



The Committee of Management of
Hanover Crescent Enclosure

Notice of Annual General Meeting (AGM) 2024

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 May 2024 @ 7.30pm at Brighton Trades and Labour Club, 16 Lewes Rd, BN2 3HP.

AGM Agenda

1. Nominations for members of the Committee (maximum of 8).
(Note: the East Sussex Act requires that one quarter of an hour is allowed after the start time for candidates to be nominated)
2. Apologies for absence
3. Minutes of last AGM
4. Report from the outgoing secretary for 2023/24
5. Report from the outgoing treasurer for 2023/24
6. Election of Committee
7. Questions from the floor

General Meeting Agenda

1. Garden and Tree Maintenance
2. EV Chargers
 - a. Proposal
 - b. Installation of power and a dual EV charger including use of £10,000 from the Infrastructure Account - Vote by OWNERS
3. Major Infrastructure Projects
 - a. Construction of new bike stand at north end - For information
 - b. Installation of New Railings - Vote by OWNERS - £6,500
4. Confirmation of Crescent Levy for 2024/25 - VOTE by OWNERS - £3,000
5. 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.

Outgoing Committee:

Paul Farmer, Sue Gollifer, John Hinchliffe, Neil Smith, Amanda Papadopoulos, Chris Carter-Pegg, Martha Turland, Jas Walters



The Committee of Management of
Hanover Crescent Enclosure

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

Wednesday 24 May 2023

Opening

The Annual General Meeting of the Committee of Management of Hanover Crescent Enclosure was called to order at 19:40. Leanne Allan, as a nonresident, was the independent Chair and opened the meeting.

Present

There were 20 attendees. Apologies were received from 3 residents and the Mayor.

Nominations for Membership of the Committee

Two members of the outgoing committee, John Hird and Ruth Dixon did not put themselves forward for re-election. Other members of the outgoing Committee volunteered to be re-elected. Sue Gollifer noted that she would stand for one more year. Jasbir Walter and Martha Turland also put their names forward. John Hird was thanked for his many years of valuable contributions to the work of the Committee.

Approval of the Minutes of the last AGM

The minutes of the 2022 AGM were approved

Secretary's Report and Review.

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

Treasurer's Report

Paul Farmer introduced the financial statement, part of the published AGM pack, explaining the year-end financial statement that were in good order with the establishment of a reserve fund approaching the £30k target.

Election of the Committee

Fifteen minutes having elapsed, the new Committee was appointed. The remaining outgoing Committee members, plus the two new nominees were appointed without a vote being necessary. Committee members for 2023/24 are: Paul Farmer, Sue Gollifer, John Hinchliffe, Neil Smith, Amanda Papadopoulos, Chris Carter-Pegg, Jasbir Walter and Martha Turland

AGM Minutes 2023 - GENERAL MEETING

General Business

1. Garden and Tree Maintenance

There have been some urgent and unavoidable tree maintenance works over the year such that we have had to spend most of the 5-year budget of £5000 that was agreed last year for tree maintenance. Whilst we hope to do minimal maintenance work over the next year or two, we may have to request a further budget at a future AGM.

The new wild flower beds were generally welcomed as a success and two further beds are being established. We plan to organise further planting of trees in autumn to replace the lost sycamore at the north end. Resident's suggestions as to the which trees we should plant, or for other planting ideas are always welcome.

2. Parking

Neil Smith introduced the proposed amendments to the Parking Regulations as previously circulated. The amendments are intended to maintain and improve fairness in the use of parking permits. The proposals were:

- Increase the number of available Residents Permits for House 23/24 from 4 to 6.
- In multi-dwelling properties no individual dwelling will be issued with more than one Resident Permit.
- Visitor permits may not be used for purposes of commercial gain including short term holiday lets such as AirBnB.

These proposals were agreed on a show of hands.

3. Major Infrastructure Projects

New bike stands

After considerable effort investigating options for replacement bike stands and seeking quotes for our favoured option no suitable contractor at a reasonable price could be found.

