

MARTLESHAM HEATH HOUSEHOLDERS LIMITED



ANNUAL REPORT AND NOTICE OF ANNUAL GENERAL MEETING

AT

THE PAVILION
MARTLESHAM HEATH

TUESDAY 10th MARCH 2020 AT 8.00 PM

Martlesham Heath Your Village

**YOUR village and its environment will be discussed at
the AGM, please come and contribute**

This document is the Annual Report and Accounts of Martlesham Heath Householders Limited and is being sent to all households in Martlesham Heath.

THIS DOCUMENT IS IMPORTANT – IT IS NOT A CIRCULAR

The information in this document relates to the company in which you are a member. Important, legally binding decisions are taken at the Annual General Meeting, which could affect you. Please come along and take part in the discussions and voting. If you are unable to attend please use the proxy voting form attached to this report.

If the name(s) on the front cover are not those of the present owner, please contact the Membership Administrator at the Correspondence address (see page 9).

If you are the tenant, please send this document to the owner or the owner's agent.

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(please see Page 4 if you wish to vote by proxy)

CHAIRMAN'S REPORT TO MEMBERS

Martlesham Heath Householders Ltd (MHHL) was incorporated in June 1975 so this year MHHL will be 45 years old. That is quite an achievement only made possible by the efforts of all the Volunteers who over the years have worked hard to keep Martlesham Heath's open spaces accessible.

The effort involved in running MHHL is vastly underestimated by our members. The fee we charge to maintain the 91 acres of open space along with the Control Tower is remarkably low and it is down to the work and commitment of the volunteers and directors. If you doubt that statement, ask your friends who live in any other new estate. We subcontract various admin tasks to four individuals these being Membership Secretary, General Administrator and Litter Control. We then have a pool of local suppliers that we use for tree, ground and general maintenance.

This year we had perfect grass growing weather. As usual this proved controversial as we had complaints it was too long followed by complaints that we cut down the flowers when it was cut. We are going to seed some areas with wild flower seed, one of these areas will be on the grass area with the seat near Parkers Place.

There was also a fire to the south of the SSSI that reached the boundary next to Heathfield. It did not jump over to any MHHL land, but we always look for lessons learnt and are planning further gorse management.

Your MHHL management team consist of 5 Directors, 5 Volunteers the General Administrator and Membership Secretary. We meet monthly to discuss ongoing issues and agree actions. The team are allocated various parts of Martlesham Heath so they can focus on those areas in addition to stepping up to assist with the day to day running of the company, such as collating and distributing these AGM notices.

Membership fee collection is our largest task and is performed in house; covering data validation, preparing the invoices and statements, stuffing envelopes and delivery. As I stressed last year having to chase up late payments is very time consuming and given, we are volunteers unacceptable. Our Membership secretary has dramatically reduced the number of debtors over last year and we piloted using the Small Claims Court to recover debt which has been successful and will be taking more action in the first quarter of 2020.

We feel that the £2.50 surcharge for late payment is insufficient and are proposing an increase to £10 for the surcharge which will be voted on at the AGM.

To give an indication of the workload the membership and administrator roles have handled

Emails

Received	2,115
Sent	1,247

House Sales 45

Re-mortgages 8

Highlights

- The office in the Control Tower was redecorated for the first time in 20 years, big thanks go to Chris Rodgers who single handedly defeated the mould before it was painted. He also discovered the carpet was blue rather than grey after he cleaned it. We are now running a dehumidifier to maintain a healthy environment.
- We conducted a health and safety review of the Control Tower and surrounds and as a result installed a professional fire alarm system as the tower is used as a museum by Martlesham Heath Aviation Society and is visited by many schools and members of the public.
- Trim Trail; Lisa Calver and Dave Parsons worked with the Parish Council over the past two years and this is now complete. This was funded by East Suffolk County Council.
- I am pleased to say that it does appear to be being used and we have gained two extra sections of path which have been surfaced.

