



The Committee of Management of
Hanover Crescent Enclosure

Notice of Annual General Meeting (AGM) 2020

You are invited to attend the AGM of the owners and occupiers of the houses of the Hanover Crescent Enclosure to be held on Zoom on Wednesday, 24th June 2020 at 19.30.

If you wish to join the meeting please send a confirmation email to secretary@hanovercrescent.org.

You will be sent instructions on joining the meeting nearer the day.

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
4. Report from the outgoing secretary for the year 2019/20
5. Report from the outgoing treasurer for the year 2019/20
6. Election of Committee
7. Questions from the floor

General Meeting (to follow the AGM)

Votes by Owners will be binding

1. Garden and Tree Maintenance
2. Recommendation for Fence and Gates as Deterrent to Drug Use
VOTE by Owners
3. Parking Issues
4. Electrification and EV Chargers – Report and Recommendations
5. Recommendation for Installation of Electrification in the Garden
VOTE by Owners
6. Confirmation of Crescent Levy for 2020/21
VOTE by Owners
7. Discussion on the exercising of dogs on the lawn
8. 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), Kim Jack-Riley (SL)

**Minutes of the Annual General Meeting of the Committee of
Management of Hanover Crescent Enclosure**

Thursday 23rd May 2019

Opening

The Annual General Meeting of the Committee of Management of Hanover Crescent Enclosure was called to order at 19:40. Neil Smith began by welcoming everyone to the meeting and introduced the chair of the meeting, Leanne Allan and the Deputy Mayor Alan Robins. The Deputy Mayor made a few remarks, this being his first engagement in his new role.

Present

There were 17 attendees at the start of the meeting. Apologies were received from 7 residents

Nominations for Membership of the Committee

All members of the outgoing Committee volunteered to be re-elected.

Approval of the Minutes of the last AGM

The minutes of the 2018 AGM were approved.

Secretary's Report and Review of the last year.

John Hinchliffe presented the report, part of the published AGM pack, and summarised the Committee's activities for the past year.

Treasurer's Report

Paul Farmer presented the accounts, published as part of the AGM pack. He said that we ended the year with little change in the balance of funds. All Crescent Contributions and Infrastructure Levy payments for the year ending are now settled. The insurance claim for the damage to the wall had allowed the Phase 2 repairs to go ahead and these are just completed. (Note: There are still some payments to be made to complete Phase 2 costs). The Committee will spend an additional £480 on extra insurance to indemnify committee members against legal disputes. Spending on garden and tree maintenance is lower than last year.

Election of the Committee

Fifteen minutes having elapsed and no further nominations for the committee having been made or any objections having been received, the outgoing members were re-elected for the next 12 months. There were no questions from the floor.

GENERAL MEETING

General Business

1. Change of Basis for Raising the Crescent levy.

Neil Smith introduced the proposal included in the AGM document pack and was made following a request to review the mechanism at the previous AGM. The committee had considered several options and selected one based on a proportion of Council Tax bands. A

Document A – Minutes of 2019 AGM

draft proposal had been circulated earlier in the year. The total amount to be raised by the new combined levy is similar to previous years and the Crescent Levy would be continue to be invoiced to owners/freeholders and not tenants.

During discussion among the points made were that it remains necessary for the Committee to raise the amount requested in the proposal but that to use Council Tax bands was unfair on residents in houses in multiple occupancy and single household properties were benefitting, that Council Tax bands were themselves out of date, that by not charging for parking an easy to raise income stream was being missed, and that a mix of funding sources may be better.

It was also pointed out that the Levy may or may not be passed on by owners to tenants, that all residents had had the opportunity to give feedback, that proposals to use parking charges had been rejected at previous AGMs – and was a very contentious issue for a few residents, that since the bulk of the Levy is to fund long-term infrastructure the charge should not be born disproportionately by car owners or tenants, that the proposed mechanism was simple to administer and transparent and in line with the existing Garden Rate raised via council tax and as set out in the East Sussex Act 1981.

It was agreed the legal basis for raising the funds was uncertain and the Committee does not envisage pursuing non-payment in the courts. It was noted that all owners/residents had paid their share in the past year but collection could be flexible and phased if necessary, particularly in case of hardship. (Note: The Committee is proposing a sanction for non-payment through the withdrawal of parking permits – see below).

On a vote the proposal to change the funding mechanism was approved by 12 votes to 4 with the proviso that the Committee should again review the mechanism in the next year with a view to shifting the balance in funding resources to include parking payments.

2. Trees and Garden

It was reported that replanting of the area affected by the fallen elm is continuing, and the area around the stump is being reclaimed as garden. There will need to be some replanting along the wall where repair works meant that vegetation and bushes were removed. The garden is looking very good at the moment. The tree maintenance program continued this year to with work mainly on the Holm oaks and large elm overhanging the road. The works did not make a huge visual impact.

