



ANNUAL GENERAL MEETING (AGM) PACK

25th August 2026

Notice of the Annual General Meeting

Dear Resident,

We are delighted to invite you to the **Annual General Meeting** for Leybourne Grange Management CIC on **Wednesday 23rd September, 6:30pm (from 6.00pm for registration and refreshments) 2026 at The Sports Pavilion**, Bannister way. Please read in full the important information below that relates to the General Meeting.

This is your AGM Pack which includes a copy of the final CIC Income Accounts for 2025 together with the draft minutes of the informal community meeting (mtg not quorate) held on 24th September 2024, the EGM on January 21st January 2025 & the informal community meeting (mtg not quorate) held on 23rd September 2025.

We welcome your attendance at the AGM, where we will present the 2025 Accounts for both the Service Charge and CIC. We will also be providing a summary of our priorities for the remainder of the year, as well as providing an update on progress against our Business Plan over the last nine months.

Leaseholders And Voting Rights

You may remember that in 2024 we received clarification that leaseholders **CAN** vote at the AGM. This position remains the same with our amended Articles of Association, approved in January 2025 and we welcome leaseholders to attend this meeting to cast your vote.

We would like to remind residents though that Housing Association tenants **CANNOT** vote as the membership of the CIC resides with the Housing Association. This is enshrined in the Community Trust Declaration. Housing Association tenants are, however, very welcome to attend the AGM too, hear of the CIC's work and meet the directors and staff team.

The AGM and Directors

When you purchased your property on Leybourne Chase, you agreed to contribute to the upkeep of community facilities through payment of the Service Charge, follow certain rules, and participate in managing the company, either as a Member or as a director.

To conduct any business at our AGM, we need approximately **27 households to attend** (final quorum number to be confirmed before the start of the meeting). Your participation is crucial – so please attend and register to vote. At the AGM, you will be able to approve the previous minutes, receive and note the 2025 accounts, hear about the Board's plans, and share your ideas or concerns in an informal session after the meeting. Please note, it is intended to re-appoint the same auditors and therefore no vote is required on this matter.

The AGM is a great chance to meet the directors and get to know them as fellow residents. The staff employed by the Board of Directors will also be present to answer any questions you may have and are looking forward to meeting you. It is with sadness that Len Mayatt our Community Operations Manager is leaving mid-September. We are currently looking at interim solutions to ensure we meet our ongoing service requirements to the community and our community facility hirers. We will be able to let you know more about this at the meeting.

We are delighted that Andrew Winstanley from Preim and his team will be attending too.

Appointing Directors

No directors have left since the last Annual General Meeting or been appointed so this action is not required this year. However, should you wish to find out more about each of the directors, further information can be found on our website;

Directors Who Have Resigned Since September 2024	Active Directors
None	Nic Bowler (active)
	Greg Ward (active)
	Clare Leyden (active)
	Malcolm White (active)
	Manoj Koothur (active)

SallyAnne Logan is the Independent (non-voting) Chair (appointed by the Board January 2024). She is not director

registered at Companies House and has no voting rights. Her role is to coordinate LGM CIC governance, providing advice, support and capacity to the Board of directors.

Voting

Each household is entitled to one vote. While the first person listed on the register (alphabetically by first name) is technically the voter, either registered resident can vote if both agree. However, if you are **in debt to the CIC AND legal proceedings are under way to recover that debt**, (Service Charge or other debt), you **cannot** vote. In order to vote, you must clear the debt by 6.30pm on 22nd September and have provided evidence to the CIC that you have done so.

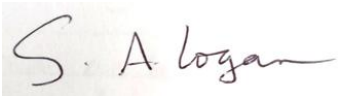
We need approximately **27 households** (exact number to be confirmed before the start of the AGM) at the meeting to be quorate. Proxy votes do not count towards this number. Please register your attendance via email (len@leybournechase.org) to help us ensure we can hold a valid AGM.

Even if we don't reach the quorum, the meeting will continue informally covering the same business.

If you live in a shared ownership property, you can vote as a Member. Unfortunately, tenants of Housing Associations cannot vote because their Housing Association is the registered Member. However, **all** residents are welcome to attend the AGM and input into the discussions.

Finally, if you have any questions you would like to raise at the AGM, please email them to us beforehand (len@leybournechase.org) so that we can give you a full response on the evening. Equally, if you are unable to attend or have additional questions to ask, please email them to len@leybournechase.org and we will endeavor to provide a response.

Yours faithfully,

pp 

Nic Bowler
Director of The Board of LGM CIC

If you wish to appoint a proxy

As a Company Member you are entitled to appoint a proxy to attend and cast your vote at the AGM. Please use the form below to do so.

A proxy does not need to be a Member of the Company but must attend the meeting to represent you. You can only appoint a proxy using the procedures set out in the notes and by using the proxy form below. To assist, the proxy form below provides the option to appoint the Company Secretary as your proxy.

If you do not give your proxy an indication on how to vote on any resolution, your proxy may vote or abstain from voting at their discretion.

**LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY
("the Company/CIC")**

REGISTERED OFFICE ADDRESS:
82 Hawley Drive, Leybourne, West Malling, Kent ME19 5FL

ANNUAL GENERAL MEETING

Notice is hereby given that the General Meeting is called and will take place at the **Sports Pavilion Bannister Way, ME19 5SA on Wednesday 23rd September 2026 at 6:30pm**

The meeting will consider the following items:

1. Approval of the minutes from the 24th September 2024 (informal community meeting), EGM on 21st January 2025 and 23rd September 2025 (informal community meeting)
2. To receive and note the 2025 annual accounts (CIC and *draft* Service Charge) and the report of Directors
3. To receive a presentation of LGM CIC projects and activities delivered in 2025 presented by Nic Bowler, Director of the Board of Directors of LGM CIC
4. To receive a presentation from Preim Ltd, relating to progress on the delivery of services on site and the priorities for the remainder of 2026
5. To receive a presentation on the priorities for the remainder of 2026 and progress on the delivery of Year 2 of the three-year business plan presented by SallyAnne Logan, Independent Chair of the Board and Mark Dodson, Interim Management Finance Consultant.

Registering to attend the AGM

Please email Len Mayatt at len@leybournechase.org to register your attendance. This will help us gauge numbers for the event.

The proxy voting form is on the next page which you can also email to len@leybournechase.org or post to the Community Centre, 82 Hawley Drive, Leybourne, West Malling, ME19 5FL. It must arrive by **6.30pm on Tuesday 22nd September 2026**.



