. Resident Parking permits are issued each year in June and run from 1 July for twelve months. In the event of a previous non-payment of the Levy, the permits for a property will not be renewed for that year.

**Committee of Management of Hanover Crescent
May 2019**

Note: The total amount the Committee is authorized to raise is capped by the 1981 East Sussex Act. The council tax already includes a 'Garden Rate' levy applied to all 'Enclosures' The Crescent Levy that can be agreed at the AGM is limited such that the two payments combined cannot exceed 25% of the rateable value of the property. We are well within that constraint.