In discussions there was concern about the continued use of the garden for drug taking and whether the path along the back acted as a magnet for this. A few suggestions were to review again the possible effects of lighting, CCTV cameras, reducing and lowering vegetation to make the area more open and to look again at the need for the path.

There was a discussion on whether the trees on the lawn towards the north end should be allowed to grow or be reduced/removed in order to preserve the open lawn area and open up the garden. Whilst the lawn is considered a very valuable space, there was no clear consensus on this.

There was a request for any residents who wish to restore the garden furniture. There was some support for the idea that we should replace with new furniture permanently fixed in position.

3. Parking

New Resident Permits will be issued next month. The Committee had been monitoring the inappropriate use of Visitor Permits and does not cause problems at the moment but will be kept under review.

Document A – Minutes of 2019 AGM

The Committee had considered the use of Visitor Permits for short holiday lets, and other business uses, that can mean that the permits are in near permanent use. The position adopted is that unless and until there is a shortage of spaces overall there is no need to make proposals on addressing this. There was a suggestion that the Committee could consider different categories of Visitor Permits.

4. Proposal to make an addition to Parking Regulations to withhold or suspend permits for non-payment of Crescent Levy.

Neil Smith introduced this proposal – which had been postponed at last year’s AGM after some feelings that it had not been properly consulted upon. The withdrawal or suspension of permits is the only practical sanction the Committee can impose when the Levy is not paid and is easily enforceable by the parking management company. In discussion it was said that this sanction is inappropriate because it does not relate non-payment of the Levy and could penalise the wrong individuals. It is hoped that the threat of the sanction would be sufficient.

On a vote, the proposal was accepted by 12 votes to 4.

5. Infrastructure Projects

Possible future projects were discussed. The committee has already made preliminary investigations on feasibility of installing electric car charge points, and this would continue. One resident offered to help with grants that may be available. It was suggested that shared car ownership schemes should be considered. There could also be electricity points for lighting around the garden and for the Christmas tree.

The committee will also be considering and consulting on introduction of high-speed fibre optic Internet along the whole length of the Crescent.

6. Approval of Expenditure

It was agreed that the Committee go ahead with up to £20k for Phase 3 of the wall repairs and that the Committee raise £17,500 from the Crescent Levy.

7. Facebook Page

Sue Gollifer will be introducing a new private Facebook page for informal use by residents. Links will be provided in a newsletter. It was noted that this was for social events and not to be used to communicate with the Committee.

8. Any Other Business.

Committee members were thanked for their work over the year.

There was a discussion as to whether the Committee could do anything about the high traffic pollution levels.

There was a general discussion asking the committee to look at dealing with graffiti on the wall and pillars, the value of CCTV in the Crescent, the regularity of rubbish collections.

Next year’s AGM is planned for 21st May 2020.

At approximately 21:30, the Chair thanked everyone and closed the meeting.

JH

Report from the Secretary Document B

There are 7 members of the committee with 6 having been appointed at last year's AGM and a further member co-opted following an appeal for more members.

We sent five newsletters to residents with updates and information and seeking feedback.

The members of the Committee have continued with their routine responsibilities over the year, ensuring the garden is maintained, that parking is managed, organising Bonfire night, Christmas Tree and annual street tidying events, liaising with event organisers affecting the Level, and collecting and managing the Crescent Levy and Garden funds.

In addition, we have taken steps towards supporting residents during the Covid lockdown and addressing issues with rubbish collection, as well as replacing the garden furniture with benches made from recycled plastic, having the lampposts re-painted and having the graffiti along the garden wall and pillars removed.

In addition, several projects were undertaken as directed by the 2019 AGM. These and their outcomes are listed below.

HCE Committee Goals – 2019/20 - Results

1. In combination with the tree management company implement the fourth year of the agreed tree maintenance plan
Completed in February
2. Review the options to eliminate drug taking in the Crescent gardens and make a recommendation at the next AGM.
Recommendation to install two short sections of fence and lockable gates – to be reviewed at AGM
3. Review the options to install fibre optic cable along the Crescent and make a recommendation at the next AGM
Research has concluded that installing FTTP (Fibre to the Premises) is not feasible under current operating conditions.
4. Review the options to install electricity supply to the gardens in the short term and EV chargers in the longer term and make a recommendation at the next AGM.
Preliminary research completed, report supplied and recommendation made to install a new power cable – reviewed at AGM. It is not recommended to install any EV chargers at this time.
5. Review the options to install additional streetlights in the Crescent
Council have no interest in additional lighting so pending decision on installation of power cable.
6. Complete the third and final phase of repair of the boundary wall.
Work is on-going as of end April

Document B – Secretary Report

7. Conduct a further review of options for the payment allocation system and make a recommendation at the next AGM.
Reviewed and recommendation to keep current system. All owners paid the Crescent Levy invoice and no further comments were received.
8. Contact various agencies to see if any action can be taken to reduce traffic pollution along Lewes Road.
Contacted council but no action taken.