Looking forward

- We have been allocated a pack of 50 trees FOC that will be planted in the area behind Broomfield / Whinfield which was flailed last year. This over the long term will reduce gorse growth.
- Fire management; We are looking to remove or reduce gorse from the areas between hamlets. Most of these areas have fairly mature trees which will suppress the regrowth of gorse. We will consult with householders backing onto the land once we understand how we can selectively remove the gorse in a cost-effective manner.
- We are currently working on taking over two additional areas of land from Grainger's and hope to engage with their solicitors in the near future.

I would like to thank my fellow MHHL Volunteer Directors, Volunteers General Administrator, Membership Secretary and Litter Controllers for their contribution over the last 12 months.

I would also like to thank the volunteers from the Martlesham Conservation Group (MCG) who turn out in all weathers to work on the Site of Special Scientific Interest (SSSI). The SSSI area covers most of the Western Corridor. MCG welcomes any help and post their activities in Martlesham Monthly.

Martlesham Heath SSSI Ltd is still in need of some volunteer directors, ideally with an interest in conservation. Please let us know if you would be willing to be appointed a director of the SSSI or assist as a non-director. Board meetings take place 3 or 4 times a year.

David Foster

Volunteer Chairman and Director

NOTICE is hereby given that the forty third annual general meeting of the Company will be held at The Pavilion at 8.00 pm on Tuesday 10th March 2020 for the purpose of considering and, if thought fit, transacting the following business:

- 1. Apologies for absence**
- 2. Approval of the minutes of the forty first annual general meeting**
- 3. Consideration and approval of the Chairman's report**
- 4. Consideration and approval of the accounts and balance sheet**
- 5. Election of Directors:**

The following directors retire and are proposed to stand for re-election:

Mr John Kelso

Mr David Parsons retires, we would like to thank him for his support especially on dog related matters and assistance on the trim-trail.

- 6. Authorise Directors to agree remuneration of Reporting Accountant**
- 7. Resolution - To consider and, if thought fit, pass as an ordinary resolution:**

"That the Company levy a subscription/maintenance charge from all its members for the period 1 July 2020 to 30 June 2021 at the rate of **£35.00** per dwelling, the subscription to be payable on or before 1 October 2020. In the event that the subscription remains unpaid the rate will rise to **£45.00** on 1 December 2020. For the avoidance of doubt, members who occupy the same dwelling shall only be required to pay one subscription."

At the end of the meeting a general discussion may follow until 10.00 pm.

THIS NOTICE, dated the 31st day of January 2020 is given by order of the Directors

Anna Thomason, Company Secretary

Members entitled to attend and vote at the meeting are entitled to appoint a proxy to attend and vote in a poll on their behalf. A proxy need not be a member of the Company. If you wish to appoint a proxy, please use the attached form, complete it correctly, sign it and return it to the Company Secretary at PO Box 897, Martlesham Heath, Ipswich IP1 9PB. Your attention is drawn to paragraph 24 of the Articles of Association: "No member shall be entitled to vote at any general meeting unless all monies presently payable by him to the Company have been paid."

Copies of the Annual Report and Financial Statements for the year ended 30 June 2019 will be available for members' inspection approximately three weeks prior to the Annual General Meeting, as follows:

Martlesham Heath Village Notice Boards

Individual copies may be obtained by post from the Company Office (Cost £1.50). Copies will be available at the Annual General Meeting.

We are always looking for new volunteers from the membership.

Additionally, we would welcome volunteers with specific areas of expertise to assist from time to time. Please complete your details on page 12 if you are interested.

MARTLESHAM HEATH SSSI LIMITED

As the SSSI is required to be managed for different objectives from the rest of the property owned or leased by MHHL, the decision was taken some time ago to set up a separate company, to manage the Western Corridor. The Western Corridor is leased to MH SSSI Ltd to manage to the standards set by the Secretary of State for Environment, Food and Rural Affairs.

