

## St. Mary's Island Residents' Association Limited

### NOTICE OF ANNUAL GENERAL MEETING 2016

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 2<sup>nd</sup> December 2016 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 31<sup>st</sup> March 2016.
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.  
We have a vacancy for a new Director.
5. Any Other Business.
6. Invited guest speakers  
Ruth Du-Lieu, Head of Integrated Transport, Medway Council, who will be advising us on:
  - the recent St Mary's Island parking consultation; the results and options.
  - transport, Medway wide - a snapshot

Dave Harris, Head of Planning, Medway Council, who will be advising us on the Local Plan. Dave will also be happy to respond to general planning questions relevant to SMI.

Dated 27<sup>th</sup> October 2016

By Order of the Board



Dr R E Muid  
Company Secretary

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

Enclosures:

Chairman's Report

P&L Accounts for the year ended 31<sup>st</sup> March 2016

Minutes of the AGM held on the 4<sup>th</sup> December 2015

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](http://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](http://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.

## **Chairman's Report:**

### **Dear Members,**

Another year has passed and I would firstly like to thank our current Directors, **Peter Haigh, Leslie James, Chris Reynolds, Allan Sneller (Vice Chair), Barry Woolford and Graham Wrightson as well as our Hon. Secretary, Bob Muid and Hon Treasurer, Lily Leaver**, for their hard work and guidance in the furtherance of the interests of all SMI residents during the past year. I hope you agree with me that our lovely Island remains a pleasant and safe environment in which to work, play, retire and bring up our families and which of course, we should never take for granted. Maintaining and wherever possible improving on this requires a great deal of hard work and vigilance by SMIRA, CMT, Medway Council, our Ward Councillors, Andrew Mackness and Habib Tejan, and other local stakeholders and there are always new issues to be understood, negotiated and sometimes combatted just to maintain what we have. All the Directors and officers of SMIRA are volunteers and I hope you feel that we have done the best by you again this year and that you will continue to support us in all our future endeavours and undertakings on your behalf.

### **Ring Road Adoption:**

Following the adoption by the Council of the Island ring road, Island Way East and Island Way West and the additional site traffic anticipated between the 'Stones Roundabout' along Island Way West to service the final development of the Island, SMIRA pressed for the provision of two pedestrian crossings to give safer access to the community hub of the doctor's surgery, community centre and pharmacy. These have now been agreed and will be constructed early in 2017. The exact locations and detailed designs are being finalised but 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.). Some of the kerb lines on the newly constructed roundabout on Island Road East are to be re-aligned to prevent buses and HGVs from damaging the roundabout rumble strips and edgings.

### **Secondary Road Adoption:**

**Sector 1 (Countryside)** and **Sector 5 (Barratts)** roads have now been adopted and so 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 also 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.

### **Ring Road and Countryside Secondary Roads 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 resident's have already expressed their pleasure with the changes that are already evident. CMT will now be reminding residents who have a responsibility to maintain any soft landscaping shown to be in their ownership that lies between the pavement and their dwelling that this needs to be maintained to a similar standard to the general soft landscaping that CMT are now maintaining around the Ring Road.

### **Sector 3 (Redrow) Landscaping Adoption:**

Constructive negotiations between CMT and Redrow are in progress and SMIRA is confident that a satisfactory agreement can be reached for CMT to takeover the maintenance of the landscaping in this sector.

### **Sector 5 (Barratt's) Landscaping Adoption:**

Negotiations have been satisfactorily concluded for CMT to take over the landscaping but the legal documentation is still to be finalised. Barratt's continue to maintain the landscaping themselves in this sector.

### **Reopening of the walkway over the caisson between Basin's 1 & 2:**

Most residents will now be aware that the walkway over the caisson between basins 1&2 has recently been reopened. This is a major beneficial outcome particularly for our old and young residents and, although it took over three years to achieve, SMIRA never allowed this to go off their radar. Peel Ports were eventually persuaded to grant CMT a licence for which I am grateful, although we should remember that this could be revoked at relatively short notice. CMT went beyond our reasonable expectations in negotiating the licence and have also built and maintain the new walkway over which we can now pass. I would, therefore, like to express my special thanks to CMT, since without their input, this simply would not have happened.

### **Covenant Enforcement:**

From time to time CMT carry out an SMI residents' customer survey. The response and feedback is 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.

Much has changed in the design and availability of environmental materials, the wish for different external appearances and residents' often demanding lifestyles since the covenants, which we all sign up to, were first laid down.