The demand for spaces remains difficult to establish with the demand being linked to the type of structure that is installed. There was a suggestion that using one of the smaller parking bays at the south end would be a cheaper option and not impact the garden as much. This would use up a parking space or two and may be seen as a security problem close to the end of the Crescent. The new Committee will re-consider options in the forth-coming year.

Installation of railings across pedestrian entrance

The proposal was explained in detail with the proposed new railings located at both ends at the inside entrance between the wall and a pillar. The design consists of traditional materials and built by a local iron worker. There was a brief discussion and it was noted that one resident had written a note opposing the project. The proposal was generally welcomed as being an aesthetic improvement as well as a potential help in reducing unwelcome entrance to the Crescent. By a show of hands it was agreed to go ahead with this and submit the necessary planning consent applications.

AGM 2023 Minutes – continued.....

4. Crescent Levy for 2022/23

The recommendation from the Committee was to raise £6000 for 2023/24 split in proportion to Council Tax bands. This covers the cost of the proposed railings and will bring the infrastructure/contingency fund towards £30k target.

This proposal was approved on a show of hands.

7. Any Other Business.

There was a brief discussion about links between the Crescent and the Council. Contacts with local Councillors has been helpful in the past. Neil offered to get in touch with the new local Labour Councillors.

The Chair thanked everyone and Neil Smith thanked Karl Simpson of Mojo's Cafe for his hospitality and Leanne Allan for chairing. The Chair closed the meeting.

JH 7/Jun/2023

Report from the Secretary

We sent five newsletters and notices to residents over the last year with updates and information.

The members of the Committee have continued with their routine responsibilities over the year, ensuring the garden is maintained, that parking is managed, and managing the Crescent funds. There was a lovely carol singing session around the Christmas tree and the regular bonfire. The web site also had an update.

The Committee had 7 meetings over the year. The planning applications for the railings agreed at the 2023 AGM was submitted, a better bicycle parking facility at the south end was installed. There were fewer issues with trees with some minor maintenance cutting back trees over the Lewes road and removing dead wood etc. But there had to be a major reduction of a sycamore found to have a large cavity on a branch leaning over parked cars. We decided to go ahead with a vaccination treatment of our 12 elm trees which will hopefully prevent dutch elm disease from spreading. New shrubs were planted to close gaps in various places, and a new tree was planted near where the large sycamore was removed at the north end.

More recently, areas of graffiti on the wall along Lewes road have been removed, and a further round of discussion on electric car charging began. We are still addressing a problem with the garden gates not shutting properly and the tree at the north end that is causing the pillar to shift.

JH May 2024



The Committee of Management of Hanover Crescent Enclosure

Revenue and Expenditure Account for Year to 30 April 2024

		2022-23	2023-24	Notes are for 2023-24
INCOME	Garden Rate (via BHCC)	9,168.10	10,285.70	Raised via Residents' Council Tax
	Crescent Levy	8,930.00	5,991.00	Raised from Freeholders/Owners
	Bank Interest	50.00	343.37	Infrastructure Account Interest Received
	Other Income	255.00	1,710.00	Resident & Visitor Parking Permits
	INCOME Total	18,403.10	18,330.07	
EXPENDITURE	Garden Maintenance	4,200.00	4,850.00	
	Garden Extras	100.00	1,547.13	Seasonal Plantings & Garden Furniture
	Tree Maintenance	1,345.00	1,032.00	Tree inspections, cropping & new plantings
	Structural Tree Emergencies	3,006.00	1,500.00	Structural Tree Emergencies
	Pillars & Walls Maintenance	10,305.98	-	
	Road & Pavement Maintenance	-	-	
	Gates, Railings & Fence Posts	-	-	
	Planning Applications	-	642.00	Planning Application for Railings at North & South Entrances
	Parking Management	-	-	
	Antisocial Behaviour / Security	-	450.00	Removal of Graffiti from outer wall on Lewes Road
	Community Event Materials	563.99	423.00	Bonfire Night, Christmas & Social
	Website & Zoom	374.71	121.98	Software & Hosting
	Legal	-	-	
	Rent	-	50.00	Hire of room for AGM
	Professional Fees	-	-	
	Insurance	1,270.44	1,344.26	Public Indemnity, Enclosure Infrastructure & Committee Liability
	Stationery & Postage	2.35	3.49	
Underpayments Written Off	-	-		
Suspense Account	-	(96.00)		
EXPENDITURE Total	21,168.47	11,867.86		
Excess of income over expenditure	(2,765.37)	6,462.21		