The lease may be withdrawn if at any time MHHL is dissatisfied with the management of the property. MH SSSI Ltd is a Company Limited by Guarantee; the sole member is MHHL, which gives MHHL the powers to appoint Directors of MH SSSI. Whilst the intention is for MH SSSI to raise funds in its own right, the funding agreement with the Secretary of State for Environment, Food and Rural Affairs was undertaken by MHHL. The terms of the agreement mean that work on the SSSI is carried out by MH SSSI Ltd to the standards set by the Secretary of State for Environment, Food and Rural Affairs; six-monthly claims for the grant are made against progress on the programme agreed with the Secretary of State for Environment, Food and Rural Affairs and signed off by MHHL.

The conservation activities to be carried out on the SSSI are published on the web-site <http://mhh.martlesham.org.uk/sssi/index.html> and volunteers are always welcome. Please note the Secretary of State for Environment, Food and Rural Affairs replaced Natural England.

DIRECTORS of MH SSSI Limited: -

Mr Phil Smith
Mr Philip Wilmot

Mr Clive Wilkins

Mr Duncan Sweeting

Volunteers of MH SSSI Limited: -

Mrs Lisa Calver

AGM of MH SSSI Limited

1. MHHL as the sole member of the company receives the report (shown above) of the Directors of MH SSSI Limited.
2. MHHL notes the appointment of the Directors named above of MH SSSI Limited.

Please note that any member of MHHL who wishes to contribute to MH SSSI should contact us via any of the methods mentioned in this report.

SUMMARISED ACCOUNTS FOR MARTLESHAM HEATH HOUSEHOLDERS LIMITED

Year Ended 30 June	2020/2021 (Forecast based on current MC)	2019/2020 (Forecast as at 05/1/2020)	2018/2019	2017/2018
Income	56,155	55,945	59,291	57,673
Expenditure	(55,950)	(55,815)	(51,590)	(50,072)
Surplus/(Deficit)	205	130	7,701	7,601

