

BROOKVALE RESIDENTS' ASSOCIATION
Committee Meeting
27 January 2025
Wren Grove, Havant



Present:		
	Kelli (KH)	Interim Chair
	Paul R (PR)	Committee Member
	Paul O (PO)	Interim Vice Chair
	Marrie (MH)	Committee Member
	Mark (MC)	Committee Member
	Josh (JT)	Committee Member
	Julian (JS)	Committee Member
	Adrienne (AB)	Interim Secretary (Minutes)
Apologies:		
	Kelly (KE)	Committee Member

Item No	Item	Action
01	Welcome and Apologies <ul style="list-style-type: none"> KH welcomed all to the first official committee meeting of the Brookvale Residents' Association and gave apologies. All committee members introduced themselves and stated why they were interested in being part of the committee. 	
02	Purpose of meeting <ul style="list-style-type: none"> Confirmation provided that Brookvale Residents' Association now has 85 residents signed up. Main role of the committee at this stage is to gather information/concerns from residents and to present these to Trinity as a collective rather than as individuals. Residents will be kept updated should this purpose change. 	
03	Actions from last meeting <ul style="list-style-type: none"> Some residents received Solicitors letters threatening action for non-payment of management charges - (Ticket 3 – Response or lack of from Bellway – due by 17 Feb) Incomplete works around the estate (Tickets 1 & 4) 	

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	<ul style="list-style-type: none"> Dissatisfaction with the service provided by Management Company Impact of works on Normandy Way – (Ticket 2) Open Day (Ticket 5) 	
04	<p>Confirmation of Roles of the Committee</p> <p>Brookvale residents were asked to complete a testimonial if they wished to apply for an executive role on the committee. These would be uploaded to the Brookvale Residents' Association website to allow members to vote. Unfortunately, testimonials were only received from KH, PO and AB, each applying for a different role. MH later submitted a testimonial which has yet to be uploaded, and JT will submit one in due course.</p> <p>Unfortunately, due to the lack of interest and/or submissions, or objections to nominees, roles have been assigned by default as follows from 27 January 2025:</p> <ul style="list-style-type: none"> ➤ Chair – Paul O ➤ Vice Chair – Marrie ➤ Treasurer – Josh ➤ Secretary – Adrienne ➤ Website Manager / Steering Group Lead – Kelli H ➤ Non-executive committee members – Mark, Julian, Kelly E and Paul R <p>Review date January 2026.</p>	KH to upload to website / JT to submit testimonial
05	<p>Draft Constitution</p> <p>Copy can be found on the website and will cover things like, The Aims of the Association, Membership, Voting and Code of Conduct etc.</p> <p>7.4 – Quorum discussed and to ensure meetings go ahead this will be changed from 9 to 4.</p> <p>Executive committee members accepting role, signed and dated draft constitution. Signed copy will be uploaded to website in due course.</p>	KH to upload
06	<p>Review of recent additional costs from Trinity</p> <ul style="list-style-type: none"> Trinity have confirmed that some of the additional costs charged to residents recently should have been charged to Bellway. Once recalculated, residents can expect a credit. Shared Ownership properties are run by Aster and the additional costs have been passed to residents via Aster – MH to find a contact for Aster 	MH

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	<ul style="list-style-type: none"> Committee discussed whether all residents should stop paying maintenance to Trinity and ask for a full refund, as estate not finished and should not have been handed over to Management Company. Included in the management fee is a reserve fund that is approx. £5000, which is a similar value to the additional costs charged; why were these not used rather than charging residents extra? 	
07	Review of Residents' concerns <ul style="list-style-type: none"> Collate messages from residents already sent through WhatsApp or via email Each new concern to be given a ticket number Spreadsheet to be created to keep track of issues and progress Residents to email Residents Association with issues, so that any concerns can be raised as one collective voice rather than as an individual. Snag list to be created and to be sent to Trinity – this will be uploaded to website Concerns raised about new Care home sharing drainage with Brookvale and Care Home entrance being relocated to Normandy Way will no notification to residents. 	<p>KH/AB</p> <p>AB</p> <p>All residents</p> <p>PO/PR/KH</p>
08	Review of current Trinity feedback <ul style="list-style-type: none"> Trinity not replying to individual concerns JS held meeting with Dan Channon who did not even take any notes ref concerns Bellway/Trinity state handover an internal document and therefore will not be shared with residents Landscaping is out for tender but Dan Channon unable to confirm what areas landscaping is being quoted for Dan Channon due to meet with some of the committee members on Tues 28 January but unfortunately cancelled due to sickness. Committee will attempt to rearrange. 	
09	Review of current Bellway Feedback <ul style="list-style-type: none"> No answer from Bellway to the letters/emails previously sent – deadline for a response is 19 February 2025. 	

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10	AOB <ul style="list-style-type: none"> KH suggested purchasing a large noticeboard for the estate that can not only be used for information about the estate but also for those on the estate who would like to advertise their business at a small cost, which would cover the cost of the noticeboard. KH to find out a cost before suggesting this to the residents. JS suggested a sign be installed at the entrance to the estate stating that it is a 'Private Estate'. This may be something to discuss in the future once the estate has been fully handover over to Trinity or Brookvale Residents' Association if we decide to manage ourselves. Brookvale Open Day – to be held on Sunday 23 February 2025, 12:00 – 16:00. Opportunity for residents to drop in, ask questions, share concerns, find out committee processes etc. SNAG list to be projected from residents to see. Residents on the estate could use the opportunity to leave business cards. Invite Alan Mak MP? Invite a representative from 'HorNets - Home Owners Rights Network'? Committee members to all take a time slot so it is not left to one or two people to cover all of the 4 hrs. MH to create flyer. Local MP, Alan Mak – MC has made contact with the local MP, who initially appeared to not be interested but once more information was provided has expressed an interest. MC to follow up Committee meetings to be held bi-monthly to update on progress and to determine if follow up required. Create a new flyer for residents reminding them of website details / email addresses and future processes etc 	<p>KH</p> <p>Committee / MH</p> <p>MC</p> <p>Committee</p> <p>KH/PO</p>
11	Date of next Residents meeting: <ul style="list-style-type: none"> 23 Feb 2025 - Open Day, The Stride Centre, Daffodil Way, Havant. PO9 2FT Date of next Committee meeting: TBC	