YEAR END CASH POSITION

Opening Balance (all accounts)	30,838.38	27,720.81	Opening balance at 01-May
Surplus/(Deficit) for Year	(2,765.37)	6,462.21	
Movement in Crescent Invoices Outstanding (debtors) for the year	(77.21)	(1,105.20)	
Movement in Crescent Bills Outstanding (creditors) for the year	(274.99)	50.00	
Closing Balance (all accounts)	27,720.81	33,127.82	Closing balance at 30 April 2024
Current Account:	1,699.28	354.92	
Infrastructure Account	26,021.53	32,772.90	
	27,720.81	33,127.82	

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 April 2024

Outstanding Debtors

None

Outstanding Creditors

Gardener £350.00

Prepayments

None

AGM – Pre-read

1. Garden and Tree Maintenance

Many of the trees in the Crescent garden are mature and require regular intervention such as topping to remove weight, or even removal if there is a safety issue. Unfortunately this has left some sections, especially at the north end, looking bare. A new liquid amber tree was planted last year at the north end near the base of the sycamore that had been removed due to safety.

There is not much room for additional tree planting in this area as there are several young trees that are growing to fill the spaces but of course they will take some time to mature. We have pruned the hedges along the wall to grow up rather than out and plan to plant some new shrubs to fill gaps along the top of the low inner wall and along the Lewes Road boundary wall.

We now propose to remove the larger lime tree that is potentially undermining one of the Listed gate pillars which is visibly leaning into Lewes Road. The lime tree has had significant work done to it previously so is no longer a prime specimen. The removal of the tree will reduce the significant weight that is currently being placed on that pillar. After the removal we will reassess the situation to decide whether the stump should also be removed.

We learned of a tree vaccine that can be administered against Dutch Elm Disease that has been used by the Pavilion Trust. We have contracted a supplier to proceed with vaccinating some 13 trees. This should happen soon on a date to be confirmed.

The emergency work on the trees has resulted in higher spending more than expected and last year we spent £2500 using up most of the £5000 five year budget approved at the AGM in 2022. Half of the proposed collection of £3000 of the Crescent Levy will be used to supplement next year's tree maintenance budget. (See Para 4).

One or both of the gate posts to the back path at the south end have moved and the gate no longer closes. We will repair this in next few months.

2. Electric Vehicle Chargers in Hanover Crescent

Background

As Brighton Council consider how to roll out the implementation of on street car charging infrastructure, HCE has been weighing up how best to accommodate the new technology and ensure residents here are facilitated. It is likely that if the Crescent was managed by the Council an EV charger would have already been installed.

Some residents of Hanover Crescent have expressed a desire to have access to this infrastructure too and given that our private road status excludes us from accessing on-street chargers in restricted parking zones throughout the city it is necessary that we consider our response.

A proposal for EV chargers was made at the AGM in 2022 but voted down by a small margin. The proposal was to finance the work from the Crescent Levy.

AGM 2024 – Pre-read continued.....

The Committee has decided that we bring a different proposal to the AGM for discussion. This proposal is fully funded and does not involve raising new funds from the Crescent Levy, with no cost to the owners who either do not own a car or have no interest in owning an EV. Indeed, within 5 - 10 years this proposal will generate an income to be ploughed back into maintaining our Enclosure.

Proposal

The proposal is to install power into the garden area and a dual 22kW EV charger.

There would be a kiosk located at the end of the low wall opposite no 21 and a post with the dual chargers opposite No 19 shared between two bays.

