

St. Mary's Island Residents' Association Limited

NOTICE OF ANNUAL GENERAL MEETING 2017

Notice is hereby given in accordance with the provisions of the Companies Acts that the Annual General Meeting of St. Mary's Island Residents' Association Limited will be held at 7:30p.m. on Friday 1st December 2017 in the Large Hall of the Community Centre, Island Road West, St Mary's Island, Chatham Maritime, Kent ME4 3EP

AGENDA

1. Apologies for absence.
2. To receive the Chairman's report.
3. To receive and adopt the financial statements of St. Mary's Island Residents' Association Limited for the year ended 31st March 2017.
4. To elect two Directors from nominations received and Directors retiring by rotation and to approve the appointment of Directors made since the last Annual General Meeting.
5. Any Other Business.
6. Invited guest speakers
 - **Jonathan Sadler**: CEO of Chatham Maritime Trust, who will be bringing us up to date on CMT generally; what they do and don't do for us, covenant enforcement, security and plans going forward.
 - **Johanna Dixon**, Waste Development Manager, Medway Council, who will be advising us on recycling, what they do with it, how much of it they do and how we can complain if we are not happy with them.
 - **Matthew Scott**, Kent Police and Crime Commissioner, who will tell us what measures and initiatives he has already taken and what he plans for improving policing in Kent.
 - **Inspector Rachel Harris**, head of Kent Police Community Safety Unit, who is based at Medway Police Station and will be telling us how they are tackling the surge in anti-social behaviour (bike gangs) and how we can help them to combat it.
 - **Brian Portway**, Secretary - on behalf of SMI History Group, whose presentation is entitled "The Building of the Basins" which today form the Marina, Watersports-Centre and Chatham Docks. Brian will be showing original photographs recently discovered and taken during the 19th Century.

Dated 27th October 2017

By Order of the Board



Dr R E Muid
Company Secretary

Registered Office: The Observatory, Brunel, Dock Road, Chatham Maritime, Kent ME4 4AF

Enclosures:

Chair's Report

P&L Accounts for the year ended 31st March 2017

Minutes of the AGM held on the 2nd December 2016

Note 1: A Member entitled to vote at the meeting is entitled to appoint a Proxy to attend and vote on their behalf. A Proxy need not be a Member of the Company. To be valid a Proxy Form must be lodged at the Registered Office not less than 48 hours before the time appointed for the meeting. A Proxy Nomination Form is obtainable from the Company's Registered Office or downloadable from the www.smira.info website.

Note 2: Members wishing to nominate a Member to be appointed as a Director should give notice addressed to the Secretary of the Company at the Registered Office not less than 14 days prior to the date appointed for the meeting. The nominated Member must indicate his or her willingness to be appointed by filling in a consent form. A Director Nomination Form is obtainable from the Company's Registered Office or downloadable from the www.smira.info website.

Note 3: Additional items to be raised under 'Any Other Business' must be notified in writing to the Secretary of the Company at the Registered Office not less than 14 days prior to the date appointed for the meeting.

Chair's Report:

Dear Members,

I hope you agree with me that our Island remains a pleasant and safe environment in which to work, play, retire and bring up our families. However, we should never take this for granted and the maintenance and improvement of the Island together with the building of a caring and cohesive community remain our objective and biggest challenge. SMIRA is required to operate as a limited Company and none of this would be possible without the financial support we receive and the close working relationship that we have developed and enjoyed with Chatham Maritime Trust. To the same end we have, over many years, built up good working relationships with Medway Council and other local stakeholders and there are always many occasions when we receive the valued help and guidance of our two Ward Councillors, Andrew Mackness and Habib Tejan in achieving our objectives.

Your SMIRA Directors for the 2016/17 year were; **Allan Sneller** (Vice Chair), **Peter Haigh**, **Leslie James**, **Chris Reynolds**, **Barry Woolford** and **Graham Wrightson**. Your Honorary Officers were: **Bob Muid** (Secretary) and **Lily Leaver** (Treasurer).

More recently, Leslie James, who reached his 97th birthday this year and has served as a SMIRA Director for over 8 years, had to resign due to ill health. During that period, Leslie has acted as our ears and eyes whilst taking his daily walks around our lovely Island and I am sure that you would like to join me in thanking Leslie for his many years of service to SMIRA and in wishing him well for the future.

