

## **Summary of Minutes of Second Annual General Meeting of the Bolnore Village Residents' Association ("BVRA") – for the full minutes see [www.bolnore.org.uk](http://www.bolnore.org.uk)**

Date: 12<sup>th</sup> September 2006 (from 7.45 pm)  
Venue: Clair Hall, Perrymount Road, Haywards Heath  
Chairing: Mr Chris Marshall  
Secretary: Mr Stephen Delo  
Treasurer: Mr Richard Carter

### **1/2006: Welcome & Review of BVRA Year**

Mr Marshall welcomed all present and stated the objective of the BVRA: to provide a formal body of representation for residents of Bolnore Village. The BVRA had achieved recognition by Peverel, the managing agents responsible for most of the communal areas within Bolnore Village which enables the BVRA to engage with Peverel in a more structured way. Mr Marshall welcomed Mr Brian Spedding, Estate Manager for Peverel OM, to the meeting.

In accordance with the constitution, this meeting was quorate (there were 47 residents present).

Mr Marshall asked various Village representatives to report:-

### **BRAT (Bolnore Residents Action Team): report from Mrs Klare Kennet**

BRAT has investigated rumours of Haywards Heath Football Club ("HHFC") relocating to the Bolnore recreation ground. They organised a survey of residents to determine the sort of facilities residents would favour. This research has been fed back to MSDC (Mid Sussex District Council) who have confirmed that HHFC would not be relocating to Bolnore. Crest Nicholson ("Crest") have agreed to commence drainage, grading works and seeding on the south part of the recreation ground site in September 2006 to be ready for general use, casual ball games etc during Summer 2007.

### **Bolnore Arts: report from Louise Smith**

As part of their original planning consent, Crest had been required to provide funding for a major art project in the Village. Bolnore Arts will now commission the creation of a meaningful piece of art in the Village in the next 12 months.

Bolnore Arts had also organised arts workshops. The Bolnore Arts Autumn Festival workshops are Lantern Building (26-28 October – with Village parade at 7pm on Tuesday 31<sup>st</sup> October) and a Music Workshop (29 October).

### **Neighbourhood Watch: report from Mrs Katie Delo**

This has expanded to include the top of Phase 1 to the bottom of Lower Village. Coordinators were now being sought to enable "Phase 3" of the Village to be included. Bolnore now has a NHW watch sign and further signs would be considered upon the adoption of roads. The NHW has meetings with police liaison and the North Downs Division of the Mid Sussex Neighbourhood Watch as well as its own police Community Support Officer and allocated neighbourhood liaison PC.

### **Plans to build Phases 4 & 5: report from Mr Richard Carter**

Crest has plans to build Phases 4 & 5 to the east of Phase 1 on two existing fields. BVRA was not objecting to the principle of developing this land, but was striving to ensure that the development addressed three major concerns:-

- **Site construction access** – the access route of Parkfield Way was unsatisfactory with substantial practical and safety concerns
- **Ecology** – Crest was aiming to enlarge the site by building too close to trees that would ultimately be damaged and need to be cut down

- **Spatial strategy** –BVRA felt that 50 properties/hectare would be reasonable – but Crest were looking to build 87.5 properties/hectare!

BVRA (and other local residents' groups/community organisations) had carried out fundraising to finance the appeal process, including securing legal representation. The first round of fundraising raised £5,000. Due to the adjournment of the planning appeal that extended the process by circa 2 weeks, a further £3,500 was required. Recent fundraising had raised almost £3,000 but was still continuing.

### **2/2006: BVRA Financials: report from Mr Richard Carter**

BVRA's inaugural accounts for the period ended 31<sup>st</sup> August 2006 were presented and explained. Residents pay subscriptions to the umbrella BVRA and the BVRA make appropriate monetary allocations to the groups (BRAT, Bolnore Arts, NHW). Any fund raising by the groups was for their sole use. (The Bolnore Arts group had now received £1,250 of its overall £10,000 "Section 106 grant".)

It was duly agreed that the accounts be adopted.

Future accounts would not be audited unless a future AGM resolved that an audit should take place. No such motion was proposed and therefore no audit would be required for the 2006/7 accounts.

### **3/2006: Revised BVRA Constitution: report from Mr Steve Delo**

The key changes were (1) the incorporation of an equal opportunities policy, (2) introduction of "tenant members", (3) a facility for the Committee to co-opt members, (4) adjustments to the mechanics of the Committee (e.g. committee size, notice of AGM), (5) clarification of the auditing requirements for the BVRA accounts and (6) incorporating the "federated" financial structure of the BVRA (see item 2/2006).

It was also proposed that the position of Vice Chairman be (see item 4/2006).

### **4/2006: Election of Chairman and Vice Chairman for 2006/7**

Mr Marshall has decided to step down from the chairmanship and the committee and he proposed Mr Richard Carter for the position of Chairman for 2006/7. Mr Carter was duly elected with the unanimous support of all residents present.

Mr Carter advised 2006/7 was set to be a demanding year for the BVRA, and he proposed the creation of the position of Vice Chairman (see also item 3/2006) to assist him. He proposed Miss Claire Heath and she was unanimously elected.

### **5/2006: Election of BVRA Committee and Other Officers**

The following Members were proposed, seconded and elected:-

Stephen Delo; Doreen Pedder; Louise Smith; Geraint Morgan; Klare Kennett; Elspeth McPherson; Debbie Wawrik; Carol-Anne Bull; Ron Ekins; Rachel Swan and Julia Thring. Mr Delo agreed to continue as Secretary and Mrs Pedder agreed to act as Treasurer.