I think it is fair to say that what we all want is to maintain the 'street scene' on our lovely Island that we all recognise. With this in mind, CMT have tried to take a more pragmatic view when enforcing the covenants. Much work has gone into this endeavour and, under the stewardship of Jonathan Sadler, the Trusts' Interim Chief Executive, a new explanatory letter has been sent to all residents. This letter was generally well received and as a result, a more consultative and pragmatic approach to discover both current and historic breaches has been trialled. Unfortunately, in carrying out this trial, a number of historic breaches that had not previously shown on CMT records have been discovered and need to be regularised. The Trust will be in contact with residents as and when they become aware of these breaches. 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 remortgage or sale of your property, so best to resolve early. Going forward, therefore, I would ask all residents to please help both the team at CMT and SMIRA to make this new approach work for the benefit of all.

### **Car Parking on SMI:**

Car parking on SMI is an increasing and serious concern and, together with dog fouling and dogs off leads is the most common and time consuming subject that, understandably, comes up at SMIRA resident's 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. Much 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 need and interest of all the residents.

Since this is clearly a 'hot' topic at this time I am pleased to advise you that, as you will see from the Agenda Ruth Du-Lieu, Medway Council's Head of Integrated Transport, has agreed to make a presentation at our AGM in which she will give details of the response to the consultation and set out alternative schemes that may suit our particular needs.

### **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 as well as over 10 Volunteers, many from our Island Church, in attendance. 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. Let's keep it going.

### **Keep Informed:**

SMIRA holds residents' meetings every six weeks (dates for 2017 below) and we usually have in excess of 30 residents regularly in attendance. The minutes of these meetings can be viewed on our website [www.smira.info](http://www.smira.info) and they will enable you to keep informed of 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](http://www.cmtrust.co.uk) and subscribe to the 'Friday Flyer', which is sent out every Friday by CMT. It contains very useful information as well as giving the latest contact details for key people and stakeholders associated with SMI.

#### Financial Support:

Finally I would like to thank CMT for financing us as an independent body and positively working with us in our common aims on Chatham Maritime in general and SMI in particular.

**David Taylor, Chair**

**SMIRA meetings** are held on Tuesdays at 7:00pm in the Community Centre Meeting Room (all welcome). Meeting dates for 2017 are: 10 January, 21 February, 4 April, 16 May, 27 June, 8 August, 19 September and 31 October. The 2017 SMIRA AGM (open to all) is at 7:30pm on Friday 1 December in the Large Hall.

Before the ordinary SMIRA meetings, 6:00-6:45pm, there is a residents' surgery. There will be a ward councillor and representatives from Chatham Maritime Trust, Moat Housing and SMIRA present at the surgeries to answer questions and help residents with problems. From 5:00pm to 7:00pm PCSO Helen Kristic will meet residents in the Community Centre Office if they wish to raise issues confidentially.

### ST MARY'S ISLAND RESIDENTS ASSOCIATION LIMITED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2016

	General Fund £	Designated Fund £	Restricted Fund £	2016 Total £	2015 Total £
<b>Income:</b>					
Grant received from CMT	3,000		-	<b>3,000</b>	3,000
Donation: Community Projects	-	1,000	-	<b>1,000</b>	-
Donation: Defibrillator			1,000	<b>1,000</b>	-
Membership Subscriptions	30		-	<b>30</b>	20
<b>Total income</b>	<b>3,030</b>	<b>1,000</b>	<b>1,000</b>	<b>5,030</b>	3,020
<b>Expenditure:</b>					
AGM costs	726	-	-	<b>726</b>	682
Annual return fee (Company House)	13	-	-	<b>13</b>	13
Stationery and Postage	198	-	-	<b>198</b>	287
Annual Insurance	368	-	-	<b>368</b>	377
Accountancy fees	150	-	-	<b>150</b>	150
Meetings expenses	161	-	-	<b>161</b>	261
Newsletter publications	1,034	-	-	<b>1,034</b>	875
Donations awarded	-	-	-	<b>0</b>	50
Website administrative costs	350	-	-	<b>350</b>	300
Historic Society: Sponsored event	-	-	-	<b>0</b>	360
Com. project: Bus time-table delivery	-	80	-	<b>80</b>	-
Com. project: Newsletters delivery	-	95	-	<b>95</b>	-
<b>Total expenditure</b>	<b>3,000</b>	<b>175</b>	<b>-</b>	<b>3,175</b>	3,355
<b>Surplus in the year</b>	<b>30</b>	<b>825</b>	<b>1,000</b>	<b>1,855</b>	(335)
Reconciliation of Funds:					
Fund balances as at 1 April 2015	(335)	-	-	<b>(335)</b>	-
<b>Fund balances as at 31 March 2016</b>	<b>(305)</b>	<b>825</b>	<b>1,000</b>	<b>1,520</b>	(335)

**ST MARY'S ISLAND RESIDENTS' ASSOCIATION LIMITED**  
**Minutes of the Annual General Meeting held at the Community Centre**  
**on Friday 4th December 2015 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: Dalia Halpern-Matthews (CEO of Chatham Maritime Trust (CMT)), Dean Marsh (CMT Procurements Manager), Grant Leathwhite (CMT Estates Officer), PCSO Helen Kristic and our MP Kelly Tolhurst.

