

St. Mary's Island Residents' Association Limited

NOTICE OF ANNUAL GENERAL MEETING 2018

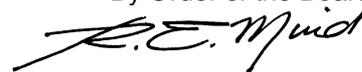
Notice is hereby given in accordance with the provisions of the Companies Acts that the Annual General Meeting of St. Mary's Island Residents' Association Limited will be held at 7:30p.m. on Friday 7th December 2018 in the Large Hall of the Community Centre, Island Road West, St Mary's Island, Chatham Maritime, Kent ME4 3EP

AGENDA

1. Apologies for absence.
2. To receive the Chair's report.
3. To receive and adopt the financial statements of St. Mary's Island Residents' Association Limited for the year ended 31st March 2018.
4. To elect new Directors from nominations received.
5. Any Other Business.

Dated 24th October 2018

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 2018

Minutes of the AGM held on the 1st December 2017

With the resignation of most of the current Board, SMIRA are inviting nominations from members who want to become Directors.

SMIRA is a limited company, properly constituted, with clear Governance structures and registered by guarantee. The setting up of Chatham Maritime Trust and the respective residents' and commercial tenants' representative bodies, SMIRA and South Co, was the subject of considerable thought by English Partnerships, the Government body responsible at the time for the regeneration of Chatham Maritime. In order to ensure residents were represented on the Board of Chatham Maritime Trust the Articles of Association of CMT provided for SMIRA to be one of the Trust's 4 member organisations, and to be represented by 2 Trustees. Most residents' associations wouldn't have any formal interface with an organisation like Chatham Maritime Trust.

Director nomination and consent forms are downloadable from the SMIRA website along with role descriptions of Directors and Honorary Officers: <http://smira.info/news.html#director>

Note 1: Members wishing to nominate a Member to be appointed as a Director should give notice addressed to the Secretary of the Company by email or at the Registered Office to arrive not less than 14 days prior to the date appointed for the AGM. The nominated Member must indicate his or her willingness to be appointed by filling in a consent form. A Director Nomination and Consent Form is obtainable from the Company's Registered Office or downloadable from the website above.

Note 2: 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 3: Additional items to be raised under 'Any Other Business' must be notified in writing to the Secretary of the Company by email or at the Registered Office not less than 14 days prior to the date appointed for the meeting.

Chair's Report:

Many of you will know by now that, following some vitriolic Facebook postings by a small number of residents in March this year, targeted at SMIRA in general and myself and Allan Sneller in particular, I, along with Director Peter Haigh, Hon. Treasurer Lily Leaver and Hon. Company Secretary, Bob Muid gave immediate notice of our intention to resign at this year's AGM.

Director Barry Woolford also gave notice of his intention to resign at this year's AGM but has subsequently decided to continue in office if so elected. Director and Vice Chairman Allan Sneller and Director Steve Gargano resigned with immediate effect. Director Sam Rainbow resigned with immediate effect for her own reasons.

The issue that the 'Facebook' postings referred to was a proposed consultation by Medway Council, initiated by SMIRA, with a view to mitigating numerous parking issues that many residents had expressed at SMIRA meetings over a number of years. Residents' main concerns were around the all-day parking of non-residents' cars, particularly at the south of the Island.

As usual SMIRA did not take a position in this matter but acted as a conduit to bring the problem to Medway Council to seek ideas for a possible solution. Again, in accordance with our normal practice where significant issues such as this arise, SMIRA facilitated a residents' meeting, which was attended by almost 100 residents.

At that meeting the Council, who themselves had consulted with external specialists, proposed a 24 hour parking permit scheme but made it clear that there was still much consultation to take place with the residents and the School. I want to make it clear that at no point did SMIRA take a view or position on the merits of, or the implementation of, any scheme and was assured by the Council that any proposed scheme would only be introduced if the majority of Island residents were in favour.

Unfortunately, one of the Facebook postings went beyond the subject matter and challenged my integrity as a Director and Chairman of SMIRA. My complete rebuttal of this challenge remains a matter of record and, as your retiring Chairman, I want to make it clear that at no time during my 15 years of community work on St. Mary's Island have I received any payment or expenses, save for the cost of stationery, which is included in the SMIRA Income and Expenses Account and which is put before the Members for approval at each AGM.

With further reference to financial matters, again in accordance with our normal procedures and Company Law, the Board have adopted and submitted the SMIRA independently audited Annual Accounts for Year End March 2018 to Companies House. These accounts include the Income and Expenditure Account which forms part of the formal AGM paperwork and for which the Board will seek Members' approval under the relevant agenda item.

