

High Royds Residents' Association

Annual General Meeting Minutes

Meeting Reference	AGM15
Meeting Date and Time	Thursday 12 th March 2015 – 8pm
Committee Attendees	Jonathan Stubbs, (Chair) Jim Wilson , (Vice Chair) Chris Billington, Nigel Hackett, Gerald Hendron, Jacqueline Laybourne, Barry Chisholme, Nick Lowry, Nicky Wilce
Apologies	Catherine Burton, Roger Hawkins and Pat Kirk

Organisations and Acronyms

A number of organisations are referred to in these minutes with similar names. A brief description of each is provided here to assist with understanding the distinctions between these organisations.

Organisation	Description
HRRRA	The High Royds Residents' Association is a group of residents from the High Royds Village estate (incorporating the Chevin Park, Royds Park and Glade developments). There are currently around 220 members of HRRRA.
HRRRA Committee	The HRRRA Committee currently consists of nine members. It meets on the second Thursday of each month to discuss current issues affecting residents. These minutes are a record of the most recent HRRRA Committee meeting.
HRRRA Sub-Committees	<p>There are three HRRRA Sub-Committees. Each Sub-Committee meets separately and where appropriate records its own minutes. Sub-Committee meetings may sometimes be referred to or summarised in HRRRA Committee meeting minutes.</p> <p>The Estate Management Sub-Committee liaises with developers and Trinity Estates regarding ongoing estate issues. It also seeks to ensure that the planning obligations for the estate (the "Section 106 Agreement") are met.</p> <p>The Community Group seeks to promote a community spirit on the estate through the organisation of social events, activities and sports teams/tournaments.</p> <p>The Sports Association Sub-Committee focuses on the plans for a new social club on the estate, and deals with the High Royds Sports Association on this issue (see below).</p>
HRSA	<p>The High Royds Sports Association is a separate body, not related to HRRRA. It is made up of: St Mary's School, Guiseley Juniors FC, Menston Juniors FC, Crompark Cricket Club, High Royds Sports and Social Club and HRRRA.</p> <p>The HRSA hopes to acquire the land containing the sports pitches, construct a new social club building on that land, and combine facilities on the estate with those at St Mary's School (see http://bit.ly/15ca9hk). Two members of the Sports Association Sub-Committee attend monthly HRSA meetings to promote the interests of residents during discussion of these plans.</p>
HRLC	The High Royds Liaison Committee is a group founded under the terms of the Section 106 Agreement. It is charged with delivering the commitments in that Agreement. It is made up of planners, local politicians, developers and residents (represented by members of the Estate

	Management Sub-Committee).
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1. Welcome and Apologies

Ref	Minute	Action
	The Chair welcomed all attendees and introduced the Committee members present.	
Residents	Approximately 35 -40 residents were present	

2. Election of Representatives

Ref	Minute	Action
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	<p>The Chair gave a brief report on the organisational structure of the committee, indicating that the Committee has three sub committees, Estate Management, Sports And Social Club, and Community Development. The full Committee meets once per month (2nd Thursday of each month) and the sub committees meet more intermittently. The chair gave an overview of the aims and objectives of each sub-committee. It was indicated that the posts of Chair, Deputy Chair, Treasurer and Secretary were currently available for nominations and those present were invited to consider whether they would like to put themselves forward for any of these positions. In addition members are welcome as a full member of the HRRRA or a co-opted member of a sub-committee.</p> <p>Election of Positions.</p> <p>The Chair - invited nominations for Chair from the floor. None were put forward so Jonathan Stubbs was nominated and seconded and was thereby deemed chair.</p> <p>Vice Chair – Nominations were invited but none received. Jim Wilson was nominated and seconded and was thereby elected to Deputy Chair.</p> <p>Treasurer - were invited from the floor but no nominations were put forward. Gerald Hendron was nominated and seconded and was elected.</p> <p>Secretary – Mrs Lowry indicated that she would be willing to help out on minute taking of the monthly meetings when she was available. The position of Secretary remains outstanding</p>	
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3. Matters arising from the minutes and Annual Report

Ref	Minute	Action
	<p>The minutes of the 2014 AGM were circulated to those present and approved.</p> <p>JS intended to address issues raised in the last year's AGM by residents and incorporate them into his annual report.</p>	