Forecast Income and Expenditure Split for Year Ending 30 June 2020

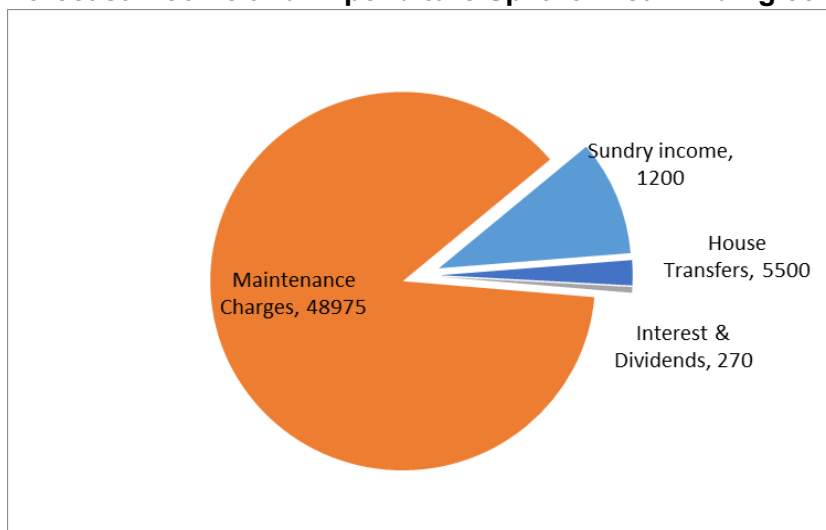


Figure 1 Income forecast 2019/2020

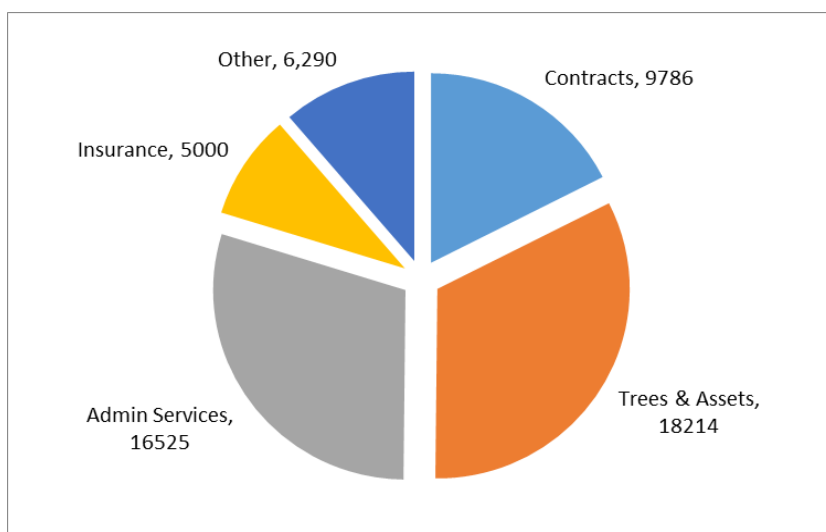


Figure 2 Expenditure forecast 2019/2020

Reserves comprised the following as at 30 June 2019

Tangible assets and investments	£ 345
National Savings	37,220
Cash at bank	30,546
Prepayments	4,693
Current Liabilities	(4,876)
	<u>67,929</u>

Copies of the full accounts for 2018/2019, prepared by our Reporting Accountant, will be available at the Annual General Meeting.

The Minutes of the 42nd Annual General Meeting of Martlesham Heath Householders Limited held at The Pavilion, Martlesham Heath, on Tuesday 12th March 2019, commencing at 8.00pm.

Present: 47 members signed the register including the following:

Directors: Mr D Foster (Chair) Mrs A Thomason Mr J Kelso Mr D Markham Mr A Macleod

In attendance: Mr R Boggon Mr S Dijon Mrs K Gould Mr D Parsons Mrs L Calver Mr R Guy Mrs M Weaver Mr E O'Byrne

The notices convening the Annual General Meeting (as circulated) were taken as read.

1. Apologies for absence

Mr C Rodgers, Mr and Mrs J Burrows, Mr and Mrs E Humphreys, Ms L Cameron, Mrs P Witcher, Mr and Mrs J Walsh, Mr and Mrs R Guest, Mrs E Hollingsworth.

2. Approval of the Minutes of the 41st Annual General Meeting

The Minutes of the 41st Annual General Meeting held on 13th March 2018 were approved on the proposition of Mr. M Cook and seconded by Mrs. K Gould

3. Consideration and approval of the Chairman's report

Mr Foster read out his report and emphasised using working parties to help with small projects in the future. This will bolster the work already undertaken by the volunteers and volunteer directors.

Mr Foster stated that the collection of the maintenance fee was taking up a lot of time and asked that all payments could please be made on time. Also that MHHL were looking into alternative payment methods but this still could be problematic around cheques as we are charged for them.

Mr Foster gave an overview of work conducted by the MHHL team in the last year which included replacing trees on the Green and Eagle Way (which have tree guards). That two pathways had been completed between Heathfield and Westland and a flail was used to cut back large areas of gorse behind Broomfield. This was due to overgrowth and reducing a potential fire risk. Also the introduction of a trim trail that runs through the village and a health and safety survey on all the trees. The report was approved on the proposition of Mr. D Parsons and seconded by Mrs P. Denton

The Chairman ended by explaining the two administrative roles and that of our local litter pickers and thanked all parties for their work. He pointed out that volunteers have areas of responsibility and would sometimes come and visit members on issues raised over land maintenance. Further thanks was given to the SSSI team and all the volunteers and directors for their continued assistance without who we could not operate.

4. Consideration and approval of the accounts and balance sheet

Mr A Macleod presented the accounts with a report he had produced on page 6 of the AGM document. He explained that we were not looking to increase the maintenance charge and that we had less surplus than last year which was due to the introduction of two new footpaths between Heathfield and Westland. That the budget is currently conservative and we do not need to raise the maintenance charge for next year. The pie-charts gave a breakdown of income and expenditure.

The Chairman stated that we had to have some funding set aside in the event that MHHL could not continue and a year's worth of finance was available to assist any new body.