At the AGM the retiring Hon. Treasurer, Lily Leaver, will be handing over all the financial documentation, including bank statements and cheque books to the new Board and Treasurer. In addition, in these unusual circumstances, we have asked our independent auditor to prepare a Financial Statement showing the financial position as at the 7th December 2018, the date of the AGM. This Statement will show the make-up of the balance remaining at the bank and at the disposal of the new administration and we will be asking Members to adopt this Financial Statement in addition to the Income and Expenditure Account at the AGM. With a view to ensuring a smooth handover to the new administration, the current Board have left in place the 'paid-up' Directors Insurances and the 'paid in advance' hire of the Community Centre Meeting Room in accordance with our advanced bookings for the remainder of this financial year. It will of course be for the new Board to decide whether they take up these bookings or if, as has been mooted, the new administration feel that a larger venue is more appropriate for SMIRA business.

I was appointed a Director of SMIRA in 2004 and Chairman in 2009. With the exception of this year, I have enjoyed serving Members and Island residents in my capacity on the Board of SMIRA and I want to thank all those Directors and Hon. Officers who have served SMIRA under my chairmanship. In particular I want to thank Allan Sneller, our Vice Chairman, who has often shared my workload and frequently supported me at many meetings. I also want to acknowledge Allan's major contribution in making our Island disability accessible, something that I know will endure.

During my tenure, we opened up our meetings to all SMI residents, not just Members, to better reflect the whole Island and to ensure that we could represent all residents including those in social housing and, where possible, solve or help to solve their issues and concerns.

I believe that we have achieved much during this period and I hope you will agree with me that your Board, all unpaid volunteers, has worked both professionally and diligently in achieving many improvements to life on our lovely Island. However, much of this would simply not have been possible without the constructive help of some of the major stakeholders in Chatham Maritime and beyond.

With this in mind, I want to thank the officers of the major stakeholders and the following people: Medway Council Highways and Planning, Chatham Maritime Trust team and Trustees, Countryside Maritime Ltd., Homes England (previously the Homes and Communities Agency and before that SEEDA), the Environment Agency, MDL Marinas (Chatham), Moat Housing, SMI School, SMI Church, Tony, Sue, Helen and Angela our successive PCSOs, Chris Harrison Medway Community Officer and of course, our River Ward Councillors Andrew Mackness and Habib Tejan. SMIRA has worked hard to form and maintain a strong and constructive relationship with these major stakeholders which, I believe, is key to much of the success we have enjoyed.

I also want to thank those residents who regularly attended our Board Meetings and those who contributed to our annual newsletter and, last but not least, all those residents and friends who have offered me support in recent months.

Finally, on a personal note, I hope you will allow me and your Board, past and present, a little indulgence in reflecting on some of the more significant achievements and benefits that SMIRA has delivered, with help from others, during my period of service.

David Taylor, Chair

MORE SIGNIFICANT ACHIEVEMENTS AND BENEFITS DELIVERED, WITH HELP FROM OTHERS, BY SMIRA TO DATE

- Facilitated a wide range of consultation meetings for SMI residents giving them the opportunity to hear and discuss, first hand, localised issues and events with external agencies such as the Environment Agency, Tour de France, Dutch Raid, parking, Dr Lawrence, Local Plan etc.
- Campaigned for SMI Pharmacy to be established.
- Introduction of bus shelter at Stones Roundabout and associated telemetry.
- Maintained contact with ARRIVA to ensure link up with commuter trains at Chatham Station and distribution of new timetables.
- Reinstatement of the disability parking bays at Ship & Trades.
- Responded to major planning applications affecting SMI.
- Lobbied for public-space landscaping around the ring road and all sectors to be transferred to Chatham Maritime Trust rather than Medway Council and constant vigilance thereafter.
- Enlargement and better secure fencing of the Dog Run.
- Additional 'Dog' bins along River Walk and Central Walk
- Installation of defibrillators at Community Centre and outside Surgery.
- Additional bus stop at Tappan Drive.
- Pressed for caisson reopening under licence through Chatham Maritime Trust.
- Two representatives of SMIRA have maintained continuity in representing the interests of SMI residents on the Board of Chatham Maritime Trust.
- Negotiated the new rear access with SMI School and the path with Chatham Maritime Trust.
- Negotiated the reopening, improvement and continuity of the pedestrian access over the lock.
- Road adoptions by Medway Council to all Sectors save for 10,13,15 & 16, which will be adopted under a different arrangement within three years of completion. (24+ meetings with Medway Council, Southern Water, Chatham Maritime Trust, SEEDA, HCA, Homes England, Barratts, Redrow, Countryside and our Ward Councillors – a 6 year major piece of work)
- Campaigned for Zebra and 'Rainbow' crossings in Island Way West.
- Campaigned for Central Walk lighting
- Campaigned for yellow lining to ensure buses could go all the way around the Island.
- Campaigned for adoption of sewage pumping stations.
- Campaigned for the supply and installation of 6 'heritage style' salt bins.
- Campaigned for mitigation of pollution and ongoing clearance regime in Chatham Marina.
- Campaigned for 'closed top' rubbish bins in the public domain on SMI and Dockside Outlet bus stops to prevent bird access.
- Produced SMIRA annual newsletter.
- Campaigned for nature-attracting shrub bed on Finsborough Down and bulb planting along the bunds.
- Represented residents in Chatham Docks wood-chip fiasco and 'fly-gate'.
- Represented resident's on Masterplan for Island 'build-out' including school drop-off parking bays, to be created, and management of landscaping in the public domain.
- Maintained good working relationships with River Ward Councillors of all political persuasions.
- Maintained good working relationships with other important stakeholders in Chatham Maritime (Medway Council, Chatham Maritime, Dockside Outlet, MDL Marinas (Chatham), Homes England, Universities at Medway).
- Making our Island more accessible and disability-friendly.
- Promoted and financially support the Island Youth Club and History Group.

