

# UPLANDS ESTATE HOUSEOWNERS' ASSOCIATION

HIGHFIELD SOUTHAMPTON

## UEHA ANNUAL GENERAL MEETING – WED 14<sup>TH</sup> OCTOBER

### COMMITTEE REPORT

#### Dear Houseowner

The virtual AGM will be held on Wednesday 14<sup>th</sup> October. In advance of that the UEHA Committee invites any written questions arising out of the attached reports to be sent via email to the Honorary Secretary [uplandsestate@gmail.com](mailto:uplandsestate@gmail.com), or by letter c/o 3 Orchards Way, Southampton SO17 1RG.

#### Report Summary

1. Conservation Design Guidelines Published to Replace the Green Book
2. UEHA Committee Seeks Paid Administrator
3. Uplands Estate Grounds Report
4. Uplands Estate Works Report
5. Treasurer's Report and Annual Maintenance Fee
6. Events
7. UEHA Committee Membership

#### **1 Conservation Design Guidelines Published to Replace the Green Book**

The new Conservation Design Guidelines provide a comprehensive guide to the conservation and property development issues which apply to the Uplands Estate. You can view a downloadable Pdf on the Estate website [www.ueha.co.uk](http://www.ueha.co.uk). The document runs to over sixty pages but the relevant pages explaining how to go about applying for permission to develop a property can be found in Appendix 1 on Page 40. Please consult this if you have plans to do so. If you don't have access to the internet a printed copy can be provided.

#### **2 UEHA Committee Seeks Freelance Paid Administrator**

As the amount of administrative work has grown the committee has decided to appoint a Freelance Paid Administrator to ensure that the UEHA committee operates effectively and efficiently. If you are interested in applying, the job description is as follows:

Freelance Administrator - Flexible Hours – Minimum 8 hours per month - £15 per hour

Key Duties:

Working with the Chair and the committee:

- to organise UEHA monthly committee meetings, minute meetings and track progress of the actions which arise;
- to be responsible for contacting new owners regarding the estate welcome pack and to liaise as necessary with solicitors as properties change hands;

# UPLANDS ESTATE HOUSEOWNERS' ASSOCIATION

HIGHFIELD SOUTHAMPTON

- to co-ordinate regular communication about the committee's work, via an estate newsletter and social media;
- to organise and minute the AGM.
- other UEHA linked administrative activities as guided by the Chair of the committee.

The postholder would need good interpersonal, organisational and IT skills, and be a confident and effective communicator both in print and on social media. They would need to demonstrate a flexible, proactive team-based approach, and offer a professional and confidential approach (where appropriate) to supporting UEHA committee operations. Anyone interested should send a letter of application (max 300 words) to Honorary Secretary [uplandsestate@gmail.com](mailto:uplandsestate@gmail.com) by Friday 9<sup>th</sup> October. Committee Chair, Gordon Cooper (0771 880 9668) will be happy to answer questions about the role.

### **3 Uplands Estate Grounds Report**

New Life Garden Services have continued to do an excellent job as our contracted gardeners throughout 2020. During lockdown they even carried out work by members of their family whilst staff were furloughed in order to maintain the level of service the estate requires. They visit twice a month.

Thanks are due to weekly Estate gardener John Dunckason who has now sadly retired. His passion for the Estate significantly improved the appearance of the grounds and he is proving difficult to replace.

The Estate tree surgeon, Matt Cross of MJC Trees carried out the annual tree inspection again this year with the corresponding work being carried out much later than usual. This consisted of general maintenance of the larger trees on the Estate. The work schedule was affected by the high winds of the late summer but Matt and his team were very quick to trim and cut branches that came down, for which much thanks.

Paths, both brick and pebble remain a high priority for the estate as their appearance and usability are key. New Life endeavour to keep them clean and tidy as well as free of leaves and autumn debris.