Company Number: 6977866
A Company Limited by Guarantee
Registered in England

LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY

("the Company/CIC")

COMMUNITY INTEREST COMPANY LIMITED BY GUARANTEE

PROXY FORM

Before completing this form, please read the explanatory notes below

I /We.....[INSERT FULL NAME[S] IN BLOCK
CAPITALS]

being a member of the Company appoint the Company Secretary or (see note 3)

as my/our proxy to attend, speak and vote on my/our behalf at the General Meeting of the Company to be held at 18.30 on 23rd September 2026 at the Sports Pavilion, Bannister Way, ME19 5SA.

I/We direct my/our proxy to vote on the following resolutions as I/we have indicated by marking the appropriate box with an 'X' (see note [6] below).

RESOLUTION	FOR	AGAINST
Vote to approve the minutes of three LGM CIC Members meetings (24th September 2024 (not quorate), 21st January 2025 (quorate) & 23rd September 2025 (not quorate)		
Minutes of 24 th September 2024 (informal community meeting)		
Minutes of 21 st January 2025 (EGM)		
Minutes of 23 rd September 2025 (informal community meeting)		

Signed by:

Company Member name:

SIGNATURE OF INDIVIDUAL MEMBER

Date:

Where two or more Members exist, either Resident may complete the form with the agreement of the other Resident.

NOTES

1. As a member of the Company, you are entitled to appoint a proxy or proxies to exercise all or any of your rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person and vote, your proxy appointment will automatically be terminated.
3. A proxy does not need to be a member of the Company but must attend the meeting to represent you. If you wish to appoint a proxy other than the Company Secretary, delete "Company Secretary" and insert their full name in the space provided. If you leave this space blank, the Company Secretary will be appointed your proxy. Where you appoint as your proxy someone other than the Company Secretary, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.
4. To direct your proxy how to vote on the resolutions mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at their discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the meeting, including a motion to adjourn.
5. To appoint a proxy using this form, the form must be:
 - a. Completed and signed by you or your attorney duly authorised in writing;
 - b. Sent or delivered to the Company at Leybourne Grange Management Community Interest Company, Community Centre, 82 Hawley Drive, Leybourne, West Malling, ME19 5FL; or
 - c. Sent by attaching a scanned copy of the signed document to an email and sending it to Leybourne Grange Management Community interest company (len@leybournechase.org); and
 - d. Be received by the Company no later than **18.30 on 22nd September 2026.**

Company registration number 06977866 (England and Wales)

LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2025
PAGES FOR FILING WITH REGISTRAR

LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY

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LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY
(REGISTERED NUMBER: 06977866)

BALANCE SHEET

AS AT 31 DECEMBER 2025

		2025		2024	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	4		1,816,108		1,827,660
Current assets					
Debtors	5	17,870		44,390	
Cash at bank and in hand		21,768		25,596	
		<u>39,638</u>		<u>69,986</u>	
Creditors: amounts falling due within one year	6	<u>(11,044)</u>		<u>(20,604)</u>	
Net current assets			28,594		49,382
Total assets less current liabilities			1,844,702		1,877,042
Provisions for liabilities			(324,197)		-
Net assets			<u>1,520,505</u>		<u>1,877,042</u>
Reserves					
Non-distributable profits reserve	8	1,382,103		1,406,403	
Income and expenditure account		138,402		470,639	
Total members' funds			<u>1,520,505</u>		<u>1,877,042</u>

**LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY
(REGISTERED NUMBER: 06977866)**

BALANCE SHEET (CONTINUED)

AS AT 31 DECEMBER 2025

For the financial year ended 31 December 2025 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The directors of the company have elected not to include a copy of the income and expenditure account within the financial statements.

The financial statements were approved by the board of directors and authorised for issue on 23 June 2026 and are signed on its behalf by:

X 

Mr N A Bowler

Director

LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2025

1 Accounting policies

Company information

Leybourne Grange Management Community Interest Company is a private company limited by guarantee incorporated in England and Wales. The registered office is 82 Hawley Drive, Leybourne, West Malling, Kent, ME19 5FL.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006 as applicable to companies subject to the small companies regime. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £1.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus the directors continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Turnover

Turnover is recognised at the fair value of consideration received or receivable for the services provided in the normal course of business, and is shown net of VAT and other sales related taxes. The fair value of consideration takes into account trade discounts, settlement discounts and volume rebates. The following criteria also must be met before turnover is recognised.

Turnover from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- The amount of turnover can be measured reliably;
- It is probable that the company will receive the consideration due under the contract;
- The stage of completion of the contract at the end of the reporting period can be measured reliably and;
- The costs incurred and the costs to complete the contract can be measured reliably

1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2025

1 Accounting policies

(Continued)

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	Straight Line over 10 years
Computers	25% on reducing balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

1.5 Investment property

Investment property, which is property held to earn rentals and/or for capital appreciation, is initially recognised at cost, which includes the purchase cost and any directly attributable expenditure. Subsequently it is measured at fair value at the reporting end date. Changes in fair value are recognised in profit or loss.

1.6 Taxation

The tax expense represents the sum of the tax currently payable.

Current tax

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the profit and loss account because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

Deferred tax

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Such assets and liabilities are not recognised if the timing difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

1.7 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.8 Leases

Rental income from operating leases is recognised on a straight line basis over the term of the relevant lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight line basis over the lease term.

LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2025

2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Employees

The average monthly number of persons (including directors) employed by the company during the year was:

	2025 Number	2024 Number
Total	7	6

4 Tangible fixed assets

	Land and Property £	Play Park £	Fixtures and fittings £	Computers £	Total £
Cost					
At 1 January 2025	1,710,798	93,250	25,374	1,037	1,830,459
Additions	-	-	341	516	857
Disposals	-	-	(11,521)	-	(11,521)
At 31 December 2025	1,710,798	93,250	14,194	1,553	1,819,795
Depreciation and impairment					
At 1 January 2025	-	-	2,356	443	2,799
Depreciation charged in the year	-	-	1,391	234	1,625
Eliminated in respect of disposals	-	-	(737)	-	(737)
At 31 December 2025	-	-	3,010	677	3,687
Carrying amount					
At 31 December 2025	1,710,798	93,250	11,184	876	1,816,108
At 31 December 2024	1,710,798	93,250	23,018	594	1,827,660

LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2025

4 Tangible fixed assets

(Continued)

The fair value of the land and property has been arrived at on the basis of a valuation carried out by the director of the company. The valuation was made on an open market value basis by a reference to market evidence of transaction prices for similar land and buildings.

5 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Trade debtors	16,334	32,958
Other debtors	-	10,206
Prepayments and accrued income	1,536	1,226
	<u>17,870</u>	<u>44,390</u>

6 Creditors: amounts falling due within one year

	2025 £	2024 £
Trade creditors	3,945	15,029
Taxation and social security	2,114	2,033
Other creditors	4,985	3,542
	<u>11,044</u>	<u>20,604</u>

7 Members' liability

The company is limited by guarantee, not having a share capital and consequently the liability of members is limited, subject to an undertaking by each member to contribute to the net assets or liabilities of the company on winding up such amounts as may be required not exceeding £1.

