

UPLANDS ESTATE HOUSEOWNERS' ASSOCIATION

HIGHFIELD SOUTHAMPTON

Minutes of UEHA AGM held at Highfield Church Centre on 15 May 2024 at 7:30pm

1. Introduction

- Gordon Cooper (AGM Chairperson) welcomed Dan Nother (Chairperson) welcomed everyone. Committee members present were: Catherine Cooper (Secretary), Chris Dancer (Treasurer), Peta Bateman (Grounds Manager), David Newhouse (Works Manager/Trustee), Gordon Cooper (Trustee), Mark Ellison, Kirsty Thomas, Pete Errington, and Rochelle Parkes (Administrative Manager) = 11. Additionally 28 houseowners were present.
- Guest: Stuart Divall of SFK Consulting
- Apologies: Diane Ferry (Trustee), Fiona Britton (Trustee), Sam and Anne James (11OW)

2. Appointment of AGM Chair - Gordon appointed as Chairperson for the AGM.

3. Approval of Minutes from 2023 AGM

- Agreed as accurate record of the meeting. OUTCOME = MINUTES APPROVED

4.a. Chairs Report

- Dan reiterated the necessity for residents to put themselves forward as committee members - input of skills and representation, sharing information, decision making. To have a committee representative of the diversity of skills and perspectives within the estate, and speed of completing actions is determined by the number of residents offering their time as committee members - please consider taking your turn.
- Residents are able to observe the general content of monthly committee meetings subject to signing a short confidentiality agreement. Those wishing to do this can email uplandstate@gmail.com at least 7 days prior to a monthly meeting.
- Call for Administration Manager - with Rochelle stepping away from the role the committee urgently needs a new paid Administrative Manager in order to manage meeting scheduling and documentation and maintain the level of service to residents. Please consider your own personal and professional networks for anyone who may wish to apply for this role.

4.d. Road report and recommendations.

- David summarised the progress with the section 20 process.

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- David displayed a map illustrating the three phases of the road replacement scheme. Phase 1 includes entrance to Orchards Way (OW), with build of the junction, down to the north side of the junction with Uplands Way (UW) and all of the road around Horseshoe Green (HG) to the junction with OW on the southern side of HG; Phase 2 covers the remainder of OW from northern junction with UW till the southeastern end of OW; Phase 3 covers the entirety of UW.
- The road build out with Highfield Lane is included in the plan as it was previously deemed beneficial, firstly, improve safety at the junction, and secondly, to channel water from Highfield Lane (HL) so that it continues to flowing down HL and not, as at present, flow down Orchards Way causing erosion of the road and in the heaviest rainfall cause flooding from the stream across the road by HG.
- Dan noted that the road plans were presented at the 2018 AGM but no formal decisions were taken on the issue. Since then, decisions have been taken to collect additional monies which has meant that we now have a fund which we think will enable us to make a start on the works. WE
- Jackie 31OW reminded those present that there was a vote on the roads issue at the 2012 AGM. She asked whether the designs were related to that vote. Dan said that he did not have the 2012 minutes but that these could be reviewed.
- Jackie 31OW asked how the phasing was selected and if it is possible to break up phase 1 to smaller phases? Response: the rationale for maintaining the area covered by phase 1 includes cost efficiency and practical use of materials
 - Smallest number of phases = greater overall cost, least cost efficient. Doing the entire estate in a single phase would have the smallest overall cost but this would require residents to raise and spend a massive amount of money in one go. Three phases was determined to be the best balance of cost efficiency verses financial demand raising funds from residents.
 - Some of the material extracted in phase 1 is intended to be reused in building up the road subsiding beside the current stream in HG. There would be an additional cost if that reclaimed material wasn't available and instead new material had to be purchased for rebuilding this area of the road.
- Stuart Divall of SFK Consulting (a group of construction and civil engineers) gave an update on the road project and phase 1 tendering. Danger / hazard on public roads is the duty of highways to repair it. SFK's inspection of the Uplands Estate identified that there is a hazard here and hence there is a duty on the UEHA to deal with it. Regarding the current actions, the Land Drainage Consent has been resubmitted with the response expected 28 May 2024. Tenders for phase 1 are

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due 21 May, and Stuart will send out a report to David the Works Manager on 4 June. Typical tender lengths are 60 days, some 90 days. Once a tender is accepted the turnaround from day of instruction to first day on site could be as little as 4 weeks. Therefore a hypothetical start date for phase 1 would be September, with an estimated 16 week duration till completion. There is a slim window if we move quickly, raise the funds, and start the work this year. Otherwise the next commencement date would be late spring 2025 to avoid the winter freeze.