Estimated costs are £20,000 split between UK Power Networks who make the connection into the existing power line (~£6000) and an electrical contractor who will supply the kiosk and switchgear and the dual chargers (~£14,000). We would also need to select an energy provider (eg. EDF, Octopus, etc.) and a company to administer the collection of the money from charging.. If we go ahead installation would likely be in early 2025. At some point further chargers may be installed depending on the growth in the number of EV owners.

See Project Proposal and FAQs as attached for more detail.

The pros and cons of installing EV chargers in the Crescent are:

Pros

- a) encourage residents to reduce their carbon footprint by switching to an EV
- b) convenience to charge outside your house and not rely on on-street chargers.
- c) make use of lower energy tariffs compared to on-street chargers and low cost overnight energy tariffs
- d) access to many on-street chargers in the Hanover area are restricted to local residents.
- e) to prolong battery life most car manufacturers recommend charging using AC power on a regular basis rather than super-fast DC chargers
- f) enhance property values and make rentals more attractive.
- g) provide accessible power supply in the garden for sundry uses

Cons:

- a) timing of recovery of the money may be longer than anticipated
- b) disruption to parking and traffic during installation
- c) risk of capital cost overrun
- d) additional administration work for the Committee
- e) temporary reduction of Infrastructure Account reserve

Installation of power and dual EV Charger - Vote by OWNERS

A group of six residents have offered to pay 50% of the estimated £20,000 cost of installation. The other half would come from the existing Infrastructure Account and would be recovered over time from new users (see below). There is no proposed new collection of the Crescent Levy to pay for this project as all costs would eventually come from the EV owners.

AGM 2024 – Pre-read continued.....

In order to recover the £10,000 outlay the Committee proposes to charge an annual access fee and uplift on the energy tariff to new users. The investor residents would not pay the access fee as they had paid upfront. Making assumptions on the growth in the number of EV's and annual mileages the intention is to recover the £10,000 in 5 to 10 years and thereafter it would provide a regular income stream to the Committee. The rules regarding the use of EV chargers by residents and visitors would be included in an update of the Parking Regulations which will be submitted to residents for approval before the project starts along with the proposed level of the annual Access Fee and the uplift on energy tariff.

3. Infrastructure Projects

a. Construction of new bike stand at north end - for information only

In 2023 a new bike stand was installed at the south end with a gravel stand and screened by bushes. The proposal is to repeat at the north end for a cost of ~£800.

b. Installation of new railings - Vote by OWNERS

This project is to install railings at the two "inner" pedestrian entrance at the north and south ends. An expenditure of £5000 was approved at last year's AGM but there has been a delay in starting the project due to getting the requisite planning approvals from the Council. As there has been some time since the original bid the contractor was asked to rebid and the new cost is 30% higher at £6500 including the admin fee required for the planning application.

4. Crescent Levy for 2024/25 -Vote by OWNERS

The proposal is to collect a Crescent Levy of £3000 for next year with individual amounts in proportion to the Council Tax bands. This money will be used to supplement the Garden Rate where extra costs have been incurred on tree maintenance (50%) and the increase in costs of the new railings (50%)..

Band A - £44.00

Band B - £52.00

Band C - £58.00

Band D - £66.00

Band E - £80.00

Band F - £94.00

Band G - £110.00

HCE EV Chargers - FAQs

Q) This proposal was voted down at the AGM in 2022 so why is it coming up again?

A) A group of residents ("EVG") have offered to pay 50% of the costs of installation with a total estimated cost of £20,000. Therefore, the cost to all owners is reduced by half.

Q) Why are costs higher than those proposed at the last AGM?

A) This time the proposal includes the installation of a 22kW dual charger using AC power. The costs from the local network operator, UKPN, have gone up by more than 20% since 2022 and could go up again with more delay.

Q) How many EVs are currently in the Crescent?

A) Currently there are 2 EVs and 1 PHEV (Plug-in Hybrid). However, several residents would consider getting an EV if charging was already available in the Crescent.

Q) Will there be a reduction in the number of parking spaces and can non-EV cars park in the bays.