8 Non-distributable profits reserve

	2025 £	2024 £
At the beginning of the year	1,406,403	1,406,403
Non distributable profits in the year	(24,300)	-
	<u>1,382,103</u>	<u>1,406,403</u>

9 Financial commitments, guarantees and contingent liabilities

The company gives Homes and Communities Agency a fixed and floating charge over its assets and undertaking owned now and in the future.

LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2025

10 Operating lease commitments

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, as follows:

	2025 £	2024 £
Total commitments	961	-
	<u> </u>	<u> </u>

LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY

ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY FOR THE YEAR ENDED 31 DECEMBER 2025

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Leybourne Grange Management Community Interest Company for the year ended 31 December 2025 which comprise, the balance sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <https://www.icaew.com/regulation>.

This report is made solely to the board of directors of Leybourne Grange Management Community Interest Company, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Leybourne Grange Management Community Interest Company and state those matters that we have agreed to state to the board of directors of Leybourne Grange Management Community Interest Company, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Leybourne Grange Management Community Interest Company and its board of directors as a body, for our work or for this report.

It is your duty to ensure that Leybourne Grange Management Community Interest Company has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and deficit of Leybourne Grange Management Community Interest Company. You consider that Leybourne Grange Management Community Interest Company is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Leybourne Grange Management Community Interest Company. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Perrys Accountants Limited
Chartered Accountants
19/21 Swan Street
West Malling
ME19 6JU
England
23 June 2026

CIC 34

Community Interest Company Report

*Please
complete in
typescript, or
in bold black
capitals.*

**Company Name in
full**

Leybourne Grange Management Community
Interest Company

Company Number

06977886

Year Ending

31/12/2025

*(The date format is required in full and should match
the date of the accounts e.g. 31st March 2020)*

Please ensure the company name is consistent with the company name entered on the accounts.

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

The company's activities will provide benefit to the residents and other members of the Leybourne Grange Community, through the creation of a sustainable community in which there is a liveable environment that provides a meaningful quality of life and varied opportunities for harmonious interaction, sharing and participation. The company will assist in the creation of a sustainable community with neighbourhood values whilst providing places for people to live that are considerate to the environment. Responsibilities include: maintaining and operating leisure facilities, Play areas, allotments, orchards, sports, ecology areas and a sensory and medicinal garden. In addition, the company will maintain the car parks, footways, cycleways, accessways, surface water drainage and street lighting.

(If applicable, please just state "A social audit report covering these points is attached").

(Please continue on separate continuation sheet if necessary.)

PART 2 – CONSULTATION WITH STAKEHOLDERS – A “stakeholder” is any person or organisation affected by the company’s activities. Please indicate who the company’s stakeholders are; how the stakeholders have been consulted and what action has the company taken in response to feedback from its consultations. If there has been no consultation you must state ‘There has been no stakeholder consultation held’.

The stakeholders are the residents and other members of Leybourne Grange Community. Consultations have taken place with Residents via a resident’s survey and also an AGM.

(If applicable, please just state “A social audit report covering these points is attached”).

PART 3 – DIRECTORS’ REMUNERATION – Please indicate below any remuneration the directors have received. Alternatively if you have provided full details in your accounts then you do not need to disclose it here but you must explain in the space below where they are found within the accounts. If no remuneration was received you must state that “no remuneration was received by the directors” below.

No remuneration was received

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration to an asset locked body or for the benefit of the community. This must include the amount, or contain a fair estimate of the value, of such transfer. If this does not apply you must state that “no transfer of assets other than for full consideration has been made” below.

No transfer of assets has been made.

(Please continue on separate continuation sheet if necessary.)

PART 5 – SIGNATORY

The original report must be signed by a director of the company

Signed

N Bowler

Date

18th Oct 15

Please note that it is a legal requirement for the date format to be provided in full throughout the CIC34 report.

Applications will be rejected if this information is incorrect.

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Nicholas Bowler	
Community Centre 82, Hawley Drive, Leybourne	
West Malling, ME19 5FL	
Email:	Tel:
DX Number	DX Exchange

When you have completed the form, please attach it to the accounts and send both documents to the Registrar of Companies at:

For companies registered in England, Scotland, Wales and Northern Ireland:

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

Please ensure the company name is consistent with the company name entered on the accounts. (N.B. Please enclose a cheque for £15 payable to Companies House).

Leybourne Grange

Leybourne, West Malling, Kent

Service Charge Accounts

For the Period

1 January 2025 to 31 December 2025

Leybourne Grange, Leybourne, West Malling, Kent

For the Year Ended 31 December 2025

Managing Agent

Preim Limited
Unit 8 The Forum
Minerva Business Park
Lynch Wood
Peterborough
PE2 6FT

Accountant

Lakin Rose Limited
Chartered Accountants
Cambridge House
Camboro Business Park
Girton
Cambridge
CB3 0QH

Leybourne Grange, Leybourne, West Malling, Kent

Summary

For the Year Ended 31 December 2025

Explanatory Notes

The service charge year ended with an overall deficit of £9,453 as the income of £528,451 (i.e. service charges invoiced to property owners) was less than the total expenditure of £537,904, which includes a major works provision of £111,550.

As the budget is comprised of different Schedules (which reflect different areas within your development), the overall deficit is a combination of:

- £13,734 surplus in the Estate Schedule
- £216 deficit in the Communal Heating Schedule
- £8,361 deficit in the Community Centre Schedule
- £16,966 deficit in the Sports Pavilion Schedule
- £604 surplus in the Woodland Gate Walk Schedule
- £1,752 surplus in the LGM CIC Schedule

In accordance with the lease or deed of transfer, any service charge surplus will be credited to property owners based on their service charge apportionments.

In accordance with Section 20B of the Landlord and Tenant Act 1985, or if applicable, Section 121 of the Law of Property Act 1925, notice is hereby provided that any service charge deficit will be invoiced to property owners, based on their service charge apportionments and in accordance with the lease or deed of transfer.

Items of note regarding these accounts are as follows:

Income

LGM CIC Contribution

The LGM CIC contribution for the year was £70,725. The 2024 Credit for LGM CIC Contribution relates to a £13,000 refund paid to the CIC in 2025 for facility cost overcharges relating to 2024. Although the overcharge related to the previous year, the refund was received and recorded in the 2025 accounts.

This does not represent a reduction in CIC contributions or income that has not been received. It is simply the result of a refund of previous overcharges being reflected in the current year's accounts.