- Holding regular meetings (6 weekly), an AGM, and special focus subject meetings at the Island Community Centre to give ALL residents of SMI, not just SMIRA Members, an opportunity to bring their issues to the Board's attention, resolve where possible or redirect them to other agencies and stakeholders to seek a resolution.
- With a view to transparency, produce regular accurate minutes of those meetings and post them on the SMIRA website together with general useful information for the benefit of ALL Island residents.
- Responded to residents' email enquiries on a one to one basis.
- Administer a SMIRA Facebook group and Twitter account to better inform residents.
- Independent power supply to feed Christmas lights on Stones Roundabout for 2018.

AND ALL DONE WITH A SMILE

**ST MARY'S ISLAND RESIDENTS ASSOCIATION LIMITED
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2018**

	2018 Total £	2017 Total £
Income:		
Grant from Chatham Maritime Trust	3,612	3,232
Membership Subscriptions	60	20
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Total income	3,672	3,252
Expenditure:		
<u>Regular expenditure</u>		
AGM costs	851	746
Annual return fee	13	13
Stationery and Postage	217	282
Insurance	535	395
Accountancy fees	150	150
Meeting expenses	252	252
Newsletter publications	1,272	1,064
Website hosting and maintenance costs	350	350
Gift to former director	32	-
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	3,672	3,252
<u>Special expenditure</u>		
Defibrillator	-	400
<u>Community projects</u>		
Donations to community groups	53	250
Newsletter delivery	90	58
Public consultation meetings	146	30
Hall speaker system	-	45
Depreciation on PA Equipment	30	-
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Total expenditure	3,991	4,035
Net income/(expenditure)	(319)	(783)
Reconciliation of Funds:		
Fund balances as at 1 April 2017	1,042	1,825
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Fund balances as at 31 March 2018	723	1,042
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ST MARY'S ISLAND RESIDENTS' ASSOCIATION LIMITED
Minutes of the Annual General Meeting held at the Community Centre
on Friday 1st December 2017 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 and membership forms can be downloaded from the SMIRA website (smira.info).

He introduced our guests: Kelly Tolhurst (MP), Cllr Andrew Mackness, Cllr. Habib Tejan, Grant Leathwhite (CMT Residential Services Officer), Carl Davies (CMT Estate Officer), PCSO Angela Saunders, Chris Harrison (Medway Community Warden), Sergeant Briony Woolley (Kent Police).

Guest Speakers: Jonathan Sadler (CEO of Chatham Maritime Trust), Johanna Dixon (Waste Development Manager, Medway Council), Matthew Scott (Kent Police and Crime Commissioner), Inspector Rachel Harris (Head of Kent Police Community Safety Unit) and Brian Portway (Secretary, SMI History Group).

1. Present: Directors: David J Taylor, Peter Haigh, Sam Rainbow, Barry Woolford, Allan Sneller, Steve Gargano and Secretary: Bob Muid
2. Members: 55 residents signed the register
3. Apologies for absence: Graham Wrightson (Director), Lily Leaver (Treasurer).
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 2016 AGM

There were no matters arising from the minutes. David Taylor asked that the minutes be adopted and this was proposed by Simon Taylor and seconded by Chris Reynolds. The motion was unanimously carried.

2) Chairs Report:

SMIRA is required to operate as a not for profit 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.

The 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). All Directors and Officers, like me, are volunteers and I would like to thank them for their support hard work and guidance.

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.

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 has been 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.

Dealing with the 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.

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' Association Facebook Group:

As a result of some incorrect, incomplete and sometimes misunderstood information circulating on the various St. Mary's Island Facebook groups, SMIRA Directors decided that a managed St. Mary's Island Facebook Group should be launched that may 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 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.

- 3) **Adoption of Accounts for Year-end 31st March 2017:** (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 Les Parker and seconded by Barrie Davis. 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 Graham Wrightson and Peter Haigh. As there were no nominations received from members for directors prior to the meeting it was proposed that both Graham Wrightson and Peter Haigh be re-elected as directors.
- Proposed by Andrew Ducat and seconded by Les Parker. The motion was unanimously carried.

During the course of this year two Directors, Sam Rainbow and Steve Gargano were co-opted to the Board of SMIRA and are required to be ratified at this AGM. It was proposed that both be ratified together.

- Proposed by Gary Page and seconded by Barrie Davis. The motion was unanimously carried.

During the year two Directors, Chris Reynolds and Leslie James resigned from the Board.

The attendees 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:

- **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.