The accounts were unanimously approved on the proposition of Mr. J Kelso and seconded by Mrs A Thomason.

5. Election of Directors

Mr D Markham was re-elected to the Board of Directors. This was proposed by Mr D. Parsons and seconded by Mr A Macleod.

Mrs A. Thomason was re-elected to the Board of Directors. This was approved by Mrs M. Weaver and seconded by Mrs P Denton.

Two new directors were elected:

Mr D. Parsons was proposed by Mr C. Rodgers and seconded by Mr R. Guy.

Mrs L. Calver was proposed by Mrs K. Gould and seconded by Mr J. Kelso.

6. Authorise Directors to agree remuneration of Reporting Accountants

It was proposed that the members authorise the Directors to agree remuneration of the reporting accountants, Mr D Foster explained that RDP of The Square, Martlesham Heath is used as the Company's Reporting Accountant at a cost of £600 per year. A £40 charge was also incurred for submission of forms to Companies House

This was carried with 54 votes for and 0 votes against.

7. Resolution

To consider and, if thought fit, pass as an ordinary resolution:

"That the Company levy a subscription/maintenance charge from all its members for the period 1 July 2019 to 30 June 2020 at the rate of £35.00 per dwelling, the subscription to be payable on or before 1 October 2019. In the event that the subscription remains unpaid the rate will rise to £37.50 on 1 December 2019 and £40.00 on 1 March 2020. For the avoidance of doubt members who occupy the same dwelling shall only be required to pay one subscription"

The resolution was carried with 54 votes for and 0 against.

After the meeting the following items were discussed:

- A thank you was made from the floor to everyone involved with MHHL on all the work that is carried out and that the village owes them a lot.
- The future use of the Western Corridor football pitch was raised. An explanation was given that MYFC are no longer looking to use the Western Corridor as a training facility and that a proposal for use of a Community Orchard had been received via the Parish Council. It was asked if a skate park or a formal garden could be considered but this had not be included in any suggestions. Mr D Foster asked if anyone did have any good ideas that they should contact MHHL.
- A query was raised on how many of the 1,400 members had not paid the maintenance charge. Mr S Dijon informed everyone that 1-2 % of this total fell into the category of doubtful debtors and MHHL were now looking to take this further. The figures had decreased to 17.
- A query was raised on the non- running of the 10K race last year. Mr D Foster explained that Felixstowe Road Runners (FRR) were not happy that we asked if the numbers could be reduced as they had increased year on year which had caused some issues in the village. This resulted in FRR failing to respond and meet with MHHL and they decided that the event would not go ahead. MHHL wanted to state that they did not cancel this event and are in discussion with FRR to plan a 5k and 10k run for 2019.
- A query was raised on parking on the road at the junction of York Road and Lancaster Drive as it is impossible to pass and whether MHHL could ask residents to park in the flats. Mr R Boggon informed everyone that this is a police matter and they need to be contacted if obstruction of a road takes place as MHHL have no remit on parking on public roads.

- A query was raised over parking issues at the car park adjacent to the Doctors Surgery. This area belongs to Grainger's and all issues need to be brought to their attention. Grainger's are still enforcing the covenants so do maintain an interest in the village.
- This was disputed due to a lack of action on one of the covenants taken by Grainger's over the planning application in Birch Grove. Mr D Foster stated that we had spoken to them and their stance was not to pursue a legal case that they may lose and incur costs.
- Mr M Irwin from the Parish Council (PC) announced that this was a well attended meeting and reminded everyone of the forthcoming PC AGM.
- A query was raised on the update of the planned building at the Police HQ. Mr J Kelso gave an update that consultations were ongoing at the application would go before a Government Planning Inspector and a decision would be made if this can go into the local plan.
- Mr D Foster was thanked for his tireless work on being the Chairman of MHHL.

The meeting closed at 8.55pm.

