

# **BOWNHAM PARK RODBOROUGH RESIDENTS' ASSOCIATION LIMITED**

## **Minutes of the 33rd Annual General Meeting held at The Bear of Rodborough on Wednesday July 2nd 2008, commencing at 8.00pm**

Mr Allen was in the Chair and opened the Meeting by welcoming Members representing 36 households, followed by a Powerpoint presentation giving a brief overview of the structure of the Residents' Association and how it functioned, current Council Members and the issues covered in the past year. The Chairman reminded the Meeting that where properties were jointly owned, both persons were 'the Member' and were welcome to attend and participate, but one vote was allowed in respect of each property.

### **1. Apologies for absence**

Apologies had been received from 4 Members and the Council were not in receipt of any proxies.

### **2. Minutes of the 32nd Annual General Meeting held on 11th July 2007**

The Chairman said that the Minutes of the previous AGM had been circulated, together with the Annual Report and Financial Statements for the year ending 31<sup>st</sup> March 2008 and the Secretary's Report for the year 2007/08. The Chairman said that he had been requested by Mrs Clements to add to the Minutes that she had asked if the Council had considered using email as a communication method, and the Council had said that they would consider the matter. On the proposition of Mr Clements, seconded by Mrs Harding-Edgar, the Minutes were unanimously accepted with the additional Minute, and signed by the Chairman as an accurate record.

### **3. Matters arising from the previous A.G.M.**

The Secretary, Mr Whittaker, enquired if there were other issues before commencing his Report. Mrs Phillips queried if the number of households represented satisfied the necessary quorum and the Chairman responded by confirming that the 36 households represented did satisfy the required third for the quorum.

### **4. Secretary's Report**

The Secretary said that the formal deed of access from the National Trust had been obtained by 90% of households with bulk signing and was now finished. Those households which had not taken advantage of this would be charged for future requests. If formal access had not been obtained, any purchaser's solicitor may have concerns about legal access to a property.

In respect of Planning Applications, the Secretary said that if applications are approved by the Planning Authority with their procedures, and this is usually for extensions, the Residents' Association have no objection. An objection had been lodged however, regarding the application to build two new houses on the plot of land, as it is strongly felt to keep Bownham Park as it is, and once again, this application was rejected by the Planning Authority.

The Secretary said that, during the course of the year, he does receive telephone calls regarding speeding traffic on Bownham Park. He stressed that it is important that Residents adhere to the 20mph speed limit as in the event of an accident, there may be liability and the Association would not want to be involved in expensive litigation. Mrs Phillips enquired regarding the results of the bottom entrance traffic survey. The Secretary said that the results had been inconclusive, there were still people driving through, and he had, in the past, taken registration numbers and written to identified drivers who consistently use the road. Similarly, Residents' responsibility to keep trees and hedges trimmed so as not to impede road users view was important for safety and legal liability.

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The Chairman asked if there were any questions, and Mr Arnison enquired if there was a formal policy regarding Planning Applications and there was discussion concerning the possibility of a Resident with garden space applying to build a new property. The Secretary said that the Association had the support of the National Trust regarding one plot and one property, and his view was that a formal written specific policy might 'tie our hands' in certain circumstances.

Mrs Phillips enquired if applications for extensions that split a property, for example a 'Granny annexe' would be a problem and the Secretary said that if it was one property, that would be acceptable, but not one house for example split into two semis. Mrs McEwen voiced the same concerns about an annexe and the Secretary said that the properties were freehold and entitled to build, subject to approval by the Planning Authority, and as long as the build was in keeping with the ambiance of the Park.

Mrs Hammond said that it was common courtesy for owners planning building works to show and discuss the plans with their immediate neighbours and this did not always appear to be the case. The Secretary said that it was not required within the Articles of Association but the Planning Officer would do this as part of the Application procedure. The Secretary said that he would speak with the Planning Authority and request that the Association be notified of new applications in the future if it were possible.

Mr Hinch said that it was important to ensure that building materials used were in keeping with the original building and Bownham Park, and there may be difficulty if a property was owned and developed by a builder. The Secretary said there was a limit to the course of action that could be taken by the Association but it was against the covenant to run a business that affected other Residents and the Council would always try very hard to make sure planning laws were observed.

Mr Blackwell enquired if there had been consideration given to requesting an indemnity from builders carrying out work on the Park, in the event of works affecting services to other properties. The Secretary said that it is usually builders' vehicles that caused a problem, the Association did, however, have insurance for major damage.

Mrs Phillips said that hedges did not always seem to be cut back right to the top, so there were areas where the road was narrowed due to overhanging branches or hedges. The Secretary said that it was an eternal battle and he did often write to Residents to request further trimming.