Expenditure

Landscape Maintenance

Landscape Maintenance for the year was below the budget estimate by £8,147 as a result of recategorising larger items of maintenance from the service charge to major works. Lower levels of expenditure are expected going forward; the estimate for landscape maintenance in the 2026 budget was adjusted based on this.

Professional Fees

Professional Fees had a budget estimate of £6,000 but recorded no expenditure as this was not required in the year. The provision was included as a contingency for potential professional and legal costs during the year, and will remain in future budgets.

Public Liability Insurance

Public Liability Insurance for the year exceeded the budget estimate by £4,448. The budget for public liability insurance was set based on historic costs provided by the previous managing agent. During the year, following a review by the appointed insurance broker, the actual premium was found to be substantially higher than previously charged, resulting in expenditure exceeding the budgeted amount.

Electricity

A prepayment of £57,422 has been carried forward, relating to credits due from electricity providers that have remained outstanding for over a year. Due to an ongoing dispute, this amount has been prepaid again and is disclosed within the Accountant's Report. The prepayment relates to invoices addressed to Leybourne Grange; however, the development is not liable for these charges. We continue to liaise with the electricity suppliers to issue credit notes, transfer the account to the correct addressee, and therefore resolve the issue.

Reserves

Major Works Fund

The contribution to the Reserve Fund in 2025 for future major works was £111,550. Expenditure from the fund during the year was £61,816, which was used to cover the cost of major estate works and long-term maintenance, including tree works, fencing and drainage repairs, gutter and gully maintenance, playground and safety remedial works, street lighting maintenance, graffiti removal, and general estate infrastructure repairs in order to maintain the safety and condition of the estate. The balance of the fund at the end of the year was £345,352.

Leybourne Grange, Leybourne, West Malling, Kent

Accountant's report of factual findings to Preim Limited

You have determined that an audit of the service charge accounts in accordance with International Standards on Auditing is not required under the terms of the lease for Leybourne Grange, Leybourne, West Malling, Kent. In accordance with our engagement letter dated 30 October 2024, we have performed the procedures agreed with you and enumerated below with respect to the service charge statement of account in respect of Leybourne Grange for the year ended 31 December 2025 in order to provide a report of factual findings about the service charge accounts that you have issued.

This report is made to Preim Limited for issue with the service charge accounts in accordance with the terms of our engagement. Our work has been undertaken to enable us to make this report to the managing agent and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the managing agent for our work or for this report.

Basis of report

Our work was carried out having regard to TECH 03/11 Residential Service Charge Accounts published jointly by ICAEW with TPI and RICS. In summary, the procedures we carried out with respect to the service charge accounts were:

1. We obtained the service charge accounts and checked whether the figures in the accounts were extracted correctly from the accounting records maintained by or on behalf of the landlord;
2. We checked, based on a sample, whether entries in the accounting records were supported by receipts, other documentation or evidence that we inspected; and
3. We checked whether the balance of service charge monies for this property shown in the service charge accounts agreed or reconciled to the bank statements for the accounts in which the funds are held.
4. We reviewed whether the information given in the Summary is consistent with the accounts.

Because the above procedures do not constitute either an audit or a review made in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, we do not express any assurance on the service charge accounts other than in making the factual statements set out below.

Had we performed additional procedures or had we performed an audit or review of the financial statements in accordance with International Standards on Auditing (UK and Ireland) or International Standards on Review Engagements, other matters might have come to our attention that would have been reported to you.

Report of factual findings:

- a) With respect to item 1 we found the figures in the statement of account to have been extracted correctly from the accounting records.
- b) With respect to item 2 we found that those entries in the accounting records that we checked were supported by receipts, other documentation or evidence that we inspected, except for:
 - other creditors of £16,627 relating to unknown handover balances for which no supporting documentation has been provided; and
 - an accrual brought forward of £10,206 which has been released in the year and included in Staff – Wages/NII/Pension for which no supporting calculations or documentation have been provided, and
 - an electricity prepayment of £57,422 in respect of credits due from electricity providers that have been outstanding for more than one year, the recoverability of which are uncertain.
- a) With respect to item 3 we found that the balance of service charge monies shown in the service charge accounts agrees or reconciles to the bank statement for the accounts in which the funds are held.
- b) With respect to item 4 we found that the information given in the Summary is consistent with the accounts.

Lakin Rose Limited
Chartered Accountants
Cambridge House
Camboro Business Park
Girton
Cambridge
CB3 0QH
Date: 24 June 2026

Leybourne Grange, Leybourne, West Malling, Kent

Service Charge Income and Expenditure Account For the Year Ended 31 December 2025

	Notes	2025 Estate Actual	2025 Communal Heating Actual	2025 Community Centre Actual	2025 Sports Pavilion Actual	2025 Woodland Gate Walk Actual	2025 LGM CIC Actual	2025 Total Actual	2025 Total Budget	2024 Total Actual
		£	£	£	£	£	£	£	£	£
Income Receivable										
Service Charge Income		372,321	10,931	-	11,700	3,239	69,000	467,191	467,191	518,759
LGM CIC Contribution		-	-	22,205	42,500	-	6,020	70,725	70,719	80,197
2024 Credit for LGM CIC Contribution		-	-	(11,200)	(1,800)	-	-	(13,000)	-	-
Other Income		652	-	-	-	-	-	652	-	-
Bank Interest		2,883	-	-	-	-	-	2,883	-	1,615
Total Income Receivable		375,856	10,931	11,005	52,400	3,239	75,020	528,451	537,910	600,571
Expenditure										
Electricity		14,383	186	72	19,870	141	-	34,652	31,972	51,107
Water		-	-	95	4,221	-	-	4,316	2,493	2,507
Telephone		-	-	626	526	-	-	1,152	1,300	1,652
Gas		-	-	2,114	4,726	-	-	6,840	7,177	6,105
Cleaning		-	-	7,206	6,649	-	-	13,855	12,636	11,898
Landscape Maintenance		147,022	-	-	17,550	-	-	164,572	172,719	161,533
General Maintenance		10,814	-	5,796	5,000	-	-	21,610	20,000	23,748
Gate Maintenance		-	-	-	-	720	-	720	475	450
Gate Maint - Repairs		-	-	-	-	-	-	-	-	180
Waste Management		-	-	-	1,974	-	-	1,974	1,134	-
Fire Equipment		-	-	-	754	-	-	754	753	1,434
Electrical Testing		-	-	-	-	-	-	-	156	-
M&E Maintenance Contract		-	7,821	1,309	4,802	-	-	13,932	10,229	12,175
Play Area Inspection		1,182	-	-	-	-	-	1,182	1,182	1,168
Swale/SUDS Maintenance		-	-	-	-	-	-	-	2,000	-
Building Ins. Premiums		1,123	1,123	867	1,499	-	-	4,612	6,158	432
Engineering Insurance		-	613	-	514	335	-	1,462	996	715
D&O Insurance		468	-	-	-	-	-	468	520	306
Public Liability Ins'ce		6,118	-	-	-	-	-	6,118	1,670	590
Accounting Fees		3,271	-	-	-	-	-	3,271	3,079	2,000
Disbursements		1,230	-	-	-	-	-	1,230	790	268
Bank Charges		100	-	-	-	-	-	100	100	-
Health & Safety		1,053	-	508	508	-	-	2,069	4,069	1,421
Professional Fees		-	-	-	-	-	-	-	6,000	-
Management Fee (inc VAT)		65,108	1,104	-	-	439	-	66,651	66,652	63,781
Staff - Wages/NI/Pension		-	-	-	-	-	73,268	73,268	69,000	52,339
Office - Business Rates		-	-	773	773	-	-	1,546	3,100	4,203
Total Expenditure		251,872	10,847	19,366	69,366	1,635	73,268	426,354	426,360	400,012
Major Works Provision Contribution	6	110,250	300	-	-	1,000	-	111,550	111,550	198,376
Surplus/(Deficit) For The Year		13,734	(216)	(8,361)	(16,966)	604	1,752	(9,453)	-	2,183