MARTLESHAM HEATH HOUSEHOLDERS LIMITED

Correspondence address:

PO Box 897
MARTLESHAM HEATH
IPSWICH IP1 9PB

Voicemail:

01473 612207

e-mail:

mhh@martlesham.org.uk

website:

<http://mhh.martlesham.org.uk/>

Registered office:

The Control Tower
Deben Avenue
MARTLESHAM HEATH
IPSWICH IP5 3QR

DIRECTORS (as at 31 December 2019)

Mr Danny Markham
Mr David Foster
Mr John Kelso (Parish Council Representative)

Mr Alasdair Macleod
Mrs Anna Thomason
Mrs Lisa Calver

COMPANY SECRETARY

Mrs Anna Thomason, PO Box 897, MARTLESHAM HEATH, IPSWICH IP1 9PB

General Administrator – Mr Robert Boggon

Membership Administrator – Mr Steve Dijon

They can be contacted at the correspondence address

SPECIAL NOTE – COMPANY REGISTER OF MEMBERS

The Company's Register of Members is closed from 8th February until 8th March 2020 as once Notice of the Meeting has been formally sent out to members, the list of Members entitled to vote at the AGM cannot be altered until voting has taken place.

ITEMS OF INFORMATION

DATE OF NEXT ANNUAL GENERAL MEETING
TUESDAY 9th MARCH 2021

REMINDER - WHEN YOU ARE SELLING, TRANSFERRING OR RE-MORTGAGING YOUR PROPERTY PLEASE LET US KNOW

Please remember that when you bought your property on Martlesham Heath, the original conveyance referred to a separate Deed of Covenant regarding membership of Martlesham Consultants Limited/Martlesham Heath Householders Limited.

“The Purchasers hereby jointly and severally covenant with the Vendor that they will not sell or otherwise transfer the Property without requiring the Purchaser or other transferee from them: -

- (a) to become a member of Martlesham Heath Householders Limited (formerly Martlesham Consultants Limited) in succession to the Purchasers and*
- (b) to enter into a separate Deed of Covenant direct with the Vendor in the same terms as this covenant”*

We rely on you and your solicitor to help keep our membership records up to date. Your name will stay on the register until we receive a new Deed of Covenant and a fee from the new owners of the property. If you move from one property to another on the Heath, the same rules apply. This also avoids last minute panic calls from the solicitor with regards to our consent.

Thank you.

FORM OF PROXY



I/We (a) of

in the County of, being a member/members of the above-named Company, HEREBY APPOINT The Chairman of the Meeting, or failing him

(b) of

..... as my/our proxy to vote for me/us on my/our behalf at the Annual General Meeting of the Company to be held on Tuesday 10th March 2020 and at any adjournment thereof.

I/We direct that my proxy shall vote in the following way on the ordinary resolutions as set out in the notice of the meeting, paragraphs:

- 6. Remuneration of Reporting Accountant FOR/AGAINST
- 7. Resolution: Maintenance Charge 2020/21 FOR/AGAINST

I/We also direct that my proxy shall vote on any resolution appointing Directors. (If you do not indicate any particular way of voting on resolutions, the proxy will vote as he/she thinks fit. On all other business, the proxy shall vote as he/she thinks fit.)

Signed Dated

WHEN COMPLETING THIS FORM:
At (a) insert your full name and address.
At (b) insert your full name and address of your alternative proxy.

NOTE (1)
Proxy forms must be received by the Secretary of the Company at **PO Box 897, Martlesham Heath, Ipswich, IP1 9PB** no later than **48 hours prior to the meeting (11th March 2020)**. (See Article 27 of the Articles of Association.) *The proxy form may **NOT** be delivered elsewhere.*

MARTLESHAM HEATH HOUSEHOLDERS LIMITED

OFFER OF ASSISTANCE



Name: -

of

.....

To become a Volunteer of Martlesham Heath Householders Limited.

Signed

Dated

If you would like to save waste please sign up to receive future AGM notifications and invoices via Email by scanning this QR code. If you cannot scan the code please register via http://eepurl.com/gEy_61 .

