

MINUTES OF MEETING HELD ON 10TH DECEMBER 2004 TO SET UP QUEEN ELIZABETH PARK RESIDENTS' ASSOCIATION

Venue: Emmanuel Church, Stoughton Road

Chaired by : Grace Blake

Present: approximately 60 residents of Queen Elizabeth Park. All signed attendance record sheets.

1. Welcome

Dinah Bisdee welcomed all attending.

2. Purpose of Meeting

Gavin Critchley explained the purpose of the meeting, i.e. to set up QEP Residents' Association.

3. Background and Legal Matters

John Hamilton-Williams, who is a retired solicitor and had done his own conveyancing when buying into QEP, took the meeting through a list of important documents he had prepared (copies circulated). This included the Memorandum and Articles of the QEP Residents' Management Company Ltd. of which all householders in QEP are shareholders. When the development is finished this company will be handed over to QEP residents who will be responsible for running it and for organising the maintenance and management of communal areas. At this point, Trinity, the current maintenance company, would become answerable to the Residents' Management company and indeed their appointment could be reviewed at the time of renewal of contract.

In particular, John pointed out that a key document, the Section 106 agreement dated 29th November 2002, had not been supplied to him by Laing's legal department during the pre-contract search process. Indeed Laing's legal department stated that they had only just received the document themselves (i.e. in April 2004) hence John believes it is unlikely anyone else had this document supplied to them. He had requested and obtained this document *after completion of his purchase*. Nor was this document mentioned in the Local Searches.

The significance of this document is that it contains the first mention of the Community Centre being expanded from 150 m² to 390 m², and of the concept that the QEP Residents' Management Company being responsible for external maintenance of the (considerably larger) building. Further, this proposed building was to be leased at a peppercorn rent for 20 years to an 'appropriate community group' which would be responsible for running costs and internal maintenance. If such an organisation comes to an end, the developer must install a suitable alternative within 6 months, otherwise the

developer would have to transfer the building to Guildford Borough Council and pay 'commuted sums' towards its further management costs.

Thus the implication is that for most if not all QEP purchasers, this highly significant document, containing the commitment that QEP residents would be responsible for external maintenance of the proposed community centre, was probably not supplied to our solicitors during the pre-contract searches.

This and other ongoing matters, some of which have caused considerable concern (e.g. the bus route proposal), mean that the setting up of a Residents' Association is an urgent need.

4. Proposed structure of Residents' Association

Gavin Critchley explained the status of the QEP Residents' Management Company Ltd. and presented a proposal for the structure of the Residents' Association involving 'area representatives' and a central committee.

5. How we begin setting up a RA

Grace Blake explained that a 'recognised body' is needed to negotiate officially with Guildford Borough Council and other authorities. She explained the proposed Rules of the Association and copies of these were circulated. Subcommittees could be formed to concentrate on particular matters of interest such as the Community Centre, the bus route, security, and so on.

She pointed out the need for some finance for the Residents' Association during the period before QEP residents take over the Management Company. A small contribution may be required per household (in the order of a few pounds) to cover costs such as postage, photocopying and so on. However, Jim Blake asked whether the necessary funds could be obtained from the Management Company for the time being. It was agreed to find out whether this could be done.

In response to questions from the floor, Grace reiterated that the Residents' Association is not the same as the Management Company, but that in due course, when the QEP Residents' Management Company Ltd. is handed over to its shareholders (i.e. QEP householders), residents will be responsible for running this company and providing directors for it, and that in the mean time it was necessary to form the Residents' Association to ensure residents' interests were noted by all relevant bodies. Trinity is the maintenance company currently holding the contract for maintenance of the communal areas.

6. Vote to set up Residents' Association

A vote was taken by show of hands, to set up a Residents' Association and adopt the Rules, and this was passed *nem con*.

It is planned that area reps will in due course obtain contact details for everybody on the estate, if necessary via house to house calls. The Residents' Association will represent all QEP residents, but of course unless people come to meetings, or otherwise communicate with the committee, their views cannot be taken into consideration.

The intention is that all QEP residents, whether householders or tenants, may join the Association. Once the Management Company has been handed over to householders, it may be necessary to consider whether there would be special categories of membership to represent tenants, who would not be shareholders in the Company. This is a matter to be considered in the future.

7. Election of officers of the RA

The following officers were elected, in all cases *nem con* (with no votes against).

Office	Name	Nominated by	Seconded by
Chairman	Gavin Critchley	Richard Moody	Cecilia Morrison
Vice Chairman	Grace Blake	Robin Clinch	Bill Perkins
Secretary	Bill Perkins	Grace Blake	Liz Szkoda
Membership Secy.	Dinah Bisdee	Robin Clinch	Michael Hanson
Legal Adviser	John Hamilton-Williams	Dinah Bisdee	Greer Kirkwood
Committee Member	Rick Kelsey (special interest – security)	Gavin Critchley	Grace Blake
Treasurer	Glen Herbert	Richard Moody	Dinah Bisdee
Assistant Secy.	Liz Szkoda	Grace Blake	Bill Perkins

Additional expressions of interest in participation came from:

Jim Blake – special interest in management company matters.

Not present, but had previously expressed willingness to help:

Vicky Anderson, matters relating to contracts

Martin Ormerod – website and communications.

8. Any Other Business

- a. John Hamilton-Williams pointed out that every resident is eligible to be a member of the Residents' Association, even if they are not interested in its activities.
- b. The possibility of siting the Community Centre at Stoughton Grange School site (redundant school) was discussed.
- c. Richard Moody expressed the opinion that the kickabout area proposed for the Green is the greatest threat at present, and felt this should be prioritised by the Committee and subcommittees.

- d. The bus route is 'not dead yet' although indications have been received from local councillors that they believe it will not in fact be re-routed down Railton Road.
- e. Jim Blake suggested that the committee should communicate with local organisations such as Esporta, Budgens, the Academy nursery, etc., now that official representation of residents had been achieved.
- f. There was discussion of the relationship with other local bodies, i.e. STAG (Stoughton Action Group), SCCP (Stoughton Community Centre Project) and SCA (Stoughton Community Association).
- g. Communications will be by e-mail as far as possible. Dinah Bisdee agreed to circulate to all on the e-mailing list, details of committee members and how to contact them. (The E-mail list will be updated with all who gave their e-mail addresses when signing in.)¹

9. Vote of Thanks

Rick Kelsey proposed a Vote of Thanks to the committee for organising the meeting and being willing to work on behalf of residents.

There being no further business, the meeting closed.

Minutes prepared by Dinah Bisdee

¹ It has subsequently been suggested that when circulating the whole e-mailing list, we should use the 'BCC' facility on e-mail so that everyone's e-mail address remains private.