A) There is no reduction in the number of parking spaces and no restriction on residents parking in the EV bays. During the initial period when there are a small number of EV cars their owners will be encouraged to park in the EV bays even if they are not charging. There will need to be neighbourly cooperation to make the system run smoothly.

Q) Are there sufficient chargers for all residents?

A) A dual charger would be sufficient to service the likely growth of new EVs for many years. At some point a second dual charger would be needed but the cost would be relatively modest as the power infrastructure has already been installed. Current costs for the dual chargers and installation is about £4,000 not including the cost of the trenching and cabling to the selected location in the Crescent.

Q) Why can't public on-street chargers be used instead?

A) Many of the on-street chargers in Brighton are restricted to the local residents. In general, the fast public chargers in Brighton are poorly maintained and often not working. It is more convenient and cheaper to have chargers located in the Crescent.

Q) Why can't public superfast chargers be used instead?

A) Superfast chargers are more expensive and use DC power. Most EV car manufacturers recommend preferentially using AC power, such as proposed here, rather than regularly using DC power

Q) How will the installation costs be paid for?

A) Half of the costs will come from the EVG and the other half from the Crescent's Infrastructure Fund. The Crescent's half will be paid off by new users paying an annual Access Fee and paying an uplift on the Energy Tariff. The EVG are considered to have paid the Access Fee upfront. The reserve fund will be reduced from approximately £30,000 to £20,000 but be made up over time through the collection of the annual Access Fee and Energy Tariff uplift. Once the cost is paid off in 5 to 7 years this will become a positive income stream for the Crescent.

Q) What is my share of the £10,000?

Allocation to the Crescent Levy is proportional to Council Tax bands. For £10,000 owners would pay on average £210 with a range of £140-£350. However, in this proposal there is no collection of additional money as it has already been paid into the Infrastructure Account.

Q) How will the usage be paid for?

A) The costs of charging will be paid for by the users. The Committee will contract a back office company to administer the collection of the cost of charging. Each user will, for example, use an app or RFID card for access and be charged directly. Typically there is a 10% overhead cost as part of the energy tariff to pay for the service but no annual access fee. So, for example, if the energy tariff was £0.30 the actual amount collected would be £0.33.

Q) Who will set the annual Access Fee and the Energy Tariff Uplift and how often will it change?

A) The Committee will recommend the levels of both for approval at AGMs.

Q) Will all residents be able to use the chargers?

A) The EVG and all residents who pay the annual Access Fee will be able to use the chargers.

Q) Will visitors be able to use the chargers?

A) The mechanism for visitors to use the chargers is still under discussion but it will either be by using a current user's access or by access on a temporary basis by paying a higher Energy Uplift specifically for visitors.

Q) Can the power be used in other ways?

A) Initially there will be 3 point plugs for casual electrical use and in the future for other uses such as extra lighting, etc.

Q) Why are the kiosk and the chargers located at the north end?

A) A kiosk is a lockable waterproof box used to house the equipment similar to those seen on the street, for example, outside North Lodge. The kiosk in this proposal was located close to an entrance to minimise disruption to parking during the installation phase. The north end has fewer large trees so is the better candidate. The chargers can be positioned anywhere along the Crescent but it is cheaper to have them located near to the kiosk. A second phase of chargers can be located anywhere in the Crescent but a location further from the kiosk carries more cost due to trenching and cabling costs.

Q) Who will manage access?

A) The Committee will manage access as part of overall parking management. The Parking Regulations will be updated to include the new conditions.

Q) What happens if I need to charge in an emergency and both bays are occupied?

A) All of the users will be in an online users group and so be able to communicate an emergency to others. There will need to be neighbourly cooperation to make the system run smoothly.

Q) I don't own an EV why should I pay towards a charger?

A) Having the option of a charger in the Crescent will enhance all property values and make rentals more attractive. All owners will get the benefit of having chargers in the Crescent so it is fair that all make a contribution.

Q) I don't own a car why should I pay towards a charger?

A) Having the option of a charger in the Crescent will enhance all property values and make rentals more attractive. All owners will get the benefit of having chargers in the Crescent so it is fair that all make a contribution.