A reminder to residents that any intended work to trees taller than 1.5m, or with a trunk diameter greater than 75mm, will require approval from both the UEHA and Southampton City Council. The normal course of action is to inform the committee of any intended works via the Secretary. Once approved, a 1APP form (available online on the Council's website) should be submitted to Southampton City Council.

John Coffey 15 UW

### **4 Uplands Estate Works Report**

#### Road Replacement Scheme

We had hoped to replace the road surface this year between Highfield Lane and the Spinney. However, the Committee decided that the quoted costs were unaffordable in this financial year if we are to keep sufficient reserves to cover maintenance and any additional

# UPLANDS ESTATE HOUSEOWNERS' ASSOCIATION

HIGHFIELD SOUTHAMPTON

issues which may arise. It was decided to re-tender in 2021 or 2022. Road repairs and ongoing maintenance will continue to be carried out as normal.

## Detail on the Tendering

Following the last AGM the updated roads project design stage 1a & 2a has been put out to tender by our consultants SFK and tender returns for the previous and current tenders are as follows:

Estate Works for the first phases to be implemented include:

- The replacement and upgrading of the first section of Orchards Way from Highfield Lane to the junction adjacent to Horse Shoe Green.
- The replacement and upgrading of the road round Horse Shoe Green.
- Junction improvements to Highfield Lane to improve safety (subject to SCC approval for adoptive works on the public highway).
- Diversion of the stream through Horse Shoe Green in order to remove restrictions that causes undermining of the adjacent road and supporting the road instead.
- This represents SFK's Phase 1a - Orchards Way – East and Phase 2a - Horse Shoe Green

The previous tenders in April 2019 were Sienna £200,194 and Mata £297,002 (inc.VAT). The new tenders in May 2020 were PTC £327,782 and Mata £300,738 (inc.VAT).

Options are currently being looked at by SFK to evaluate if there are any viable significant cost savings that could be made.

## Maintenance & Storm Drains

Storm drains were cleaned on the estate last year and are due to have their annual clean in December after the leaf fall this year.

David Newhouse 9 OW

## 5 Treasurer's Report and Annual Maintenance Fee

The account summary for the financial year to 25<sup>th</sup> March 2020 is included alongside this report. The Income Statement provides an outline of the income and expenditure for the last year. As with previous years the aim of the Committee has been to maintain a reasonable surplus over and above day to day expenditure to enable reserve funds to be accumulated to pay for future road replacement costs (as mentioned in the Works Manager's Report).

The proposed Annual Maintenance Fee for 2021-22 is £530, with £30 reduction for prompt payment by 25<sup>th</sup> March 2021. The fee level proposed includes a small increase over the previous year to reflect general price inflation (in line with our usual approach adopted each year), and also a minor additional component in recognition of likely additional committee costs arising from the appointment of a freelance administrator.

Chris Dancer 72 OW

# UPLANDS ESTATE HOUSEOWNERS' ASSOCIATION

HIGHFIELD SOUTHAMPTON

## 6 Events

The Christmas Tree event in December was a great success thanks once again to Jilly Fordham. It is hoped to erect a Christmas tree again this year but sadly without the usual public jollity that accompanies turning on the lights. In May the VE Day celebrations, organised by many households, were a welcome respite from the enforced uniformity of Lockdown.

## 7 UEHA Committee Membership

**There is still time to be nominated for membership of the UEHA committee** which meets monthly. There is currently one vacancy. If you would like to be involved please get in touch with Honorary Secretary, Catherine Cooper [uplandsestate@gmail.com](mailto:uplandsestate@gmail.com), or by letter c/o 3 Orchards Way, Southampton SO17 1RG as soon as possible. Feel free to speak to the current Chair, Gordon Cooper if you want further details of what's involved.

### Current Committee Members

Because this version is publicly available, the members are only listed in the printed copy that will be delivered to each household.

Committee Members serve for three years and Trustees for six years although these terms can be extended by general voting.