

# High Royds Residents' Association

## Annual General Meeting Minutes

|                              |  |
|------------------------------|--|
| <b>Meeting Reference</b>     | 09-07-15   |
| <b>Meeting Date and Time</b> | Thursday 9th July 2015   |
| <b>Committee Attendees</b>   | Jonathan Stubbs(Chair), Jim Wilson, Nicky Wilce, Matt Short, Catherin Burton, Roger Hawkins, Gerald Hendron and Chris Billington |
| <b>Apologies</b>             | Apologies were received from Nick Lowry, Nigel Hackett,  |
|                              | Please see last page for Organisations and Acronyms section  |

## 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   |
|---------------------|---|
| HRRA                | The <b>High Royds Residents' Association</b> 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 HRRA.   |
| HRRA Committee      | The <b>HRRA Committee</b> 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 HRRA Committee meeting.  |
| HRRA Sub-Committees | <p>There are three HRRA 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 HRRA Committee meeting minutes.</p> <p>The <b>Estate Management Sub-Committee</b> 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 <b>Community Group</b> seeks to promote a community spirit on the estate through the organisation of social events, activities and sports teams/tournaments.</p> <p>The <b>Sports Association Sub-Committee</b> 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 <b>High Royds Sports Association</b> is a separate body, not related to HRRA. 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 HRRA.</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 <a href="http://bit.ly/15ca9hk">http://bit.ly/15ca9hk</a>). Two members of the <b>Sports Association Sub-Committee</b> attend monthly HRSA meetings to promote the interests of residents during discussion of these plans.</p>   |

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| HRLC | The <b>High Royds Liaison Committee</b> 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 <b>Estate Management Sub-Committee</b> ). |
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## 1. Welcome and Apologies

| Ref        | Minute  | Action |
|------------|---|--------|
| 14.05.1.01 | The Chair welcomed all attendees to the meeting and opened the meeting at 20.00 |        |
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## 2. Minutes and actions from previous minutes

| Ref        | Minute  | Action |
|------------|---|--------|
| 09.07.2.01 | The minutes from the meeting held on 11 June 2015 were acknowledged |        |

## 3. Matters arising

| Ref        | Minute  | Action |
|------------|---|--------|
| 14.05.3.01 | No further blocks had been taken into management.   |        |
| 14.05.3.02 | A formal handover briefing document still needs to be produced for the benefit of those blocks still to be taken into management.<br><b>MS to pick this up again.</b>   | NL/MS  |
| 14.05.3.01 | MS has written to Trinity seeking clarification and update on outstanding communal snagging items for Borrowdale. A formal response is yet to be received.<br><b>MS to write again now three months has passed.</b>                                 | MS     |
| 14.05.3.04 | NL suggested that this should be formalised and sent from the Estates Committee. NL is to write to the CEO of BB/Avant on a formal basis to voice the concerns of all residents regarding the overall handover process<br><b>Still outstanding.</b> | NL     |

## 4. Estate Issues

| Ref | Minute | Action |
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| <p><b>14.05.4.03</b></p> | <p>JS stated that he would write to Trinity Estates requesting a transparent summary of their Management Fee structure. Trinity have responded confirming that where additional costs/management time were incurred over the £250 threshold they may look to charge an additional fee. It was agreed to monitor their performance for the painting works.</p> <p><b>RH to investigate if we can get advice on this from the Leasehold Advisory Service</b></p>  | <p><b>RH</b></p> <p><b>JW</b></p> |
| <p><b>14.05.4.04</b></p> | <p>JS stated there had been an enquiry from a resident about the availability of general/dog waste bins on Menston Drive and who is responsible for this provision. We understand that both Bradford and Leeds Council have refused to install dog waste bins so HRRRA will write to Trinity re a bin at the end of Norwood Drive. <b>JW approached the council and is in discussion as to whether or not additional bins can be put on site.</b></p>   |                                   |
| <p><b>11.06.4.01</b></p> | <p>JS updated the meeting on the progress of the external re-decoration to Phase 1.</p> <p>There were 63 units to be painted and all had been sent a letter confirming an additional service charge cost of £525.</p> <p>The freehold properties which need the alteration to the title need to confirm acceptance to this cost increase and allow Trinity to access the property to undertake the works. Trinity are awaiting a number of responses.</p> <p><b>JS updated the meeting on the progress of the external re-decoration of to Phase 1.</b></p> <p><b>There are 63 units to be painted and all freeholders and leaseholders had been sent a letter confirming the additional service charge cost of £525.</b></p> <p><b>It has been established that the freehold properties (Askrigg, Masham and a small number in Litton and Buckden) have title(s) which doesn't enable Trinity to progress with the works and reclaim the monies. Trinity have therefore written to all freeholders to establish whether they consent to the works and the additional cost. All but 3 properties have confirmed acceptance.</b></p> <p><b>It is BBH intention to rectify the errors in the title and the residents of Askrigg are progressing this at present. It is envisaged the other properties will follow on.</b></p> |                                   |
| <p><b>11.06.4.02</b></p> | <p>There has been no progress on the handover of any further properties on Phase 2.</p>   |                                   |
| <p><b>11.06.4.03</b></p> | <p>The grass cutting was raised and it is our understanding the budget is under pressure so the number of cuts has been reduced. In respect of the area on High Royds Drive (as you enter the estate) under the Section 106</p>   |                                   |

