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**Minutes of the Roussillon Park Residents’ Association Committee Meeting**

**held on**

**6 September 2017 in the Community Hall at 19.00**

**1 Preliminaries**

**1.1 Present**: Ken Jones (KJ) (Chair), Gerry Cleaver (GC), Peter Day (PD), Robert Johnston (RJ), Lory Lloyd (LL), Susan Rose (SR), Fiona Steele (FS), Matt Taylor (MT)

**1.2** **Apologies:** Jemima Noyce

**2 Minutes of Last Committee Meeting 20 June 2017**

Accepted as a correct record.

**3 Matters Arising not covered elsewhere on the Agenda**

**Community Speedwatch**

Agreed that the issue should be put on the Agenda for the RPRA AGM when residents would be invited to volunteer for the initiative and names subsequently forwarded to the police for appropriate training. (**Action: KJ)**

**4 Chair’s Report (KJ)**

**4.1 Estate Service Charge and Accounts**

Following receipt by residents (apart from individual Hastoe tenants) of the proposed estate charge budget for 2017-18, KJ had written to Charles Saunders of RMG (CS) demanding an explanation of how the different headings in the budget had been arrived at, particularly where increases were proposed. As residents still had not received the 2016-17 accounts, there was no way they could assess the proposals in the light of expenditure incurred in 2016-17. He reminded CS that residents were promised a meeting a meeting at the last Manco “AGM” to discuss the accounts but this has still not materialized. RMG’s response indicated that a letter would go out to all residents clarifying the reason for the overall increase in the service charge. CS noted that the RPMSG (Roussillon Park Management Steering Committee) had previously been sent the material ‘for consideration’. In subsequent correspondence between KJ and David Coke (Chair RPMSG), the latter had confirmed that the accounts and budget had been sent to the RPMSG ‘for consideration/for information’ but no response was requested, nor explanations given, nor supporting narrative provided. DC stressed that until handover of the Manco to the residents, RMG should not use RPMSG as a surrogate Manco, or excuse, as they have no executive power. RMG should, on behalf of the ZeroC lead ManCo,consult/inform all residents (including Hastoe) about matters affecting them, including budgets. The Committee agreed that RMG has not been professional in its dealings with residents, and that KJ would write to CS pursuing the importance of holding the further meeting promised at the Manco AGM earlier this year. **(Action:KJ)**

**4.1.1 CCDT**

Residents’ future relations with the Chichester Community Development Trust (CCDT) (to which they contribute financially through the estate service charge) was queried given that the Service Level Agreement (SLA) with the CCDT was due to expire at the end of August 2017. KJ had discussed this with the RPMSG when CCDT raised a new SLA in April. KJ reported that as the CCDT has the SLA with the current ManCo, the financial contribution would have to continue to be paid until the residents’ Manco takes over, when the relationship could be reviewed.

**4.2 RPMSG Update**

Agreed that DC be asked to provide an update to the Committee on progress with the list of actions required of ZeroC before handover to residents, and also be asked to brief residents at the RPRA AGM on 28 September 2017 when there would be an opportunity for residents to review the list. **(Action:KJ)**,

**4.3 Parking and Road Improvements**

Noted that RMG had sent a letter to residents reminding them of their parking obligations, and there appears to have been fewer infringements since, but whether this is as a consequence of the letter or of the quieter holiday period is not clear.

Noted that building work has been undertaken to provide additional dropped kerbs to pavements and road entrances, and that the main entrance to the site has been fitted with a rumble strip at the junction with Donegall Avenue. This junction that has been subject of repeated requests for some traffic calming measure. However Committee members felt that the northern end of the site (Phase 1) is less well served. **Post meeting note: A dropped kerb will be installed in Richmond Avenue; unfortunately this will still not serve the eastern-most 5 houses on Richmond  nor will Zero C agree to a dropped  curb at the top of Otway.**

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**4.3.1 Signage**

Noted that the MOD has agreed that signs to indicate clearly its access rights on the estate could be provided, but not at its expense! This is being progressed by RPMSG.

**4.4 Covenant Enforcement**

RJ raised the issue of breach of covenants associated with the development and how these should be enforced. Agreed that if any such were suspected (eg parking of prohibited vehicles (such as camper vans, and the operation of small businesses on site) RMG, on behalf of the ManCo, should be approached for possible action. Agreed that a letter to all residents (including Hastoe)be necessary. **(Action: KJ to talk to DC about the issue in the first instance)**

**4.5 RPRA AGM Agenda**

Agreed that as well as standard items (Chair’s report. Finance,Membership,Committee Elections), DC should be asked to provide an update on RPMSG activities, and also Hastoe should be approached to brief residents on its Residents Forum which has been set up, and to encourage their residents to get involved with RPRA, including a representative joining the Committee. **(Action:KJ to talk to DC)**

**5 Finance and Membership (Gerry Cleaver)**

GC reported that RAPRA funds stood at £46.40 cash and £349.69 in the bank. 68 households are members, and it was suggested that the AGM flyer should encourage more residents to sign up. **Post meeting note: Completed.**

**6 Gardening and MOD Liaison (Lory Lloyd)**

LL had nothing to report over and above MOD above (see4.3.1), but FS noted that she understood that the planning application for the Whistler Meadow and Queripel tree surgery has been approved subject to a bat survey.

**7 Goodwood Liaison (Peter Day)**

PD noted the forthcoming ‘Goodwood Revival’ event (8-10 September) and that the Duke of Richmond had died on 1 Sep.

**8 Website Update (Matt Taylor)**

MT reported that he is now able to access the website to post new material and make content changes as required (the forthcoming AGM notice will be added – **Action: MT).** An email contact is required **(Action KJ to talk to Jemima Noyce),** and it was also decided that when the new Committee is appointed at the AGM, it should attempt to appoint a permanent secretary to take on all the necessary secretarial tasks.

**9 Social Events**

9.1 Carols on the Green – this event will be held on 17 December in the late afternoon

9.2 ‘The Secret Gardens of Roussillon Park’ event (ie residents’ gardens open to the public) is scheduled for 24 June 2018 from 14.00 to 17.00. Lory Lloyd, Janet Johnst on and Pat Riches are working on the organisation, and it is currently proposed that tickets (£3 with the proceeds going to the Air Ambulance Service) should be available on the day from the Community Hall where tea and cakes would also be served. Balloons would identify the participatinggardens**. (Action: Secret Gardens’ group to pursue)**

9.3 Other events - to be decided by the post-AGM Committee

**10 Next Meeting**

Date to be decided by the post-AGM Committee

There being no further business the meeting closed at 20.45

**FS 070917**