All Directors and Officers are, like me, volunteers and I would like to thank them for their support hard work and guidance. I hope you will support our Board by attending our AGM and continue to support us in all our future undertakings in the furtherance of the interests of all SMI residents. Finally, I want to especially welcome those new residents who have more recently moved into the latest development and make you aware that, whether you are Members of SMIRA or not, you are always welcome to engage with us as well as attend any of our regular meetings. Your attendance will assist us in embracing and reflecting the views of all residents, including those in affordable housing, that make up and contribute to our way of life on our lovely Island.

So, what have we achieved during this Financial Year?

Re-opening of the Caisson under the HMS Chatham Bridge:

On the 10th of August 2016 the caisson under HMS Chatham Bridge was re-opened. Since the unannounced closure, SMIRA had urged CMT to try and resolve the matter and they positively responded by negotiating a license with Peel Ports. CMT covered both parties' legal costs, paid for the supply and fitting of new decking and balustrades and continue to pay for the ongoing maintenance and insurances to cover its use. As soon as the caisson was re-opened, SMIRA convened a meeting with Marina Developments Ltd., Homes and Communities Agency and CMT to see how the rubbish that regularly builds up under the bridge and in the marina could be mitigated. An action plan was agreed and additional low-level mesh panels were fitted to the existing marina perimeter balustrade, the existing open top bins were changed for closed top and additional closed top bins supplied resulting in much improvement. However, any combination of good quality water and sun will result in weed and SMIRA have set up an arrangement with the lock operators that, in addition to the regular weed clearing regime, a call from SMIRA will result in a further rubbish clearing operation, which seems to be working.

Road Adoptions:

Every two months for the last five years SMIRA have held constructive Road Adoption meetings with Medway Council, CMT, our Councillors and the three developers of SMI. Although it has taken a long time and has required the co-operation of all parties, we anticipate that all the sector roads on SMI will be adopted by the end of 2018 and those in the 'build-out', one year after each sector is completed. See below for more details:

a) Island Way West – Additional Zebra Crossings:

Last year I advised you that, given the additional heavy traffic that would be created along Island Way West because of the final 'build-out' of the Island, SMIRA have negotiated two additional Zebra Crossings paid for by Countryside Properties to provide safer access to the Community Centre, Pharmacy and the School. One crossing is to be sited near to Partridge Drive and the other near to the rear of the Elderly Assisted Housing facility currently being constructed. This crossing will also provide safer access to the School from the appointed 'drop-off' parking bays planned in the 'build-out'. However, both crossings have taken longer to develop and design than anticipated but we are advised that construction works will commence reasonably soon.

b) Island Way East – Mini Roundabout near Goldcrest Drive bus stop:

Many residents must be wondering just what is going on at the mini roundabout near to the Goldcrest Drive bus stop. The new kerbs forming the roundabout were positioned correctly but long wheelbase vehicles, particularly buses, found it difficult to negotiate resulting in substantial damage. Reductions in the adjacent landscaping

beds were then implemented but the vehicles were still causing unnecessary and careless damage. More recently, large granite blocks have been positioned to deter vehicles but even this is not working and the problems caused by a combination of excessive speed and poor driving remain a “work in progress”.

c) Sectors:

Sector 1 (Countryside): Roads – Adopted; Landscaping - Adopted

Sectors 2, 4, 6 & 12 (Countryside): Roads – Adopted; Landscaping – Adopted

Sector 3 (Redrow): Roads – Adopted; Landscaping – Agreed and in final legals. Will be adopted by CMT by spring 2018 latest.

Sector 5 (Barratt's): Roads – Adopted; Landscaping – Agreed and in final legals. Will be adopted by CMT by spring 2018 latest.

Sectors 7, 8, 9 & 14 (Countryside): Roads – To be adopted by September 2018 latest. Landscaping – To be adopted by CMT September 2018 latest.

Sectors 10, 11, 13 & 15 (Countryside)

These sectors form the ‘build-out’ of the Island and both the roads and the landscaping will be adopted by a much quicker process as each Sector is completed. In addition, at the request of SMIRA, who were invited to take part in the design of the Master-plan, much of the landscaping and, in some cases residents’ gardens, in the ‘public realm’ will be maintained under a management contract. It is hoped that this will avoid the unfortunate situation that we often see on Central Walk where the visual enjoyment of residents is often blighted by some residents not maintaining their gardens to a standard in keeping with the adjacent landscaping.