1. Present: Directors: David J Taylor, Leslie James, Keith Robinson, Peter Haigh, Graham Wrightson and Barry Woolford. Secretary: Bob Muid
2. Members: 64 members signed the register
3. Apologies for absence: Allan Sneller (Director), Chris Reynolds (Director), Lily Leaver (Treasurer), Cllr Andrew Mackness and the Moat Team.
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 2014 AGM**

There were no matters arising from the minutes. David Taylor asked that the minutes be adopted and this was proposed by Gary Page and seconded by Andrew Ducatt. 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 officers are unpaid volunteers. Since the last AGM we have been working on:

**Ring road adoption:**

The ring road, Island Road East and West, has now been fully adopted by Medway Council but not the landscaping. Any issues with the roads, footpath and lighting should now be addressed to Medway Council. Adoption works have now commenced on the secondary roads of Sector 1 (Countryside) and Sector 5 (Barratts). These works should be completed soon and the sectors adopted but, again, excluding the verge landscaping. Countryside Sectors 2, 4, 6 and 12 are the next to be addressed and these should be completed during 2015. Redrow are also discussing the adoption of their sector with the Council. SMIRA will continue to engage with the Council and the Island developers until all the built out secondary roads on the Island have been adopted. SMIRA have also asked that the landscaping be restored to its original condition and that commuted sums be given to ensure that the landscaping is well maintained in perpetuity. Medway Council and Cllr Andrew Mackness are working to achieve this. David Taylor appealed to residents to keep their front gardens and any planted areas between dwellings in a good state as this encourages the developers to keep the road landscaping looking good. For a while now SMIRA has been pressing Chatham Maritime Trust to take over the maintenance of the landscaping on all the roads and it looks like from next spring this will be achieved on the ring road and Countryside secondary roads. CMT are also in talks with Barratts to maintain their landscaping.

**Bus services:**

SMIRA has been successful in trying to persuade Arriva to improve the bus services on the Island. David Taylor wanted to thank Arriva and Medway Council for responding to our requests. The Saturday service has been extended for another year and buses now meet fast train services from Chatham station to Victoria.

**Final Phase Buildout:**

The planning application for the final phase of building on the Island has received approval, subject to reserved matters. We are anticipating that the works, which are extensive, will commence in summer 2015 and could take between 5 and 10 years to complete. Enabling works such as the construction of a new surface water outfall will commence sooner but SMIRA will be kept informed to mitigate disruption and inconvenience to residents.

**Street Fuel Ltd:**

After considerable consultation with residents and SMIRA, the Environment Agency (EA) issued the recycling permit to Street Fuel Ltd which operates adjacent to our development in Chatham Docks. There have been a number of issues with this operation including a substantial increase in fly infestation during the summer. The EA have run a number of fly paper tests in the homes of SMI residents and SMIRA

receives copies of the unannounced visits that the EA make to the site. The Company are continuing to take corrective action on their non-compliances but if they cannot meet the permit requirements, we have been assured by the EA that the permit will be withdrawn.

**Pedestrian access over the caisson under HMS Chatham Bridge:**

SMIRA continue to seek a solution to this aggravating situation and are supported by the Trust and Medway Council. A letter requesting that Peel Ports grant a licence to allow pedestrian access across the caisson again has been sent by CMT. As well as lobbying Peel Ports along with us the Trust have agreed to consider funding the construction of a walkway complete with hand rails on top of the caisson and to insure for risks associated with the whole structure. If this fails then an alternative solution requiring a bespoke footbridge may be required.

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 2015:** (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 Alan Pestell and seconded by Ian Russell. 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 Allan Sneller and David Taylor. As there were no nominations received from members for directors prior to the meeting it was proposed that both Allan Sneller and David Taylor be re-elected as directors.

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

During the course of this year two Directors, Peter Haigh and Graham Wrightson were elected to the Board of SMIRA and are required to be ratified at this AGM. It was proposed that both be ratified together.

- Proposed by Dottie Taylor and seconded by Rose Goodson. The motion was unanimously carried.

Keith Robinson, having served for a number of years as a SMIRA Director, has tendered his resignation with effect from this AGM. Keith has been particularly active in liaising and challenging Arriva to improve the bus services that we enjoy today. This has been no easy task and David Taylor asked the members to show their appreciation for his hard work.

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:

Dalia Halpern Matthews, recently appointed CEO of Chatham Maritime Trust, who gave residents an update on Trust activities.

Dr Stephen Lawrence - our Island G.P.

Brian Portway - Hon Secretary of the SMI History Group presenting 'The History of our Island'.