Q) What is government policy on the introduction of EVs?

A) Current government policy is that 80% of all new cars sold in Great Britain will be zero emission by 2030 and increasing to 100% by 2035.

Q) Are there government grants available?

A) There is a government grant from OZEV of £350/charger and we should qualify for it but it has not yet been counted against the total cost.

Q) Can other owners join the EVG?

A) There is no limit on participation. Costs are divided equally among all participants.

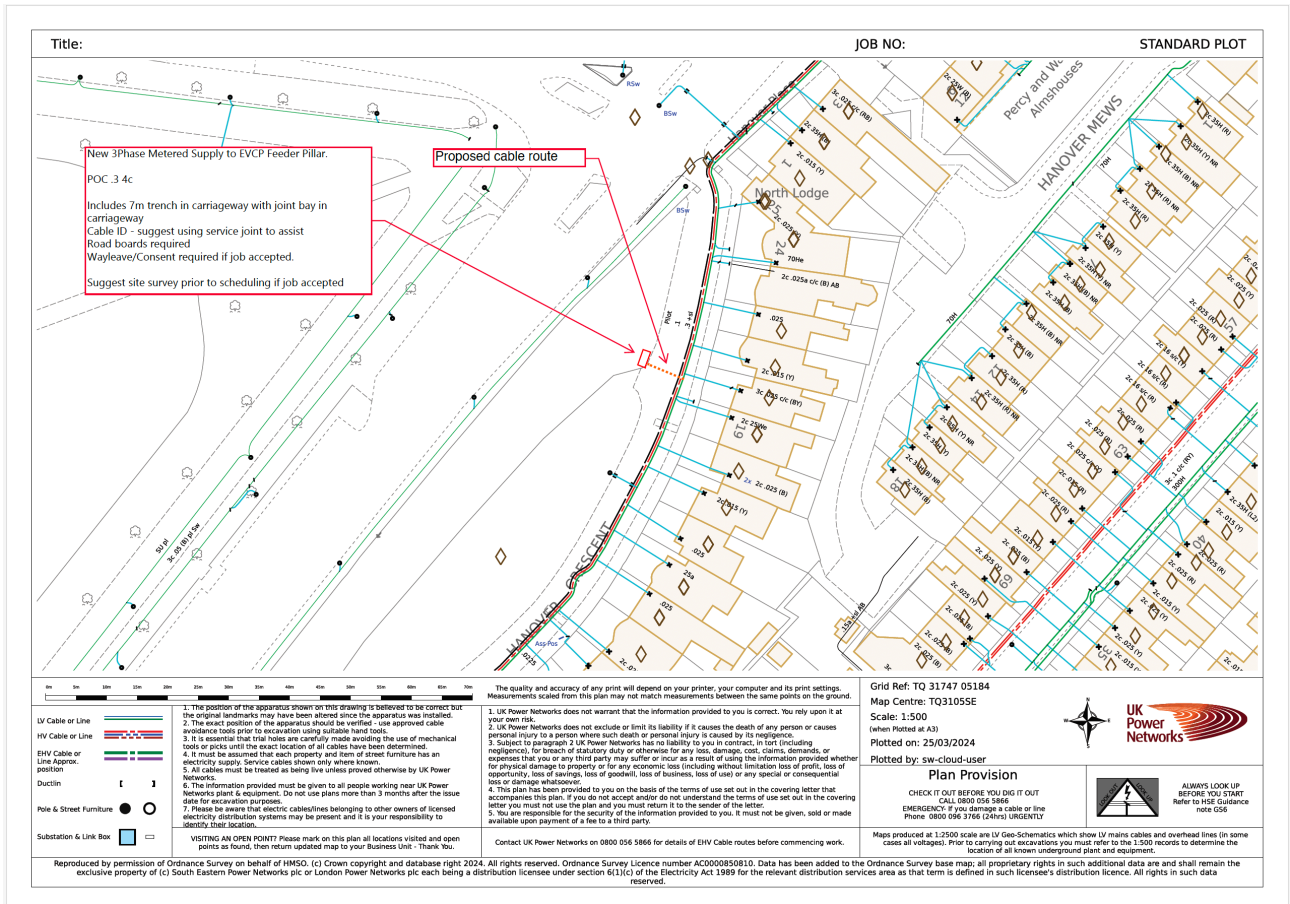
Q) When will the installation happen?