JH April 2020

Document C – Treasury Report



**The Committee of Management of
Hanover Crescent Enclosure**

Revenue and Expenditure Account for Year to 30 April 2020

		2018-19	2019-20	Notes are for 2019/20
INCOME	Garden Rate (via BHCC)	8,097.60	8,715.96	Raised via Residents' Council Tax
	Crescent Levy	2,500.02	17,682.29	Raised from Freeholders
	Other Income	245.00	250.00	Resident & Visitor Parking Permits
	INCOME Total	10,842.62	26,648.25	
EXPENDITURE	Garden Maintenance	5,425.00	3,900.00	Cost of contracting a gardener.
	Garden Extras	-	2,571.40	Plantings & Furniture
	Tree Maintenance	-	300.00	
	Pillars & Walls Maintenance	8,690.00	11,441.40	Repairs to Boundary Wall & Pillars
	Road & Pavement Maintenance	3,846.00	379.60	
	Gates, Railings & Fence Posts	-	200.00	Measures to discourage antisocial behaviour in the Enclosure
	Parking Management	-	-	Parking Permit Production
	Antisocial Behaviour	-	240.24	Removal of Graffiti from the Boundary Wall
	Community Event Materials	484.22	656.59	Christmas & Bonfire Night
	Website	76.36	442.13	Software & Hosting
	Legal	420.00	-	
	Rent	-	-	AGM Venue
	Professional Fees	-	-	
	Insurance	840.00	1,684.93	Public Indemnity, Enclosure Infrastructure & Committee Liability
Stationery	-	-		
Underpayments Written Off	-	-		
EXPENDITURE Total	19,781.58	21,816.29		
Excess of income over expenditure	5,004.98	4,831.96		

YEAR END CASH POSITION

Opening Balance (all accounts)	21,154.20	21,132.34	Opening balance at 01-May
Surplus/(Deficit) for Year	5,004.98	4,831.96	
Movement in Crescent Invoices Outstanding (debtors) for the year	(1,203.70)	796.39	
Movement in Crescent Bills Outstanding (creditors) for the year	(3,823.14)	0.40	
Closing Balance (all accounts)	21,132.34	26,761.09	Closing balance at 30-Apr
Current Account	8,939.59	10,407.09	
Infrastructure Account	12,192.75	16,354.00	
	21,132.34	26,761.09	

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-2020 .

Notes to Financial Report for 2019/20

- Within the year, payments for Phase 2 and Phase 3 refurbishment to the Boundary Walls and Pillars amounted to £9,941. Phase 3 work is continuing and is expected to give rise to further payments amounting to £9,620.
- The jump in expenditure for the website reflects the way the hosting costs are funded. We buy hosting in 3-year amounts to take advantage of price reductions offered by our hosting provider. We do not accrue these costs over 3 years' accounts as we manage our accounts on a cash basis.
- The increase in expenditure for Community Event Materials arises mainly from damage to the Christmas tree lights by foxes or squirrels, requiring replacement of cables and the provision of armoured trunking to mitigate this risk in future.
- Gardening costs have now been divided in the accounts to show the cost of ad hoc plantings and replacement furniture separately from the regular cost of maintenance for our gardener.
- Overall we have maintained our finance policy of retaining funds to manage 6 months' of revenue costs, and building towards a £30,000 balance to meet future infrastructure projects.

DOCUMENT D - General Meeting

Item 1 - Gardens and Trees - report

We continued with the re-planting of the area around the large elm that came down in 2018. The Council continue to monitor for Dutch Elm disease, and have reduced one of the larger elms and removed a second smaller one. As a result, our own regular tree maintenance programme was reduced with only minimum tidying work being carried out. The rotten benches have been replaced with new and the lampposts have been re-painted.

Next year we will review replacement tree planting, particularly towards the south end.

Item 2 - Recommendation for Fence and Gates as Deterrent to Drug Use

At past AGMs many proposals have been suggested to reduce or eliminate drug taking along the Back Path. These have included CCTV, lights, guards, etc. The Committee has reviewed all of these proposals and has come to the conclusion that a physical barrier would be the most effective and practical.

The proposal for the barrier consists of two short sections of fence and lockable gates at the North and South ends of the lawn. The two sections would be approximately 15m in length, 1.8m high and consist of green chain link on green angle iron posts set in concrete footings. The self-closing gates would have programmable keypads on both sides for access by residents. The fences are approximately at right angles to the houses and additional planting would be included to soften the profile. Estimated costs are £4000.

