

 <p style="text-align: center;">Advisory Committee</p>	Meeting Agenda	
	Date	4 th Dec 24 / 07:00PM
	Location	6 Shorthorn Terrace
	Rev	1
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Attendees	Not in Attendance
Chrissy Rooney (CR) Dasha Chan (DC) Hazel Hutton (HH) Lhyam Sumal (LS) William Chan (WC) Hannah Beaton (HB) from TIS	James McIntyre (JM) Shareen Ali (SA) Ayo Alagbe (AA)

Purpose of Meeting

The purpose of the meeting is to discuss the task of running the management of the Association, and associated requirements for the Hacking & Paterson factor, and MacDonald Bros and Clean Sweep contractors.

Information – [Minutes](#) – [Actions](#) – [Previous meetings notes](#)

1. INTRODUCTION

1.1. Minutes of the Previous Meeting

There were no minutes from 6th November to approve. This is because only three members were in attendance and instead the meeting was a follow-up discussion to the walkaround with Hacking & Paterson.

1.2. Previous Meeting Actions – 9th October 2024

Action	Action By	Open/Closed
1 H&P to check their term of reference – where they supposed to work. Notes: H&P has provided work coded site plan; however, it was not clear. May require to be updated and reissued.	H&P	Open

<div style="border: 1px solid black; padding: 5px; text-align: center;"> THE BRACKENHILL PARK HAMILTON OWNERS' ASSOCIATION </div> <p style="text-align: center;">Advisory Committee</p>	Meeting Agenda	
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2	<p>Prepare draft constitutional report.</p> <p>Notes: A draft constitution has been prepared and requires further consideration by all members.</p>	Association	Open
3	<p>Find a representative for both Bellway Ph2 and Barratt.</p> <p>Notes: Taylor Wimpey will be put on hold due to developer has not completed.</p>	Association	Open
4	<p>Find venue for open invite meeting.</p> <p>Notes: Mojito bar, Hungry Gannet & bowling club was suggested.</p>	Association	Open
5	<p>Invite Celeste McGill to next meeting.</p> <p>Notes: discuss the proposal of the community response group.</p>	Association	Closed

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2. AGENDA ITEMS DISCUSSED

2.1. Update on walkaround meeting with H&P – 7th November 2024

Action: H&P to check title plans for various properties.

Action: H&P to obtain quotes for tidying up of SUDs area at SM Phase 1.

Action: H&P to provide update on complaints feedback in an action plan.

Notes: the playpark at Bellway Phase 2 has weeds growing through the soft rubber ground – the contractor has agreed to treat these weeds, and also explained relocating the bin would require works to the ground where the bin currently occupies. Shrubbery on Guernsey Place is to be replaced at no additional cost by Cleansweep. H&P agreed to an estate walkaround with committee members once per quarter.

It was noted with H&P that various grassed corners on Brackenhill Drive/Holstein Avenue, and Dairy Gardens, require to be re-seeded. Cleansweep have agreed to do this. If the situation does not improve and the ground continues to be damaged by vehicles, H&P can look at options such as decorative rocks or shrubs to discourage vehicles from driving over these areas.

It was explained by MacDonald Bros that Stewart Milne/Bellway would have had a one year bond to replace damaged plants. At the SUDs pond area in SM Phase 2 / Bellway Phase 1, it was explained that the shrubs closest to Bellway side may be waterlogged, or planted on compacted soil. It was agreed that all damaged/dead shrubs would be removed by Cleansweep.

2.2. Membership

Action: Push on social media for new volunteers in February. Notes: There is general consensus that additional volunteers are required to assist in managing ongoing matters within the OA. The AGM which is provisionally planned for summer 2025 would be a good opportunity to recruit new volunteer members and set out an action plan detailing our current activities and achievements. The AGM can also be the opportunity to appoint office bearer roles which HB can independently chair. It was also discussed that a General Meeting could be held in addition to the AGM to appoint office bearer roles within our own committee instead of via an AGM.

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2.3. Issue with Playpark Bin – Bellway Phase 1

Action: Consider a procedure for handling development issues where the factor require advice / guidance. Notes: H&P have reported that the playpark bin in Bellway Phase 1 is repeatedly being filled with dog waste which the contractor are not permitted to handle. This requires a specialist contractor to frequently empty at additional cost to the residents within Bellway Phase 1. H&P have proposed the bin to be removed for a one-off uplift cost and repair to the soft rubber grounding. The OA did publish a notice of this on Facebook which was met with some resistance and feedback from homeowners.

Action: Ask H&P to obtain quotes for uplift / ground works, and confirm contractor's positions. Notes: CR will e-mail the factor to confirm this.

2.4. FOI Request

Action: Submit an FOI request to South Lanarkshire Council. Notes: In regards to ongoing issues with Meikle Earnock Road, general streetlighting issues without the development, and issues with roads within SM Phases 1 and 2, an FOI request is to be submitted to South Lanarkshire Council (SLC). This is to understand SLC's position on what was agreed with Stewart Milne Homes and how they are managing arrangements with Scott Builders. It was agreed that the members will meet on 8th January at Chrissy's house to discuss FOI points in greater detail.

Action: Arrange a viewing with Residence Estate Agents. Notes: Scott Builders have still not responded to requests for information. H&P have also advised that there has been no communication. It was suggested that members of the committee could set up a viewing with Residence to view properties currently for sale and ask questions around finishing the estate and factoring arrangements to understand how Scott Builders are handling these matters.

2.5. Advisory Committee Structure

Action: Review the draft constitution. Notes: The constitution should stipulate clearly which areas are covered by the OA. Any new areas should be agreed at the AGM with the wider members.

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Action: Consider language re. committee members or office bearers. **Notes:** The draft constitution is not consistent but consideration should be given how to refer to the members who actively manage the Association on behalf of all residents. Consideration should also be given to ensure the Deed of Conditions are reflected in the draft constitution.

Action: HB will ask South Lanarkshire Council about venue hire. **Notes:** It may be possible to obtain free venue hire for residents groups. Hannah will enquire with SLC and find out whether there is social housing currently within this development which may support our case for venue hire.

2.6. A.O.B

Action: Invite Celeste McGill to next meeting.

3. NEXT MEETING

Next meeting will commence on 15th January; 35 Holstein Avenue.

Prepared	Approved #1	Approved #2
Name: Lhyam Sumal 	Name: Dasha Chan 	Name: Chrissy Rooney