We certify that for the above named property, total expenditure for the year ended 31 December 2025 was £537,904, including a major works provision of £111,550.

Preim Limited

Date : 24 June 2026

Leybourne Grange, Leybourne, West Malling, Kent

Service Charge Income and Expenditure Account For the Year Ended 31 December 2025

Estate	Notes	2025 Estate Actual	2025 Total Budget	2024 Total Actual
		£	£	£
Income Receivable				
Service Charge Income		372,321	372,321	463,680
Other Income		652	-	-
Bank Interest		2,883	-	1,615
Total Income Receivable		375,856	372,321	465,295
Expenditure				
Electricity		14,383	13,052	31,405
Landscape Maintenance		147,022	155,000	148,456
General Maintenance		10,814	10,000	21,075
M&E Maintenance Contract		-	-	342
Play Area Inspection		1,182	1,182	1,168
Swale/SUDS Maintenance		-	2,000	-
Building Ins. Premiums		1,123	1,500	-
D&O Insurance		468	520	306
Public Liability Ins'ce		6,118	1,670	590
Accounting Fees		3,271	3,079	2,000
Disbursements		1,230	790	268
Bank Charges		100	100	-
Health & Safety		1,053	2,069	501
Professional Fees		-	6,000	-
Management Fee (inc VAT)		65,108	65,109	62,305
Total Expenditure		251,872	262,071	268,416
Major Works Provision Contribution	6	110,250	110,250	191,547
Surplus/(Deficit) For The Year		13,734	-	5,332

Leybourne Grange, Leybourne, West Malling, Kent

Service Charge Income and Expenditure Account For the Year Ended 31 December 2025

Communal Heating		2025	2025	2024
	Notes	Communal Heating Actual	Total Budget	Total Actual
		£	£	£
Income Receivable				
Service Charge Income		10,931	10,931	10,924
Total Income Receivable		10,931	10,931	10,924
Expenditure				
Electricity		186	1,920	404
M&E Maintenance Contract		7,821	5,742	6,309
Building Ins. Premiums		1,123	1,500	64
Engineering Insurance		613	365	262
Management Fee (inc VAT)		1,104	1,104	1,056
Total Expenditure		10,847	10,631	8,095
Major Works Provision Contribution	6	300	300	2,829
Surplus/(Deficit) For The Year		(216)	-	-

Leybourne Grange, Leybourne, West Malling, Kent

Service Charge Income and Expenditure Account For the Year Ended 31 December 2025

Community Centre		2025 Community Centre Actual	2025 Total Budget	2024 Total Actual
	Notes	£	£	£
Income Receivable				
LGM CIC Contribution		22,205	22,205	23,268
2024 Credit for LGM CIC Contribution		(11,200)	-	-
Total Income Receivable		11,005	22,205	23,268
Expenditure				
Electricity		72	2,000	1,755
Water		95	400	658
Telephone		626	700	826
Gas		2,114	3,118	1,900
Cleaning		7,206	6,318	5,930
General Maintenance		5,796	5,000	552
M&E Maintenance Contract		1,309	961	1,203
Building Ins. Premiums		867	1,158	19
Health & Safety		508	1,000	460
Office - Business Rates		773	1,550	2,236
Total Expenditure		19,366	22,205	15,539
Major Works Provision Contribution	6	-	-	-
Surplus/(Deficit) For The Year		(8,361)	-	7,729

Leybourne Grange, Leybourne, West Malling, Kent

Service Charge Income and Expenditure Account For the Year Ended 31 December 2025

Sports Pavilion		2025 Sports Pavilion Actual	2025 Total Budget	2024 Total Actual
	Notes	£	£	£
Income Receivable				
Service Charge Income		11,700	11,700	7,996
LGM CIC Contribution		42,500	48,514	36,441
2024 Credit for LGM CIC Contribution		(1,800)	-	-
Total Income Receivable		52,400	60,214	44,437
Expenditure				
Electricity		19,870	14,000	17,139
Water		4,221	2,093	1,849
Telephone		526	600	826
Gas		4,726	4,059	4,205
Cleaning		6,649	6,318	5,968
Landscape Maintenance		17,550	17,719	13,077
General Maintenance		5,000	5,000	2,121
Waste Management		1,974	1,134	-
Fire Equipment		754	753	1,434
Electrical Testing		-	156	-
M&E Maintenance Contract		4,802	3,526	4,321
Building Ins. Premiums		1,499	2,000	349
Engineering Insurance		514	306	220
Health & Safety		508	1,000	460
Office - Business Rates		773	1,550	1,967
Total Expenditure		69,366	60,214	53,936
Major Works Provision Contribution	6	-	-	-
Surplus/(Deficit) For The Year		(16,966)	-	(9,499)

Leybourne Grange, Leybourne, West Malling, Kent

Service Charge Income and Expenditure Account For the Year Ended 31 December 2025

Woodland Gate Walk		2025	2025	2024
	Notes	Woodland Gate Walk Actual	Total Budget	Total Actual
		£	£	£
Income Receivable				
Service Charge Income		3,239	3,239	7,870
Total Income Receivable		<u>3,239</u>	<u>3,239</u>	<u>7,870</u>
Expenditure				
Electricity		141	1,000	404
Gate Maintenance		720	475	450
Gate Maint - Repairs		-	-	180
Engineering Insurance		335	325	233
Management Fee (inc VAT)		439	439	420
Total Expenditure		<u>1,635</u>	<u>2,239</u>	<u>1,687</u>
Major Works Provision Contribution	6	1,000	1,000	4,000
Surplus/(Deficit) For The Year		<u>604</u>	<u>-</u>	<u>2,183</u>