- 260W asked how much land at the junction of Highfield Lane (HL) and OW belongs to the council. Stuart responded: 1 car width at the top from the top of the road/footpath.
- Kate 660W asked if road surfacing works will be done to an adoptable standard. Stuart stated that materials brought in would be to that standard but that he was not sure whether the local authority would be willing to adopt the roads.
- Ros 640W asked if each phase could be broken up into smaller phases: The selection of 3 phases is for reasons of cost efficiency and practical re-use of materials
- Jackie 310W asked whether the build-out had been approved by the local authority. Stuart said that the design had already been approved.
- Jackie 310W - what would be the implications of not commencing with Phase 1: The adverse camber at the start of OW which is undermining the surface would not be remedied. For a number of years there have been visible signs that rainwater flowing south down OW is getting under and breaking up the surface; the edge of the curb is separating away from the road surface (1-110W) which could exacerbate and become quite hazardous. The current conditions allow rainwater drainage from the higher elevation of Highfield Lane to run down Orchards Way and cascade across the road resulting in further erosion and instability. Additionally the collapse of Horseshoe Green is apparent. Rebuilding the entrance and this section of Orchards Way (incl in Phase 1) is the most cost effective way of addressing the situation.
- Catherine 220W - could the road around Horseshoe Green be widened to allow parking as parking for residents on the northern side of the green is quite limited: Stuart explained the ground conditions in the green are not ideal for road construction - to achieve the standard of road to accommodate vehicular use the ground currently open green would need to be compacted in addition to current tenders for resurfacing. Conversion to road would create additional planning needs as this would be considered to be taking away green space.
- Uli 70W - as a member of the stream team Uli commented that there is a roading cost saving with diverting the stream. The stream currently runs directly adjacent to the road. Choosing to leave the

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stream in its current location allows ongoing erosion of the road. Resurfacing the road with the stream so close would require even more reinforcement than quoted for at present. Stuart advised that the foundations would need to be deeper to get a good sustainable footing should the stream not be diverted.

- Kelvin 520W - noted a view expressed at 2023 AGM that the UEHA only complete as much work as money already exists. Dan noted that this had been a comment rather than a motion.
- Resident question (did not identify themselves) asked what requirements would be included in the contractor agreement to notify residents regarding access to properties whilst work being executed: Stuart advised that notification requirements are built in to the tenders.

4.c. Works Manager report

- David called for feedback on the wooden posts installed near 31-33 OW as an alternative to the concrete posts around the estate - one of which is oak and the other is opepe which is recommended as a durable long lasting hardwood. Should these trial wooden posts be preferred by residents then the committee would consider replacing all concrete posts with wooden posts in the future.
 - Paul 430W - wooden posts look better than concrete. Prefers low hedges - more sustainable over the longer term.
 - [A resident] - If houseowners also wanted to change the concrete posts in their front gardens to wooden posts would it be approved? Response: At this stage wooden posts are a trial, subject to resident feedback.
 - Jackie 310W - the wooden posts look good, can the committee go ahead with this installation throughout the estate. Response: Rolling out across the estate wouldn't be considered till roading work is completed.
 - Residents are invited to email their feedback to uplandsestate@gmail.com or speak to a committee member

4.b. Grounds Manager Report

- Peta summarised the grounds manager report and highlighted
 - Horseshoe Green: Scything only small sections in Spring helps wildlife and looks more appealing than cutting the entire green. A balance is struck to supporting nature and

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keeping it tidy. To learn more about the meadow please talk to one of the volunteers whom you may see out and about.

- The benefits of resident collaboration: the efforts and perspectives of paid gardeners and volunteers is appreciated, as is discussions with residents as they pass by. Volunteers are welcomed.

4.e. Treasurer's report

- Chris Dancer explained the Bank Account summary & report for the year ending 25th March 2024 which was included in the pre-AGM document pack.
 - The accounts reflect a trend of day-to-day expenditure for general UEHA activity being more expensive overall due to a general increase in contractor and professional costs; annual tree works due to focus on tree health and resident safety; and with continued deterioration of the roads pothole repair will be more significant than has historically been the norm until the entire roading project has been completed.
 - A contingency is required as one-off costs may arise.
 - The proposed subscription charge for 2025/26 of £700 is for day-to-day costs. This plus the annual ground rent payments should result in a total income for the 2025/26 financial year of circa £59,000, which is estimated to be slightly in excess of the 2024/25 forecast annual spend (excluding future road project costs).
 - Taking account of the projected 2024/25 annual spend, and allowing for a contingency of circa £25,000, there are cash reserves of approximately £330,000 that can be applied towards the roads project. This figure includes circa £98,000 raised via the EGM approved road levies included within the 2022/23 and 2023/24 financial year payments.
- Chris Dancer is stepping down as Treasurer following this AGM. Thank you to Chris for his 18 years of service in the Treasurer role.