4. Estate Issues

Ref	Minute	Action
	<p>Estate Management: Following a slow year in which Ben Bailey had initially been reluctant to engage with the HRRRA on concerns raised by them on behalf of residents. JS was able to report that with the support of Councillor Latty, the High Royds Liaison Committee had been reinstated and a number of the Estates Subcommittee had met with representatives of BBH, planning and highway officers from Leeds City Council.</p> <p>Concerns had been expressed about the state of the roads around the estate, including the deterioration of the curb stones, roundabouts, lack of sufficient lighting, and gritting etc. An audit of the condition of the roads were expected to be carried out in the next month.</p> <p>Lighting of areas around the estate including that of Menston Drive and Guiseley Drive had been raised and that too was to be the subject of an audit of the lights that were not working.</p> <p>A number of residents complained about the poor state of the roads at the back of the estate where building work is currently taking place. Martin White (BBH) had recently issued improvement notices for the cleaning of the roads and stressed to the construction staff of the importance of being good neighbours. A resident highlighted that when complaints are made the condition of the road improves for a few days before deteriorating to an unacceptable level again.</p> <p>It is the intention that further meetings of the Liaison group were due to take place in the near future to hold BBH to their undertakings to address concerns raised.</p> <p>Properties into Management. The Chair indicated that currently it is the intention of BBH to bring a number of the Phases of the site into management. The management is undertaken on behalf of residents by</p>	<p>JS</p> <p>JS</p> <p>JS</p>

	<p>Trinity. To this end, HRRAs have representatives in each of the blocks concerned. They are assisting in collating snagging lists of work that which is required to be undertaken before responsibility is handed over from BBH to Trinity. Residents who were in blocks about to be taken into management were encouraged to draw to the attention of Trinity any defects in their building.</p> <p>The Chair also highlighted a defect in some of the conveyance documents of some BBH freehold properties that previously made no provision for Trinity's right to enter the property to maintain it (and charge for the maintenance). BBH and their solicitors together with lawyers acting on behalf of the residents have come to an agreement to amend the transfer documents to reflect the original intention. BBH are paying this cost so the rectification will be at no additional cost.</p> <p>A resident expressed concern as to whether they would be contacted to inform them when they were taken into management. The Chair confirmed that they would be written too directly when this takes place.</p> <p>The service charge of managed properties. After an inordinate delay, the HRRAs have finally managed to have access to Trinity reconciled management accounts for the year end 2013 for the service charge. These will be challenged, in no small thanks, to the offer of assistance of a resident on the estate whose expertise is in this field. HRRAs are pressing for a standardised return time for future year's accounts.</p>	
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5. Land Holding HRSA Sports and Social club

Ref		Action
	<p>Landholding position. The Chair confirmed that BBH had asked that copies of Flyers be distributed to the residents, inviting them to attend a Public Consultation to be held at the Social Club on Friday 20th March 2015 in respect the construction of a new Sports and Social Club between the football pitches and the cricket ground. Flyers were available for all present. A copy of a map of landholding was distributed to those present to proposed changes to the land on the site.</p> <p>HRRAs noted in the 2014 that many of the residents wanted control over the land marked in green. This was intended to be given to the HRSA . Following discussions between the HRRAs and BBH it is intended that this be ultimately be transferred to the residents.</p> <p>It is proposed by BBH that the land coloured in pink on the plan which includes the cricket ground, football pitches, land proposed for the new social club and the car park (which is currently used for the show houses)</p>	

	<p>will also be transferred to the residents. This company will in turn lease the land to the Highroyds Sports Association (HRSA) on a long lease. HRSA will be responsible for the maintenance of this land for the period of the lease.</p> <p>Given that BBH had not envisaged HRRRA maintaining the area coloured green there would now be an increase in the management costs. BBH has indicated that the hatched area (Outer Southern perimeter strip from boundary to line along grassed area adjacent to Guiesley Drive) on the plan is to come out of the estate and which will net off the increased cost. BBH propose to sell this land to John Ogden, the landowner adjoining the estate. It was indicated by BBH that they had the power under the transfer documents to dispose of such parcels of land if they chose. BBH have promised they will protect the interest of the residents by ensure that Mr Ogden will not be able to access the land from Guiseley Drive. BBH have stated his use will be keeping sheep.</p> <p>The Sports and Social Club</p> <p>HRRRA had previously noted concerns at the 2014 AGM as to the size and location of the previously proposed sports and social club; specifically concerns were raised as to the potential impact on neighbouring residents and its financial viability. The initial proposal at one state was that it was to form part of an Olympic Park. Last year at the AGM there were clear objections. Due to the actual funding that is available the current proportions of the building are much reduced from the original proposal. BBH will contribute £300k and funding from other sources, Sport England, Football Association are expected to be £300k. The cost of the original proposal was £1.2m and the build is now £600k. HRRRA will ensure there is enough funding to meet any additional fit out costs.</p> <p>Concerns had been raised at the 2014 AGM over who was to control the club, anti-social behaviour etc. It was confirmed that a resident on the committee, who is a specialist charities solicitor, drafted the proposed constitution for the HRSA with the agreement of the other parties to the HRSA. In the draft constitution, the long term protection of the residents interests are in place in that whilst the HRRRA will have one seat on the board of directors of the HRSA, the HRRRA director if necessary, could appoint such further directors to create a majority of directors. It is envisaged that there will be a consensus on decisions on the HRSA such that this will not likely to be necessary.</p>	GH/CB
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6. BBH Clocktower Planning application