The Chairman requested that the Meeting adopt the Report by the Secretary and this was proposed by Mr McEwen and seconded by Mr Blackwell.

### **5. Treasurer's Report**

The Treasurer presented the Financial Statement for the year ended 31 March 2008 and reported that the Association's funds at the end of the period totalled £15,537.00 with no major expenditure during the year. Funds had been moved from Northern Rock to the Alliance & Leicester. There were no questions and on the proposition of Mr Clements and seconded by Mr Lloyd the accounts were signed at the Meeting by Mr Allen and Mrs Hanks. Thanks were extended by the Chairman to Mrs Hanks for her valued contribution.

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### **6. Drainage System and Estate Maintenance**

The Chairman invited the Secretary to address the Meeting regarding future maintenance costs. The Secretary said that, as requested at the last AGM, consideration had been given to cashflow and on the basis of professional advice sought, it seemed reasonable to plan for resurfacing the road in 8-10 years and build up a surplus for this expense. It would therefore be appropriate to build up a substantial sum to at least 65% of the anticipated cost. The current forecast for road re-surfacing was in the region of £65,000, but with the increase in the price of oil, and other factors over the forthcoming years, this of course would need to be reviewed in view of inflation generally and the price of oil specifically. With the new proposed subscription of £150 it should be possible to save £5,000 per annum.

The Chairman said that the proposed subscription was reasonable and conservative and invited any questions. Mr Irving queried the timescale of 2018 and whether it would be necessary to repair the entire road. The Chairman said that two road experts had been consulted and this was their opinion.

### **7. Annual Subscription**

The Chairman said that in view of the future costs for estate maintenance the Council proposed that the Annual Subscription should be £155 (£150 if paid within 30 days of invoice) and moved to adopt. This was proposed by Mr Arnison and seconded by Mr Hinch.

### **8. Appointment of Auditor**

On the proposition of Mrs Hanks, seconded by Mrs Phillips, it was unanimously agreed that Kingscott Dix be retained as Auditors for the year 2008-09.

### **9. Election of Council for 2008-09**

The Chairman explained that all Council Members retired automatically at the end of this Meeting. Mr Whittaker offered to continue as Secretary and Mrs Hanks as Treasurer. Mr Whittaker and Mrs Hanks were re-elected on the proposition of the Chairman, seconded by Mrs Lane. Mrs Bennett, Mrs Britton, Messrs Greenwood, Eyles, Lloyd and Allen had been nominated to stand for re-election to the Council. The Chairman said that the Council should consist of not less than four and not more than six members and there was some discussion concerning the election of a new Council Member, Mrs Kelsey, who had been nominated. However, Mr Clements said that Section 34 of the Articles of the Association did permit the election of another two council members on an annual basis. The Chairman invited the meeting to vote on this matter and this was carried by a unanimous vote. On the proposition of Mrs Harding-Edgar and seconded by Mr Irving, Mrs Kelsey was appointed and the other Officers were elected en bloc, proposed by Mr Hammond and seconded by Mrs Phillips.

### **10. Neighbourhood Watch**

Mr Hanks said that in previous years there had been nothing to report, however this year in his role as Neighbourhood Watch Co-ordinator, there had recently been issues with graffiti and other anti-social behaviour at the bottom entrance. He said that he, Mr Lloyd and Mrs Harding-Edgar had been in consultation with a Police Co-ordinator. Mr Lloyd had cleaned the graffiti, for which he extended his thanks. He said that Residents must be aware that there have been some 'bogus callers' on The Park. The Chairman thanked Mr Hanks for his continued contribution in this role.

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### **11. Any Other Business**

Mrs Phillips thanked the Chairman for his Powerpoint presentation and enquired about the new email communication which had been set up by Mrs Kelsey. The Chairman said that there were now 50 participants (roughly two thirds) and extended his thanks to Mrs Kelsey. There were, of course, some Residents who didn't use email and Newsletters or Notices would continue to be delivered to those properties.

Mr Hinch said that some Residents consistently speed past his house at 30-40 mph and Mr Honhold said that he would like the speeding issue to be formally recorded. The Chairman said that in view of the concern about speeding this issue would be included in a letter to Residents and the Secretary would write personally to Residents identified as speeding on Bownham Park after the summer Newsletter.

Mrs Eve Clements requested that the Council prepares procedure for the election of Council Members before the AGM in 2009. The Chairman agreed that the Council would review the current procedure before the next Annual General Meeting.

The Chairman closed the Meeting at 9.30pm

DKW/JB 05/07/08