A) UKPN have a long wait time so likely timing is December 2024 or January 2025

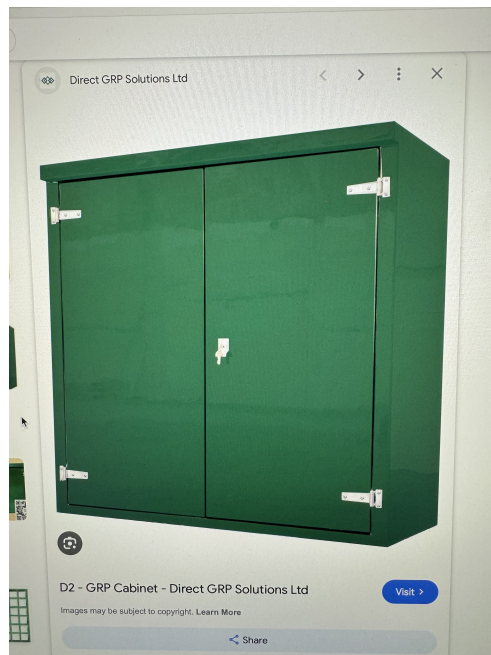
Q) What about technology improvements?

A) Technology improvements such as the ability of batteries to charge faster are very likely but the technology of delivery electrons to the EV car is not going to change and so there is no technology risk to the installation of power and EV chargers at this time.

HCE EV Chargers - Project Proposal (April 2024)



Power:
 The local DNO (Distribution Network Operator) UKPN will tap into the existing LV power line that is located along the edge of the pavement. The same line provides power to all of the houses and the two lampposts. They will run a three phase 100A line across the road to a kiosk. Cost for this part is ~£6,000.



Kiosk:

The line from UKPN will end in a kiosk where other switchgear and a smart meter will be located. The kiosk will be green or grey and built of GRP (Glass Reinforced Plastic). The project from the kiosk to the EV chargers will be done by an electrical contractor and the cost is ~£14,000. The power will stay at three phase to maximise charging capacity. The kiosk will be located in the garden from the end of the short wall. It will be screened by shrubs and bushes. In addition to the power for the EV charger there will be two 13A sockets for casual use in the Crescent.



EV Chargers:

Two 22kW EV chargers will be located on a pole (1150mm high compared to 800mm for the existing fence posts) between two bays serving both and about 7m away from the kiosk. There will be a safety guard in front. The installed cables will be able to be used for a second charger when there is a need.

Electricity Supply:

A power provider (eg. EDF, Octopus,) will be selected and they will supply a smart meter installed in the kiosk. We may be able to utilise low cost energy tariffs for overnight charging.

Charging:

An admin company will be selected to manage the cost of the charging. Users will use an app or RFID card to access the chargers and pay the costs. Most of the money collected will be returned to the Committee except for a 10% uplift on the power tariff to cover admin costs.

Access Fee and Energy Tariff:

For new users the Committee will set an annual Access Fee that will be used to repay the cost of the installation.

The Committee will be able to set the energy tariff charged to allow it to pay 1) the energy provider for the base energy tariff and the standing charge, 2) annual maintenance and 3) to recover the costs of installation.

The proposed annual Access Fee and Energy Tariff will be reviewed and approved at AGMs.

Technology

The proposal includes dual 22kW AC chargers. The model of car determines the speed of charging usually at 7kW or 11kW or 22kW. There is no harm done to the car to use a higher rated charger than the it can utilise. Many car manufactures recommend preferentially using an AC charger than the super-fast DC chargers used on long journeys.

Technology improvements in the ability of batteries to charge faster are likely but the technology of delivery electrons to the car is not going to change and so there is no risk to committing to EV chargers at this time.

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