5. Voting results include paper votes + live voting at the AGM

- **MOTION 1: ANNUAL SUBSCRIPTION CHARGE:** The subscription charge for the year 2024/25 be increased to £700 (with £30 discount applicable where subscription and ground rent payments are received on, or before, 25 March 2025)

Motion 1: Votes For = 38. Votes Against = 8. Abstained = 0. OUTCOME = MOTION APPROVED

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- MOTION 2: CONSTITUTIONAL AMENDMENT RE TENURE OF CHAIRPERSON: Section 12 of the constitution be amended with the addition of the text underlined:

[12] Chairing of committee members' meetings

[12.1] The committee members may appoint a committee member to chair their meetings.

[12.2] The person so appointed for the time being is known as the chair of the committee.

...

[12.4] Any appointment pursuant to clause 12.1 shall be for a period of one year or such shorter period as the committee members shall determine. On the expiry of such appointment the former chair of the committee may be eligible for re-appointment provided that no person may be appointed so as to act as chair of the committee for a period exceeding three consecutive years save with the approval of an Annual General Meeting or Extraordinary General Meeting.

Motion 2: Votes For = 43. Votes Against = 3. Abstained = 0. OUTCOME = MOTION APPROVED

- MOTION 3: EXTENSION OF APPOINTMENT OF CURRENT CHAIRPERSON: That the Committee be authorised to extend the appointment of Daniel Nother as Chair by a further year, subject to approval of Motion 2.

Motion 3: Votes For = 42. Votes Against = 2. Abstained = 2. OUTCOME = MOTION APPROVED

- MOTION 4: APPOINTMENT OF COMMITTEE MEMBERS: The nominees detailed in the agenda are appointed as committee members.

NOMINATIONS RECEIVED

<i>Position</i>	<i>Nominee</i>	<i>Propose</i>	<i>Second</i>
Committee Member	Diane Ferry	Sam James	Tim Baldwin
Committee Member	Emma Mills	Chris Dancer	Andrew Bateman
Committee Member	Catherine Cooper	[a resident]	[a resident]
Committee Member	Uli Munford	[a resident]	[a resident]

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Motion 4: Votes For = 45. Votes Against = 0. Abstained = 1. OUTCOME = MOTION APPROVED

- VOTING MOTION 5: WATERCOURSE: That, as part of the proposed road improvement works, the Committee is authorised if it sees fit to secure a meandering route to the redirected stream as set out in the plan sent to homeowners in the AGM documentation.

Motion 5: Votes For = 42. Votes Against = 3. Abstained = 1. OUTCOME = MOTION APPROVED

- VOTING MOTION 6: AMENDMENTS TO DESIGN GUIDANCE RE SOLAR PANELS: That Chapter 7 of the August 2020 estate design guidance be amended as follows (new text is underlined and emboldened and deletions from the current text are shown in italics and strikethrough):

7. Solar panels

Careful thought needs to be given to the visual impact of mounting solar thermal panels (i.e. evacuated tubes), ~~water heating systems and~~ photovoltaic panels **or solar roof tiles** on roofs. The cables and pipework associated with such installations also need to be carefully located in order to cause the least impact on the building's fabric and function. ~~Depending on the orientation of the building, the installation of such systems is likely to prove impractical and not cost effective if the aesthetics of the roofscape is to be preserved.~~ **Proposals are only likely to be acceptable to the committee on the rear of properties with south, south-east or south-west elevations or on low-level rear extensions, garages, conservatories or outbuildings.**

Key points:

- Prior consent is required from the relevant freeholder and **may be required from** the local planning authority for the erection of solar or photovoltaic panels
- ~~Consent is unlikely to be granted for panels on the roof of the main house or anywhere which has a visual impact on the character of the conservation area.~~ **Consent will only be granted where the proposal would not have an adverse visual impact on the character of the conservation area and/or the attributes and features of special architectural interest for which it was designated**
- **This guidance will be reviewed at regular intervals as the field of solar roof tiles and panels is a fast-moving technology**

Motion 6: Votes For = 40. Votes Against = 4. Abstained = 1. OUTCOME = MOTION APPROVED

- VOTING MOTION 7: PUBLISHING MINUTES OF MONTHLY MEETINGS: That the motion put forward at the 2023 AGM in regard to publishing UEHA committee meeting minutes is withdrawn.

Motion 7: Votes For = 29. Votes Against = 7. Abstained = 2. OUTCOME = MOTION APPROVED

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9. Any other business

- A houseowner asked for an update on Toob installation: David described that a number of accommodations have been made to finalise the installation plan with Toob. Internally Toob have agreed funding and the works have gone out to tender. The committee expects an update in June.
- Thank you to the committee for their work
- Thank you to Paul Sparrow Sound for the sound system