Covenant Enforcement:

The enforcement of the Covenants by CMT that we all sign up to when buying a property on the Island continues and there has latterly been a focus on rectifying past breaches that have not previously been dealt with. In addition, new sales on the Island ‘build-out’ have to be dealt with. SMIRA of course encourage and support CMT in carrying out this important task such as to reasonably maintain the ‘street scene’ that we all sign up to and is the most popular charge that we address to CMT when responding to their survey. With this in mind it is important that residents are minded of the covenants when considering changes to their properties or boundaries and I would very much recommend that they speak to CMT before applying for planning permission or taking any other action. It is not unusual for planning permission to be granted but there still be a clear and irrevocable breach of the covenants which could result in difficulty selling your property.

Increasing Anti-Social Behaviour:

Most residents will be aware of increasing Anti-Social Behaviour, particularly ‘bike gangs’, in Chatham Maritime, Medway and the UK generally. This has perhaps come as more of a shock to SMI residents as we are not used to this kind of ongoing dangerous threat to our lawful and peaceful existence. With this in mind, SMIRA, CMT and our Councillors have set up regular meetings with the Community Safety Unit, headed up by Inspector Rachel Harris at Medway Police Station. These meetings are aimed at keeping residents better informed about reporting incidents and the outcomes where appropriate, as well as how we can all work with the police to mitigate the effect that this recent trend is having. Reporting back to residents will be through the recently formed official SMIRA Residents’ Facebook Group and both the SMIRA and CMT websites.

Inspector Rachel Harris has kindly accepted our invitation to attend our AGM, bring us up to date with community safety initiatives in Medway, tell us how we can help, and answer your questions. In addition Matthew Scott, Kent Police and Crime Commissioner, has agreed to come along and tell us what measures he has already taken and what he plans for improving policing in Kent.

Car Parking on SMI:

Following last year’s presentation by Ruth Du-Lieu, Assistant Director of Frontline Services at Medway Council it is anticipated that a further, more specific, survey of SMI residents will take place to measure support for a targeted parking permit scheme. The scope of the consultation process is currently being worked on and we anticipate residents receiving more information directly from Medway Council in the New Year.

St Mary’s Island Residents’ Facebook Group:

As a result of incorrect, incomplete and sometimes misunderstood information circulating on the St Mary’s Island Community Facebook Page, SMIRA Directors decided that a well-managed St Mary’s Island Facebook Group Page should be launched that could better act as a conduit of factual information to registered residents only. Personal abuse of any kind is not tolerated and it is hoped that a large number of residents (there are over 300 already) will join and receive constructive information on such matters as security outcomes, events and covenant information. Residents can also use the page to ask questions and seek help and advice on all matters related to living on SMI. If you would like to join, please search Facebook for SMIRA (St. Mary’s Island

Residents' Association) Official Group. There are 3 simple questions to answer after which our Admin. Team will approve your application.

Keep Informed:

SMIRA hold residents' meetings on a Tuesday evening approximately every six weeks and we usually have more than 30 residents in attendance. Once you sign-in your contact email at one of our meetings you will automatically be sent our approved minutes. Alternatively, these can be viewed on our website www.smira.info and they will enable you to keep informed and up to date with the range of topics that we deal with. However, if you would like a weekly update of what is going on in and around Chatham Maritime, I would recommend that you go on the CMT website www.cmtrust.co.uk and sign up to receive the "Friday Flyer", which is sent out every Friday by CMT. It costs nothing and contains very useful information as well as giving the latest contact details for key people and associated stakeholders.

SMIRA meetings are held on Tuesdays at 7:00pm in the Community Centre Meeting Room (all welcome). Meeting dates for 2018 are: 16 January, 27 February, 10 April, 22 May, 3 July, 14 August, 25 September and 6th November. The 2018 SMIRA AGM (open to all) is at 7:30pm on Friday 7th December in the Large Hall. One to one surgeries with a representative of SMIRA, CMT, Moat Housing and our Ward Councillors take place between 6:00 and 7:00 p.m. From 6:00pm to 7:00pm our PCSO will meet residents in the Community Centre Office if they wish to raise issues confidentially.