Leybourne Grange, Leybourne, West Malling, Kent

Service Charge Income and Expenditure Account For the Year Ended 31 December 2025

LGM CIC	Notes	2025 LGM CIC Actual	2025 Total Budget	2024 Total Actual
		£	£	£
Income Receivable				
Service Charge Income		69,000	69,000	28,289
LGM CIC Contribution		6,020	-	20,488
Total Income Receivable		75,020	69,000	48,777
Expenditure				
Staff - Wages/Nl/Pension		73,268	69,000	52,339
Total Expenditure		73,268	69,000	52,339
Major Works Provision Contribution	6	-	-	-
Surplus/(Deficit) For The Year		1,752	-	(3,562)

Leybourne Grange, Leybourne, West Malling, Kent

Service Charge Balance Sheet

As at 31 December 2025

	Notes	31 December 2025 £	31 December 2024 £
Current Assets			
Net Deficit to be Invoiced to Property Owners		9,453	-
Debtors	2	163,082	231,452
Cash at Bank	3	322,701	237,054
		495,236	468,506
Current Liabilities			
Net Surplus to be Credited to Property Owners		-	2,183
Trade Creditors		39,912	68,444
Other Creditors	4	109,972	102,261
		149,884	172,888
Net Current Assets		345,352	295,618
Provisions for Liabilities		-	-
Net Assets		345,352	295,618
Reserves			
Major Works Fund	6	345,352	295,618
		345,352	295,618

This statement of account was approved and signed on behalf of Leybourne Grange Management Community Interest Company by:

Signed: N Bowler
Date: 24 June 2026

Leybourne Grange, Leybourne, West Malling, Kent

Notes to the Service Charge Accounts For the Year Ended 31 December 2025

1. Accounting Policies

The accounts are prepared in accordance with the provisions of the lease and on the accruals basis

2. Debtors

	2025 £	2024 £
Service charges owed by owners	45,641	143,958
Prepayments	89,027	84,955
Other Debtors - Suppliers in Credit	17,414	2,539
Other Debtors - owed by Freeholder	11,000	-
	<u>163,082</u>	<u>231,452</u>

There is a rigorous arrears collection procedure in place to ensure all service charges owed by property owners are recovered. This procedure, which is carried out on behalf of and for the benefit of your estate, includes the use of an external debt collection agency.

3. Bank Account

Service charge money is held in trust in a separately identifiable interest bearing account at Barclays Bank PLC

Barclays	Sort Code:	20-00-00
London	Account No:	73200442
E14 5HP	Account Name:	EEML - Preim Leybourne Grange Client Acc

4. Other Creditors

	2025 £	2024 £
Accruals	18,570	44,587
Receipts in advance	74,190	41,047
Handover credits	16,548	16,627
Trust tax provision	664	-
	<u>109,972</u>	<u>102,261</u>

5. TPI Disclosures

In accordance with The Property Institute (TPI) membership guidelines:

The management fee showing on the Income & Expenditure Statement is inclusive of VAT and is charged by Preim Limited.

6. Reserves - Major Works Fund	Communal Heating £	Community Centre £	Estate £	Sports Pavilion £	Woodland Gate Walk	Total £
Balance as at 1 January 2025	19,440	-	272,563	-	3,615	295,618
Contribution in the year	300	-	110,250	-	1,000	111,550
Expenditure in the year	-	(5,883)	(47,118)	(4,345)	(4,470)	(61,816)
Balance as at 31 December 2025	<u>19,740</u>	<u>(5,883)</u>	<u>335,695</u>	<u>(4,345)</u>	<u>145</u>	<u>345,352</u>

Expenditure from the fund during the year was used to cover the cost of major estate works and long-term maintenance, including tree works, fencing and drainage repairs, gutter and gully maintenance, playground and safety remedial works, street lighting maintenance, graffiti removal, and general estate infrastructure repairs in order to maintain the safety and condition of the estate.

The reserve fund for future major works has been established to provide funds in order to pay for major long term maintenance which is expected to arise in the future. The present level of the fund may prove insufficient, given the uncertainty as to when such costs may arise.

The signed version of these Accounts is held by Preim Limited



Leybourne Chase AGM (community meeting)

Date: Tuesday, 24th September 2024

Time: 18:00-21:00

Location: The Pavilion, Bannister Way, West Malling, ME19 5SA

LGM CIC Directors;	Nic Bowler (Chair of the meeting), Clare Leyden, Malcolm White, Manoj Koothur, Greg Ward
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Interim Management Finance Consultant	Mark Dodson
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Independent Chair of the Board	SallyAnne Logan, Independent Chair of the Board
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Preim	Tatum Michaels-Carter & Cameron Maguire
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The meeting was called to order by Nic Bowler, Director, who began with a round of introductions and ran through the health and safety procedures for the evening. Nic outlined the agenda, explaining that, unfortunately, the meeting was not quorate, with only 16 members in attendance at the start of the meeting, falling short of the required 58 members required for quorum. Some further members arrived after the start of the meeting but not enough to reach quorum. As a result, no voting would take place during the meeting and is **not classified as an AGM**. The session continued as a community meeting.

A question was raised by one of the attendees regarding how quorum is determined. Mark provided clarification, explaining that quorum is based on a percentage of the total number of households within the community. Following this, there was a discussion on how to better accommodate future meetings for young families, with suggestions made to push the meeting back later in the evening or to hold it on a weekend for improved attendance.

It was proposed that an Extraordinary General Meeting (EGM) be scheduled for November or December of 2024, with residents' support being crucial to achieving a better turnout for quorum. Sal offered the option to adjourn the meeting, but the residents in attendance voted to proceed with the presentation of the planned materials.

Nic Bowler continued with a PowerPoint presentation (available on our website), explaining the role and responsibilities of the Leybourne Grange Management Community Interest Company (LGM CIC). The new Directors—Claire Leyden, Malcolm White, Greg Ward, and Manoj Koothur—each introduced themselves and provided a brief overview of their experience and

areas of expertise. Due to the lack of quorum, the residents were unable to formally vote to confirm the new Directors.

During the presentation, Nic provided an update on progress with Taylor Wimpey regarding the road adoption process and the handover of phase 6 which both remain. Roads will be adopted by KCC. This ongoing issue remains a focal point for the community.

Sal then gave a brief summary of 2023 and the achievements and ongoing efforts of the LGM CIC. Tatum introduced Preim and confirmed that the slides presented during the meeting would be distributed to all residents following the event.

