

Minutes of Meeting

Project: Meeting with Residents of Fusion, Newhall, Harlow

Client: Newhall Projects Ltd

Date of Meeting: 10th February 2022 at 7pm

Held at: New Ground Café

Issued by / on: Michele Gallagher

Present: Michele Gallagher (MG) SHW
Georgia Busby (GB) SHW
Dominic Brownlee (DB) SHW

16 residents (details not included due to GDPR restrictions:
14 in person and 2 via Teams link)

Action

1. Introductions

MG welcomed everyone to the meeting, introduced DB and GB as new members of the SHW team. Apologies from William Moen of Newhall Projects Ltd were recorded.

2. Annual Service Charge – 2022

MG advised no changes to the overall bottom-line figure but there are some variances against a number of line items. MG invited questions from the floor but none raised.

3. Bellway –tree replacement/planting, adoption process,

Tree planting: MG confirmed that she continues to pursue Bellway (now ongoing for X3 years) to undertake the required tree works (replacement of some which have died and planting of some which are missing). Bellway has given assurances that the trees are on order from the nursery but have been unable to provide a specific date for delivery. MG advises that really they only have until March to plant, or it will be too late into the year if they are going to have any chance of surviving.

Resident asked why SHW cannot put the work in hand. MG confirmed that costs for this would then have to be met from the service charge and, as this is a Bellway responsibility, it would be neglectful to use the funds for the work.

MG was asked if a letter could be sent to Bellway giving a deadline for completion of the works. MG confirmed she could action this but is unsure what effect, if any, it might have. She added that the matter is with Alistair Fuller at Bellway and she has confidence in him to deliver up on the commitment. *Post meeting note: Down to Earth (DtE) commenced tree planting work on 28th February. MG/DB inspected on 3rd March. There is a number of issues/shortcomings which MG has communicated to DtE, DB has met representative from DtE to review the details and he will follow up regularly, as required.*

Action
MG

Adoption of roads etc: MG advised that the road adoption agreement has already been drawn up by Essex Highways and is making progress with solicitors. Completion is still sometime away, likely to be 3-6+ months. Adoption of Roundhouse Way, Woodland Way, Spring Street and Rosefield Lane will need to be progressed by Newhall Projects Ltd via a tripartite Agreement (with NHP/Bellway/ECC). This is because NHP built the roads, but Bellway built the pavements.

MG was asked what the impact will be post-adoption. MG confirmed that aside from the fact that ECC will be responsible for maintenance of the roads/pavements, there will be no real change from the residents' viewpoint. MG added that, until adoption has been achieved, Bellway/NHP is responsibility for maintenance ie not the estate service charge regime.

A resident reported a dumped car parked up on Woodland Way, asking who is responsible for dealing with this. DB confirmed he is aware and will put a Notice on this.

DB

4. General Estate Maintenance & Management

Attendee confirmed they are very happy with the work undertaken by Honours. MG advised that DB has created a schedule of attendance to which Honours work and this has produced very good results. It means expectations as to when Honours should be working in a certain area are clearly understood by all. It also helps to manage responses to any queries or issues received from residents.

There was a question as to frequency of litter picking/emptying of litter bins. DB confirmed Honours attend to this on Monday, Wednesday and Friday each week – bins are checked, and emptied as required, twice on Fridays in preparation for the weekend.

A question was raised regarding the footpath from Forge Lane to New Ground café which ends on the corner. This means residents have to cross the road to the pavement on the other side of the bridge and then cross back. This is considered a safety issue particularly for parents with young kids. MG/DB approach NHP to ask if it could create a path linking this up to the existing one. *Post-meeting note: MG spoke with NHP who are scheduled to create a path as part of developing the new playground which is going in in this location. NHP will, however, look to creating the pathway separately in advance so this should happen in the short to medium term*

MG/DB

It was mentioned that Stonebond (SB) construction traffic regularly comes down The Chase. SB realise this should not be used for this purpose so MG will remind SB to ensure it's suppliers are aware of how to correctly access the site.

Action
MG

Parking for the school is an issue at Woodland Way, cars are being damaged and it is creating issues for residents. Resident advised that the school has issued a letter on the subject to parents/carers. MG/DB to ask for a Reminder to be sent by the school.

MG/DB

There is a blind spot by Woodland Way/Nursery. Resident suggested mirror installed and/or some priority signage. MG to add to list for Newhall Project. *Post Meeting Note: NHP has now looked at this and is considering solutions which may include installation of a fixed post on the RHS corner (as you drive down) which will mean drivers have to remain on the correct side of the road rather than cutting the corner. NHP did not support the idea of installation of a traffic mirror.*

MG

The sleeping policeman on the entrance to the estate has damaged a car. MG advised The Chase has been adopted by Essex Highways and this needs to be raised with it direct. <https://www.essexhighways.org/tell-us>

There was a query regarding additional double yellow lines. MG understands that the existing lines on The Chase will be extended along High Chase. However, this will be subject to full consultation by Essex Highways which will be conducted after adoption has been achieved. It is likely, therefore, that it will be some considerable time before these lines could be introduced.

Virgin installation

MG advised that SCCI has continued working with Virgin in order to progress bringing this additional service to Fusion. BT confirmed that its ducts have capacity, and it is agreeable to the proposal for Virgin to run it's cables through them. ScCI will continue to pursue and updates will be shared in due course.

5. Any Other Business

Resident asked when the Community Centre is going to be built. MG advised that NHP is planning to start work on this in the next 12-18 months.

Resident raised a concern about some areas of lawn (Roman Mews) being in very poor condition. DB advised that Honours have instructions to undertake the required improvement works. MG will secure further details and send to the resident.

MG

A query was raised as to timings for planting the shrubs in the bed off Headland Street. DB confirmed this work is also under instruction and it is expected this will be done in the next 4-6 weeks.

Perry Lane – There is an issue with kids kicking balls against the wall of one of the houses and a solution needs to be identified. DB confirmed he is reaching out to the Housing Officer at Chelmer Housing Partnership (CHP), with whom he was in touch last year. DBs aim is to secure an on-site meeting with a representative from CHP. DB to notify interested parties once date/time has been scheduled.	Action DB
The owner of a house on Rosefield has changed the colour of their front door (or has changed the door). This is not in keeping with the street scene and, is contrary to the Newhall Covenants. MG to look into this and take the required action.	DB/MG
The issue of crime was raised, particularly theft and damage to cars. Police advised that there has been 17 thefts in 12 months. There was a suggestion that <i>No through Road</i> signage should be installed on The Chase to deter would be car thieves from driving through the Estate looking for an exit route. MG to follow up.	MG
Attendee asked if installation of lockable bollards in owners' parking spaces was permissible. MG confirmed this is possible but only by agreement with NHP. Anyone interested in pursuing this should contact DB/MG in the first instance.	
Resident who has requested permission to install garage doors asked if there is any update. DB is aware of this case and will contact NHP for an update.	DB
6. Date of Next Meeting	
MG believes it would be a good idea to have two meetings each year and proposes that a second meeting is held in +/-6 months' time. It was suggested that meetings should be announced across all platforms – Facebook, Website, Instagram, plus Notices put up in the coffee shop to ensure the information reaches as many residents as possible. This should encourage better attendance figures. MG suggests this should be held sometime in September – details to follow.	
There being no further business, the meeting closed at 8:05pm.	

Action