David Taylor, Chair

**ST MARY'S ISLAND RESIDENTS ASSOCIATION LIMITED
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2017**

	2017 Total £	2016 Total £
Income:		
Grant from Chatham Maritime Trust	3,232	3,000
Grant: Community Projects	-	1,000
Grant: Defibrillator	-	1,000
Membership Subscriptions	20	30
Total income	3,252	5,030
Expenditure:		
AGM costs	746	726
Annual return fee	13	13
Stationery and Postage	282	198
Insurance	395	368
Accountancy fees	150	150
Meeting expenses	252	161
Newsletter publications	1,064	1,034
Website administrative costs	350	350
Defibrillator	400	0
Donations to community groups	250	0
Bus time-table delivery	0	80
Newsletter delivery	58	95
Planning consultation meeting	30	0
Hall speaker system	45	0
Total expenditure	4,035	3,175
Net income/(expenditure)	(783)	1,855
Reconciliation of Funds:		
Fund balances as at 1 April 2016	1,825	(335)
Fund balances as at 31 March 2017	1,042	1,520

ST MARY'S ISLAND RESIDENTS' ASSOCIATION LIMITED
Minutes of the Annual General Meeting held at the Community Centre
on Friday 2nd December 2016 at 7:30pm

The AGM was formally opened by the Chairman, David Taylor.

David thanked the members for their attendance and reminded everyone that membership of SMIRA was not compulsory but was free.

He introduced our guests: Ruth Du-Lieu (Head of Integrated Transport, Medway Council), Dave Harris (Head of Planning, Medway Council), Cllr. Habib Tejan, Grant Leathwhite (CMT Estates Officer) and Chris Harrison (Community Warden).

1. Present: Directors: David J Taylor, Allan Sneller, Peter Haigh, Graham Wrightson, Barry Woolford and Leslie James, Secretary: Bob Muid and Treasurer: Lily Leaver.
2. Members: 76 members signed the register
3. Apologies for absence: Chris Reynolds (Director), Cllr Andrew Mackness, the Moat Team and Simon Taylor.
4. Nominations for Director: there were no nominations for Directors received
5. Forms of Proxy: there were no Forms of Proxy returned.
6. Additional items to be raised under 'Any Other Business': none.

1) Adoption of the Minutes for the 2015 AGM

There were no matters arising from the minutes. David Taylor asked that the minutes be adopted and this was proposed by Leslie James and seconded by Barrie Jones. The motion was unanimously carried.

2) Chairs Report:

SMIRA is a not for profit limited company representing the residents of St. Mary's Island and supported by Chatham Maritime Trust. All our directors and officers are unpaid volunteers and David Taylor wanted to thank them for all their hard work. He also thanked CMT for financing SMIRA as an independent body and for positively working with us in our common aims on Chatham Maritime in general and SMI in particular. Since the last AGM we have been working on:

Ring road adoption:

Following the adoption by the Council of the Island ring road, Island Way East and Island Way West, SMIRA pressed for the provision of two pedestrian crossings on Island Way West to give safer access to the community hub of the doctor's surgery, community centre and pharmacy. These have now been agreed although the exact locations and detailed designs are being finalised. One crossing will serve the elderly assisted living accommodation due to open in early 2018, and a number of bespoke 'drop-off' SMI School parking places incorporated into the new development and the other will provide safer access between the community centre and Sector 2 (Woodlark, Redshank etc.).

Secondary Road Adoption:

Sector 1 (Countryside) and Sector 5 (Barratts) roads have now been adopted, please contact the Council over any problems with the roads, pavements and lighting. Sector 3 (Redrow) roads remain a work in progress although much of the adoptable works have taken place. Sectors 2, 4, 6 & 12 (Countryside) roads are currently undergoing legal conveyancing and transfer processes to alter ownership from Countryside to Medway Council. Following successful transfer, the project plan expects remedial works to commence on these sector roads, subject to weather conditions, in Spring 2017. Sectors 7, 8, 9 & 14 (Countryside) roads are similarly in the process of being assessed for remedial works, and once a price is agreed the legal process will commence to convey these sectors over to Medway Council. The project plan indicates that these works will commence, subject to weather conditions, in Summer 2017 consecutively after the sectors mentioned above. Sectors 10, 11, 13 & 15 (Countryside) are part of the final phase 'build-out' of the Island and it will take a number of years before these roads can be considered for adoption.

Landscaping Adoption:

I am delighted to be able to advise you that the soft landscaping maintenance on Island Way East, Island Way West, Central Walk and the majority of the Countryside secondary roads has now been transferred to CMT in perpetuity. This has been a major objective of SMIRA and we have persevered over many years to achieve this fantastic result. Having said that, I would like to thank CMT, Countryside, Medway Council and our Ward Councillors, Andrew Mackness and Habib Tejan, for working with us to make this happen. CMT's soft landscaping contractors, Turfsoil, have already started work and many residents have already expressed their pleasure with the changes that are already evident.