### **6/2006: Address by Mr Spedding of Peverel**

Mr Spedding advised that his role involved the day-to-day coordination of gardening, cleaning and general maintenance of the communal parts of the Village. His assistant and first point of contact for residents is Vanessa Taylor.

- Peverel was affiliated to ARMA (The Association of Residential Managing Agents) and was required to abide by ARMA's guidelines.
- The position of Peverel as estate managers is written in to all Bolnore leases/property transfers and service charges MUST be brought up to date before a departing resident's move is completed.
- With the exception of the "non-Crest" arrangements for some properties (e.g. Andertons managing Bellway homes), Peverel was responsible for any communal facilities that will not be adopted by the local authority.

- Peverel had a requirement under Landlord and Tenant legislation to tell residents what they are going to charge for the year ahead, hence the need for a detailed budget. The Bolnore year runs from 1<sup>st</sup> March to 28<sup>th</sup> February and the budget for the year is formulated in December/January, based on Mr Spedding's best estimate of the likely expenditure requirements – he noted that in a new Village like Bolnore, it is difficult to assess these accurately. He confirmed that BVRA will now be consulted as part of the budgeting process. Provisional invoices are sent to residents based on this budget, with an adjustment once the closing accounts have been audited. Accounts for the Bolnore scheme are produced for the period ended 28<sup>th</sup> February. Crest need to review/approve the accounts prior to audit. The accounts for 2005/6 were currently being audited.

In conclusion, Mr Spedding said that he was looking forward to working more closely with the BVRA committee to improve the whole estate management process. Mr Carter thanked Mr Spedding and opened the meeting to the floor.

### **Questions and Answers**

#### *Cabling to east of the Village*

This refers to the messy overground cabling running behind Belvedere Walk near the play area. Mr Spedding said that the cables were currently live BT lines. He would liaise with BT to remove or properly secure the lines.

#### *Arrears of Estate management charges and accounting*

Mr Spedding said that interest is charged on unduly late payments and that there was no "cross subsidy" from other residents that paid their Peverel invoices in time. He said that debt collection processes would be reinstated after invoices for the second half year had been issued.

It was noted that the closing charge to residents selling their properties (see earlier) was calculated on a daily pro-rated basis.

The invoicing of residents of Woodcote House appeared to cover a longer period than that for which Peverel had been providing management services. Mr Spedding noted that Peverel had expected to take over the management of Woodcote House at an earlier date and that had been reflected in the invoicing – however, if appropriate, adjustments would be made to future invoices.

Given the many concerns and questions about budgeting/accounting, Mr Spedding agreed to make himself available for a further public meeting to discuss the audited accounts and 2006/7 budget.

#### *Pond safety*

There was some discussion about the safety of the pond near Pondsides. Mr Spedding said that a high fence would be needed to improve safety but this would affect the visual impact of the pond area. There was no consensus on whether the emphasis should be on safety or aesthetics. If, however, a consensus opinion did emerge, Mr Spedding said that he would be happy to take appropriate action.

He said that the lighting in Pondsides was MSDC's responsibility, as the road/path area had been adopted.

#### *Trees*

Of three mature oak trees at the approach to Phase 1, one was diseased and would need to be cut down.

#### *Woodcote House – automatic door malfunctioning*

David Wilson had claimed they had rectified the problem, but this did not appear to be the case. Mr Spedding agreed to investigate.

### *Site Map*

A unified site map, showing all areas of the Village and the areas of management responsibility (private, MSDC, Peverel etc), would be useful. The BVRA would work with Peverel to progress the creation and publication of a unified map.

### *Phase 4/5 – Estate Management implications*

Mr Spedding stated that all roads proposed for construction access for the possible Phase 4/5 developments were adopted roads.

### **7/2006: BVRA Issues and Actions for 2006/7**

Key ongoing projects for the BVRA in 2006/7 include:

#### **Phase 4&5 Planning Appeal**

Mr Carter explained the likely stages of the planning appeal from 19<sup>th</sup> September 2006 onwards: an initial stage of 2 weeks followed by a break then a further 2 weeks (probably December / January). Representing the BVRA, Mr Carter was due to give evidence on construction access, Mr Marshall on allotments and Miss Smith on community infrastructure.

#### **Community Centre / Recreation Ground**

Outline plans are being developed with Crest and their architects (Omega Partnership) for a smaller scale community facility on the Central Square reserve site with more extensive facilities to be situated on the recreation ground.

#### **Barn**

Crest's temporary planning permission for the barn had expired. If Crest successfully appeals, the barn would probably be used as their centre of Bolnore sales operations for the next 5 years or if the appeal failed, Crest must remove it and hand the land over to Peverel to be maintained as communal gardens (the car park near the barn was subject to the same planning terms).

#### **Somerfield**

Somerfield has made a licensing application for usage from 7.00 am to 11.00 pm of 4 units in the Bolnore parade of shops. Most residents welcomed the Village's first shop but the opening times were a point of debate. If residents were able to demonstrate a clear view via research/surveys (which BVRA would facilitate if appropriate) of preferred hours, then action could be taken.

#### **School**

The reserve site for a school is at the east of the Village in Phase 2 near the wood. It was felt that some detailed research on the actual potential pupil numbers in Bolnore would be a good start point for building a strong case to be made for a school in Bolnore. Volunteers were being sought to move this forward.

#### **Pub**

It was felt that the location of a pub within Bolnore itself was extremely unlikely – the “designated pub” for Bolnore was the former “Brewsters” at Beechurst

#### **8/2006 Next Meeting**

It was agreed that the new Committee should have its first meeting in mid/late September. *The 2007 AGM would take place in September 2007, exact date and venue to be promulgated in advance.*

The AGM closed at 9.45 pm (approx)