Mark provided an overview of the 2023 accounts, addressing specific financial queries raised by residents, including discrepancies related to business rates. He fielded further questions, clarifying the financial situation and explaining any concerns.

A resident raised a question regarding the Doctor's surgery and the potential use of the currently empty unit within the community, highlighting interest in how it could be utilised going forward.

The meeting concluded with the understanding that an EGM would be held later in the year to vote on revised Articles (required to make the governance and administration of LGM CIC more effective and efficient) and proceed with the necessary voting and decision-making.

It was agreed that a further bin would be installed by Costcutters. Preim to action.



LEYBOURNE CHASE
COMMUNITY

Meeting Minutes – Leybourne Grange Management CIC Board & Members Q&A Session

Date: 23/09/2025, 6.30pm

Location: The Sports Pavilion

Chair of the meeting: Greg Ward, Director

Note: The meeting was not quorate; therefore, no formal decisions were taken.

Director Attendees: Clare Leyden

Malcolm White

Director Apologies: Nic Bowler

Manoj Koothur

Resident Members in Attendance: 17

Quorum No required: 27

Other attendees: SallyAnne Logan, Chair of the Board

Mark Dodson, Management Finance Consultant

Len Mayatt, Community Operations Manager

Tatum Michaels Carter, Preim (online)

Lucy Chapman, Finance and Admin Assistant (online)

1. Approval of Previous Minutes

As the meeting was not quorate, approval of the minutes from the 2024 AGM and 2025 EGM was deferred to the next AGM. These minutes have already been approved by the Board.

Footnote; The meeting moved on to run through a set of Powerpoint slides which are published alongside these meeting notes. The notes provided below are a summary of the meeting. Residents are welcome to contact the CIC via Len Mayatt for further information/explanation on their contents.



LEYBOURNE CHASE
COMMUNITY

2. Governance & Chair Role

There is no requirement within the Memorandum & Articles for an independent or external Chair. While the Chair does not have to be an external contractor, SAL and MD bring significant experience and coordination capacity to the CIC. The role may be reviewed in future as the Board gains experience.

3. Attenuation Tanks & Manor House Heating System

Taylor Wimpey has pressed for CIC adoption in September/October, but adoption is delayed pending KCC's decision on ownership. LM continues to liaise with KCC.

Ongoing heating issues remain unresolved. Residents and the CIC continue to press TW for action. Homes England has been contacted. SAL will follow up with TW again.

4. Precedents for CIC Adoption of Infrastructure

No precedent identified for CICs adopting communal gas heating systems. KCC typically adopts attenuation tanks; efforts are ongoing to encourage this approach.

5. Other Taylor Wimpey Handover Issues

None currently under investigation.

6. Health Facility Ownership

The ground floor (potential health space) is owned by Taylor Wimpey. Ideally, this should transfer to a community-led organisation (e.g., CIC or Parish Council). Discussions ongoing with Taylor Wimpey, Tonbridge & Malling Borough Council and Malling Primary Care Network.

7. Biodiversity Net Gain (BNG) Project

BNG enables the CIC to sell environmental 'credits' to developers to offset ecological impacts. Revenue could support habitat management and provide a 30-year income stream. Next stage: Awaiting DEFRA/TMBC approval before proceeding.

8. CIC Finance and Investment Strategy

MD highlighted the differences between the LGMCIIC operating budget and the Service Charge, described the other services charges (Woodland Gate Walk and Manor House Heating System).

MD also spoke about the level of Service Charge in 2025, compared to 2020, which having increased initially is currently decreasing back to close to 2020 levels. Which is a positive result when the impact of inflation is taken into account. However, there is still more work to be done to reduce the SC further if possible.

There was a discussion on the need to generate more income for the CIC through increased usage of the facilities and a description of the various sinking funds required for maintaining the open spaces and facilities within the development

It was noted the sinking fund currently earns ~1% interest. Potential for 7–8% returns through low-risk diversified investments. LM and the Board to develop and share an Investment Strategy with members with an aim to reach the higher return rate but to manage the risk at a low level

There was a discussion about the CIC's current cash balance which is currently at a moderately low level. However, the aim is to bring the cash balances back up to a stronger level over the next few months.

9. Preim's Role in Heating System

Preim manages servicing, water testing, and energy data. Fee confirmed as £48 (inc. VAT) per property. Len oversees the relationship with Preim but does not manage the system directly.

10. Board Composition & Governance

Five Directors currently; more can be appointed. Residents interested should contact Len or any Board member. Preim acts as Company Secretary, supporting continuity and coordination.

11. Preim and Estate Management Matters

Cameron Maguire (Preim) remains employed but is less involved following promotion. Trim Trail and paths are overgrown and unsafe; Len to follow up with Preim. Proposal to form a Users Forum to enable residents to be involved in any improvements.

12. Phase Six Adoption

Not yet transferred, though maintained by the CIC. Linked to other ongoing issues.

13. Health Facility Transfer & Business Planning

TW has agreed the CIC can develop a Business Plan with a health provider. TMBC to host a round table discussion with TW, CIC, and Malling PCN.

14. Property Rent Reviews

CIC must ensure best value per regulatory requirements. Updated asset valuations will inform rent reviews, alongside consideration of social value.

15. Utility & Road Works

South East Water: Additional two weeks of work expected, including road closures.

Bannister Way: Awaiting confirmation of completion and further dates.

16. Use of Health Facility Space

TW has applied to change the use class to another business use, not residential. Any future health use would include parking assessment (8 spaces plus ambulance bay).

17. Resident Engagement

Proposal for a weekly drop-in session to improve accessibility – under consideration. School car park use for community events not feasible due to safeguarding and security concerns.

18. Road Safety Near School

Ongoing issue with unsafe parking. Residents encouraged to raise with TW now or KCC once roads are adopted.

19. Sports Development Projects

Still active but dependent on: parking availability, capital funding, and sinking fund provision. Padel courts remain a possible project, pending resident consultation.