The maintenance of the landscaping in the Barratts and Redrow areas will be transferred to CMT once the legal documentation has been finalised.

Car Parking on SMI:

This is an increasing and serious concern and, together with dog fouling and dogs off leads is the most common and time-consuming subject that comes up at SMIRA residents' meetings. Most recently the enforcement of parking regulations in the terms of the lease at the Watersmeet Apartments and the enforcement of a two-hour time limit in the Ship & Trades car park has exacerbated the situation. Residents who are most affected by these developments are those living in roads closest to HMS Chatham Bridge. Most of the parking issues on these roads are caused by non-Island residents who commute to London or work locally where inadequate parking is provided by their employers and it was these same people that caused the time limit at the Ship & Trades car park to be enforced. As Medway Council have either adopted or are close to adopting most of these roads, our Ward Councillors, Andrew Mackness and Habib Tejan, arranged for a consultation document to be sent to all SMI residents to determine their interest in introducing a residents' parking permit scheme on the Island. I understand that the response to the consultation document was substantial but I want to stress that this is not an initiative devised by the Council but simply, by request, a consultation to ascertain the needs and interest of all the residents.

Covenant Enforcement:

From time to time CMT carry out an SMI residents' customer survey. The response and feedback are generally encouraging but the one subject that receives the most response by far is that of covenant enforcement. CMT have an obligation to enforce the covenants and, although these cannot easily be changed, the enforcement of them is regularly reviewed.

I think it is fair to say that we all want to maintain the 'street scene' on SMI that we all recognise. Recently CMT have tried to take a more pragmatic view when enforcing the covenants. A lot of work has gone into this and, under the stewardship of Jonathan Sadler, the Trust's Interim Chief Executive, a new explanatory letter has been sent to all residents. The letter was generally well received and as a result, a more consultative approach to discover both current and historic breaches has been trialled. Unfortunately, in carrying out this trial, many historic breaches that had not previously shown on CMT records have been discovered. In resolving any breach, you must determine whether you also need planning permission and, if you do, SMIRA have worked with CMT and the Council to determine, in advance, what documentation you will need to make an application. This information is now on SMIRA and CMT websites and the Council's Planning Portal. Failure of residents to deal with breaches could delay a re-mortgage or sale of your property, so best to resolve early.

Reopening of the Island Youth Club:

Following the financial support from CMT for a Youth Leader and a strong influx of volunteers from Island residents, I am delighted to tell you that the SMI Youth Club, 'The Island Castaways', reopened on the 16th September. The Club currently enjoys between 40 and 50 members and over 10 volunteers, many from our Island Church. Apart from the normal activities, the members have already experienced a 'Nerf Wars' evening and 'Street Dance' and 'Fencing' evenings have already been planned. My thanks to CMT and of course all our volunteers for making this possible.

David Taylor encouraged residents to attend our meetings. If you have issues which you don't want to raise in a full meeting, SMIRA host a residents' surgery (6:00-6:45pm before the main meeting) at which there will be a ward councillor and representatives from Chatham Maritime Trust, Moat Housing and SMIRA present to answer questions and help residents with problems.

- 3) **Adoption of Accounts for Year-end 31st March 2016:** (circulated with the formal notice of the AGM) There being no questions raised on the accounts a motion that the accounts be adopted was:
Proposed by Allan Sneller and seconded by Owen Pascoe. The motion was unanimously carried.
- 4) **Election of Directors:** David Taylor advised that, in accordance with the constitution, two Directors were required to resign by rotation. This falls this year upon Chris Reynolds and Barry Woolford. As there were no nominations received from members for directors prior to the meeting it was proposed that both Chris Reynolds and Barry Woolford be re-elected as directors.
 - Proposed by Andrew Ducat and seconded by Les Parker. The motion was unanimously carried.

The attendees also showed their appreciation for the work of the Directors and officers.

There being no other business the AGM was formally closed.

There then followed presentations by:

- Ruth Du-Lieu, Head of Integrated Transport, Medway Council, who reported on the results of the recent St. Mary's Island parking consultation and the options going forward.
- Dave Harris, Head of Planning, Medway Council, who presented the Local Plan and was able to discuss general planning questions which frequently come up in relation to SMI.