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|  | <p>Agreement between BBH and Leeds Council this states that the cutting should be undertaken only twice per annum and this is now being adhered too. There will be significant wildlife and habitat benefits.</p> <p><b>BBH Have confirmed that this is being left due to ecological reasons.</b></p> |  |
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## 5. Sports and Social Club

|                   | Minute   | Action |
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| <b>14.05.6.02</b> | The overall building costs now stood at £875K which was divided as follows £500K from funding for external clubs, £300K provided by BBH and £75K provided by funding from Sport England.   |        |
| <b>11.06.5.01</b> | <p>We understand that a bid for funding has been submitted. However, the FA have stated that there are no funds currently available until May 2016. However, HRSA were making representations to see whether this could be improved.</p> <p>The planning application is being progressed (but not yet submitted) but BH hope it is an 8 week process due to the consultation which is on-going between BBH/HRSA and Leeds Council.</p> |        |
| <b>14.05.6.03</b> | <p>CBill has requested the Business Plan but we have yet to have sight of this.</p> <p><b>There is a meeting in the next week to discuss progress with the bid. GH to write something for the website on progress with the Bid.</b></p>  | GH     |

## 7. Planning Application

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| <b>09.04.7.01</b> | There was no further news or updates on the Planning Application submitted by BBH last year. |  |
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## 8. Community Development

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| <b>11.06.8.02</b> | The next events are the regular monthly Pub Quiz and the 2 <sup>nd</sup> annual Bake-Off. <b>Put the list in here.</b>  | <b>MS</b> |
| <b>11.06.8.03</b> | <p>It was noted that a tennis court net had disappeared and that the court was being used for football. JW to contact BBH to ensure the net was replaced.</p> <p><b>BBH Have advised that the wire has been ordered and we will hopefully see a fix soon.</b></p> | <b>JW</b> |
| <b>11.06.8.04</b> | <p>CB volunteered to look into a kids tennis club over the summer holidays.</p> <p><b>CB Volunteered again.</b></p>   | <b>CB</b> |
| <b>09.07.8.05</b> | CB's Idea for Residents Away Trips was discussed.   | <b>JW</b> |

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|  | Local Resources for activities were discussed.<br>JW to write up something for the website. |  |
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## 9. Any Other Business

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| <b>14.05.9.01</b> | GH suggested including a briefing document in the Ben Bailey welcome pack given to all new purchasers, which would introduce the HRRRA committee and residents association.<br><b>MS agreed to produce a draft copy for agreement.</b>   | <b>GH/MS</b> |
| <b>14.05.9.02</b> | CBill had sent a schedule of social club events to MS for publication on the HRRRA website.<br><b>MS to make the schedule more obvious.</b>  | <b>MS</b>    |
| <b>14.05.9.03</b> | It was again suggested and agreed that the post of Secretary be advertised on the HRRRA website.<br><b>MS to do this.</b>  | <b>MS</b>    |
| <b>14.05.9.04</b> | RH had raised concerns about the lack of preparation for such time when the building works on the development are completed and the residents are in a position, 1 year after the final sale, to consider the suitability of the existing RMA.<br>RH volunteered to carry out some preparatory works in preparation.<br><b>RH has issued the paper and a lengthy discussion was had about it. Consideration will be given to consultation with residents on freehold ownership and estate management issues; key dates are November when the management charge renewal happens and the HRRRA AGM in February 16.</b> | <b>RH</b>    |
|                   | It was noted that Trinity once produced a newsletter about the estate and issues.<br><b>RH to ask them if they plan on doing this again.</b>   | <b>RH</b>    |
| <b>14.05.9.05</b> | JS asked if someone could write to Leeds City Council asking about the possibility of noticeboards been made available for the estate. RH has been advised that there are no such community notice board funds so it was agreed that RH would approach Councillor Latty to see whether he had access to funding. LCC also advised we would need to get a formal planning approval.<br><b>RH to do this.</b>  | <b>RH</b>    |
|                   | Draft Service Charge Budget up to Oct 2014 received today, formal response required by July 17 <sup>th</sup> .   |              |

There being no further business the Chair closed the meeting at 21.45

The next meeting will be held on Thursday 13th August 2015 at 20.00.