Wooden poles with ribbon have been placed at the north and south ends so residents can see the proposed locations. Please take a look and we can discuss further at the AGM.

Item 3 – Parking – report

There have been few parking issues over the year. New Visitor Permits will be distributed later in the year. New Resident Permits will be distributed in June.

Item 4 - Recommendation for Installation of Electrification in the Garden

At past AGMs many proposals have been suggested to provide electricity in the garden. This would provide a supply to light the Christmas tree (which currently uses batteries) and enable us to remove the rotten and disconnected junction box on the edge of the lawn. For the future, we would be able to install more street lighting, further lighting around the garden and possibly connections for car charging and other uses.

The proposal is to install a 3-phase cable (100A) across the road to a new junction box with standard 13 amp plug sockets. The precise location is yet to be decided.

Costs for the installation of the cable and junction box are approximately £7000.

DOCUMENT D - General Meeting

Item 5 - Electric Vehicle Chargers – Report and Recommendations

The government has announced a goal to stop the sales of all non-electric vehicles by 2035, and it seems likely that the government and/or the local authority will introduce some restrictions on non-electric vehicles well before that. It is not too early to consider what steps the residents and owners of Hanover Crescent should take to prepare and a report is attached.

A report setting out the costs and charges associated with installing electric car charge points to the existing lampposts in the Crescent was prepared by the same company that is already installing points around the city on behalf of the Council. A Summary of this report is in Appendix 1.

In January the Committee sent out a questionnaire to gauge the likely level of demand for charge points in the Crescent over the next three years. Of the 28 households that currently have at least one Resident Permit we received responses from 7 that had a strong interest to acquire an EV in the next three years. Combined with the two households, who already own an EV, almost one third of car owning households have a strong interest. However, the response to the questionnaire was low and at the moment there appears to be insufficient interest for the Committee to pursue this.

At this time the Committee does not recommend proceeding with any installation of EV chargers. We will review again with updated costs at the next AGM.

Item 6 - Confirmation of Crescent Levy for 2020/21

As last year, the Committee recommends the collection of approximately £17,500 through the Crescent Levy with individual household payments in proportion to Council Tax bands. The Levy is payable by property owners and freeholders rather than tenants.

£2500 of this is allocated to enhance the Garden Rate collected via the Council which is used for looking after the garden and for events and other maintenance. The remaining goes towards infrastructure projects such as those proposed above, and to build up the reserves balance so that we can reach our target of £30,000.

The amount to be invoiced depends on the council tax band according to the table below. This will be invoiced after the postponed AGM.

Council Tax Band	2020/21 Council Tax	Crescent Levy at 17%
A	£1,440.55	£244.89
B	£1,680.64	£285.71
C	£1,920.74	£326.53
D	£2,160.82	£367.34
E	£2,641.00	£448.97
F	£3,121.19	£530.60
G	£3,601.37	£612.23
H	£4,321.64	£734.68

APPENDIX 1 – Report on Electric Vehicle Charging

Background

As a rule of thumb it takes about one hour of charging on a 7kW charger to have sufficient battery power for approximately 30 miles.

For example, a Nissan LEAF has a 40kWh battery that provides a range of 140 miles and a 7kW charger can fully charge in 6 hours. A Tesla Model S has a 75kWh battery with a range of 240 miles that takes 11 hours to fully charge.

Using a 22kW charger the Tesla can fully charge in 5 hours. A vehicle has to be able to take the higher rate of charge. As a comparison charging from a domestic 3-pin point is 2.3kW.

Most charging is done as a top-up rather than a full charge from zero. The EV's range would depend on several factors including climate, terrain, climate control and driving style. We would buy the electricity from a power provider that only used renewable sources.

Options for EV Chargers

The Committee has looked at two preliminary options:

Option 1:

Use the power from one or both of the lampposts that each could provide up to 2 x 7kW chargers/lamppost. Costs for one double unit are approximately £5000

Option 2:

This option would follow from the electrification as outlined above and would allow the installation of a combination of up to 26 7kW units (2x13). We would have sufficient power for the foreseeable future. Costs for the actual chargers are again approximately £5000 for each double 7kW unit.

In either option each user would be issued with an individual RFID card or use an App so that usage could be tracked and a monthly bill sent to the resident. The cards would only be issued to holders of Resident Permits and would be unique to Hanover Crescent so non-residents could not use the EV stations.

Funding

The government offers a £500 grant for home installation of an EV charger but it is not clear how this would apply to multiple users with common ownership.

One funding option is for the Committee to pay for the installation of the equipment and then, over time, recoup the costs through the tariff on the electricity or through an upfront fee or through some combination. If the electricity cost 14p/unit and we charged 28p/unit then it would take about 5 years to recover the £5000 cost for a double 7kW charger.

NS May 2020