Ref	Minute	Action
	At the recent High Royds Liaison Committee meeting the planning officer was asked as to the progress with BBH planning application for the clock	

	<p>tower an associated builds adjacent to the Glade and Norwood Drive. It was disclosed that the consideration is with the heritage officer and is very much linked to the use and funding of the ballroom. BBH has not provided any solution to these matters. It was understood that no decision was imminent.</p>	
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7. Community Development

	Minute	Action
	<p>It was confirmed in the last year there had been a very successful High Royds Bake off competition between residents supported by local businesses. The Community Sub Committee had organised a Christmas party at the beginning of December when it was attended by over 200 residents and their families. There was due to be a St Patrick's Day Pub Quiz on the 20th March 2015 and all were invited to come along. Future plans are to have a summer barbeque in June for residents etc.</p> <p>It was explained that one did not have to be a member of any committee as such to help out at these events and an appeal was made for more volunteers join in, if necessary for a single event.</p>	

8. Open Forum

	<p>The Chair then sought views of those present as to issues that concerned them so that they could be brought forward. The Chair raised an issue that it is recognised that attempts are made to communicate through the HRRR website, contact, http://www.highroydsresidentsassociation.com, the Facebook account www.facebook.com/highroydsra but HRRR want to increase communication and in particular feedback. The chair pointed out that each Block had had it's own representatives but invited feedback on how the residents would want HRRR to represent it.</p> <p>It was requested that if a resident takes up an issue with Trinity or BBH about the estate by email, if they could copy in HRRR at chair@highroydsresidentsassociation.com HRRR will be able to collate the issues and if needs be refer residents to other residents and the responses that they have had on similar matters. The cumulative action of residents acting together makes it more likely that BBH or Trinity will take note.</p> <p>Resident: It was suggested that the HRRR have erected a notice board at a strategic location on the estate for those who do not easily access the website and Facebook.</p> <p>Response: Good idea</p>	
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	<p>Resident: Address on Norwood Road not recognised.</p> <p>Resident: Appleton Stairway is bleak and drab. Is there not some way of getting local artwork in the communal areas to brighten it up a bit.</p> <p>Response: BBH are currently responsible for the communal areas and they will hand over control for this to Trinity in due course. Insurance and fire risks may be raised by them but it is something that group's residents in individual blocks could approach BBH or Trinity about. It was envisaged that one would need to get all the residents of one group to agree to decoration of the communal areas before BBH or Trinity would agree to anything.</p> <p>Resident: The condition at the top of Guiseley Drive is a disgrace. Mud and dirt from building work is unacceptable. Whilst some dirt is to be expected, the level of dirt from construction machinery and the parking/reversing of vehicles close to children without banksmen is dangerous.</p> <p>Response: This will be taken up again with the High Royds Liaison group but the resident was requested to copy in the chair on any emails to BBH about this issue so that it can be monitored.</p> <p>Resident: When she bought her property on Appleton Court before Christmas the resident said she was told that she would have access from Guiseley Drive but she has now learnt that Appleton Court will not have access from this road and that she will have to use High Royds Drive instead.</p> <p>The Chair indicated that he was aware of this issue. It is his understanding that the traffic plan that was submitted when the original planning permission was granted, was that access would be from Highroyds Drive. In those circumstances, BBH would not be able to grant access in this way as the traffic plan was designed to prevent 'rat runs' across the estate and that traffic flow for Guiseley Drive was calculated on the original traffic scheme.</p> <p>Resident: The level of litter around the bottom of the estate by Bradford Road/Menston Drive is extremely bad. By the wall there is dumped cement bags. Further, there is a volunteer from Guiseley who collects rubbish along Bradford Road and he collects bag after bag of rubbish. It is believed that some of this litter comes from children from St Mary's.</p> <p>The issue of the building material will be raised with BBH/David Wilson. CB from the Committee has just been appointed on the Board of Governors and will raise the issue with the school.</p> <p>Resident: There appears to be an abandoned car in the car park next to the tennis courts. Can something be done about it?</p> <p>The HRRAs have made the HR Liaison Committee aware of the vehicle.</p>	
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	The owner is known and apparently there is a plan to have the vehicle removed.	
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There being no further business, the Chair closed the meeting at 9.30pm