20. Actions & Next Steps

Action	Responsible	Deadline/Status
Follow up with KCC re: attenuation tanks	LM	Ongoing
Press TW for heating system resolution	SAL	Immediate
Develop Investment Strategy	LM/Board	Draft for review
Liaise with Preim on trim trail repairs	LM	After meeting
Convene BNG discussions with DEFRA/TMBC	LM	Pending



Explore weekly drop-in for residents CIC Board

Under review

Meeting Closed: 21:00 pm

**LEYBOURNE GRANGE MANAGEMENT COMMUNITY INTEREST COMPANY
("the Company/CIC")**

REGISTERED OFFICE ADDRESS:

82 Hawley Drive, Leybourne, West Malling, Kent ME19 5FL

EXTRAORDINARY GENERAL MEETING

Minutes

**Sports Pavilion Bannister Way, ME19 5SA AND as a HYBRID meeting
Tuesday 21st January 2025 at 6.30pm**

The meeting considered the following items:

1. To receive and vote on an amended set of Articles of Association (draft attached)
2. Provide an update on LGM CIC priorities for 2025

Present; Nic Bowler (NB) (Chair of the Meeting), Clare Leyden (CL), Malcolm White (MW),
Manoj Koothur (MJ), (Directors of LGM CIC)
SallyAnne Logan (SAL) Independent Chair
Mark Dodson (MD), Finance and Management Consultant
Residents Members of LGM CIC (61)
Corporate Members of LGM CIC including Lorraine Hawker from Clarion Housing
Partners of LGM CIC including representatives of Leybourne Parish Council, TMBC
and Leybourne Youth Football Club
Tatum Michaels-Carter & Cameron Maguire (Preim and Company Secretary)

Apologies: Greg Ward (GW) (Director of LGM CIC)

1. Welcome (6.30pm)

NB welcomed those present (online and in person) to the meeting and explained that we were not currently quorate and could not therefore begin the formal part of the meeting (ie make the formal proposal to amend the Articles of Association and conduct the vote). NB explained that we must wait half an hour from the start time of 6pm before adjourning the meeting and it was proposed therefore that the meeting continued with the recorded presentation to help residents understand the key changes proposed.

NB explained that the meeting is strictly for the one item of business and any other matters can be picked up at a Community Forum in a few weeks time or speak to any one of us outside of this meeting.

If we achieve quorum, we will announce a provisional result tonight, following which background checks will be undertaken to ensure that those online are resident members and therefore able to vote and that there is only one vote per household. The result will be announced before the end of the week.

As the presentation was being set up, a quorum (10% of resident members present plus the presence of Clarion, the name affordable housing providers) was achieved.

NB therefore formally opened the EGM at around 6.10pm

2. Presentation on the Proposed Changes to the Articles of Association (Powerpoint with voiceover)

Please refer to the presentation for content and explanations given.

3. Question and Answer Session

A summary of the questions asked and responses is provided is given below. Please note this is not all inclusive;

Question	Response
What is the logic of moving from five to two directors achieving quorum? A quorum of three would seem more appropriate.	Two in a meeting achieves quorum and you need both people in the meeting to agree to make a decision. There is a level of judgement here; directors would consider whether the item was a major decision or not and make a call about whether to move forward a decision or not.
Who makes the call as to whether it is justified to make a decision or not?	SAL commented that she would advise directors appropriately and that if directors didn't agree that decision can be called back in at a later date. NB commented that all directors receive papers ahead of a meeting

Concern was raised that currently residents have confidence in the current Board. How can residents be assured that in the future all directors would be as trustworthy and make the right decisions?	so can comment appropriately. SAL commented that the chances of all five+ directors not being trustworthy is highly unlikely. It is possible, but unlikely. It is also possible for electronic decisions require all five directors to receive the item and all have to vote the same way.
Are we voting on the proposals as a single package or can we raise items that we don't agree with and still vote?	It is a single package vote – all or nothing. Company Law does not allow substantial amendments to be made to an EGM item which would change the essence of the Articles. If there are minor changes such as words around the wrong way, that is fine
Are all directors residents?	Yes in the main – directors must either be a resident members or a nomination from Clarion. We have other Members currently such as Clarion and TW. TW are freehold owners of blocks of flats. It is the freehold owner who has the right to be a member and therefore vote. (see belowre leaseholders). Current directors are all residents. SAL is a non-voting Independent Chair (not a director) and is non-voting. She does not live on site.
Do all directors have to vote the same way for a decision to be agreed?	Currently, yes. However, Clause 13 of the new Articles states a decision must be either a majority decision or subject to Article 19 and in line with the CTD. Electronic decisions must be unanimous.
Could the quorum be revisited in the future?	Yes, in the same manner as this EGM has

	been conducted. It must be an EGM due to the fundamental nature of the decision required.
Who calls an EGM/AGM?	Members can ask directors to call an EGM/AGM but only directors can actually call the AGM/EGM as a formal meeting.
If a member is in dispute with Trinity over a valid query relating to the SC, would membership still be removed?	SAL commented that it would not be with Trinity, Preim are our managing agent. The Board would make the decision about whether membership was removed based on the facts. If a valid query was present, then it is unlikely that membership would be removed but if a resident simply has not paid their service charge for no valid reason, then the board can decide to remove that membership. Residents would have 14 days notice of removal of membership (and therefore right to vote) and to make representations to the CIC. NB commented that there are processes ahead of this for debt collection.
If there is an ongoing dispute prior to Preim's contract, is that still valid?	Yes.
If membership is removed is there a process for it to be returned?	Membership can be (and would expect to be reinstated) once the debt was cleared.
Are current directors in favour of these changes unanimously?	NB answered, yes otherwise we would not be bringing these proposals to this meeting
Are leaseholders of flats (not social housing tenants) able to vote in the new Articles?	Yes. Leaseholders are members as is currently the position. Affordable housing tenants cannot vote hence Clarion being the

	named affordable housing representative representative. LGM CIC plans to do much more with Clarion to include representation from these affordable housing tenants to ensure their voice is heard and included through other avenues
If residents decide to buy their freehold would this have any impact on their membership	No.

4. Conducting The Vote

Resident members were asked to approve the new Articles of Association, not approve or abstain.

NB asked those online to vote using the Survey Monkey link in the chat. The survey will remain open for 10 minutes.

Those in the room were asked to use their voting cards;

- Green to approve the new Articles
- Red to vote against the adoption of the new Articles
- Blue to abstain.

Votes in the room were counted and added to those online.

	For	Against	Abstentions	Total
Proxy Votes	2	1	0	3
Online Votes	31	1	2	33
In Person Votes	25	1	0	26
Total Votes	58	3	2	63
Decision	Carried			

NB announced a provisional result which is to **approve the Articles of Association** subject to checks following the meeting to ensure;

- All those present are Members against our database to confirm we are quorate and then
- Those who voted are Members and only one vote per Member.

5. Closure of EGM

NB thanked everyone for attending and that the formal announcement would be made within a week. **NB closed the meeting.** Residents were invited to stay on to hear the LGM CIC priorities for 2025.

Post Meeting Verification of Results

LGM CIC conducted a post meeting verification process, as set out above to confirm the validity of quorum, membership and votes.

The results are below and confirm;

1. The meeting was quorate
2. The vote was valid
3. The outcome of the vote was to adopt and approve the new set of Articles of Association.

The table below sets out the detail;

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Online Votes	31	0	2	33
In Person Votes	25	1	0	26
Total Votes	58	2	2	62
Decision	Carried			