

**Roussillon Park Residents’ Association**

**Minutes of Annual General Meeting held on 28 September 2017 at 7.00pm in the Community Hall**

1. **Preliminaries**

 60+ residents attended; apologies for absence reported are given in Appendix 1. The Chair (Ken Jones) introduced the members of the RPRA Committee.

**2 Minutes of the AGM held on 29 September 2016**

These were accepted as a correct record

**3 Chair’s Report (Ken Jones)**

**3.1 Introduction**

KJ started by summarising the aim of the RPRA; namely improving and protecting the communal experience for all is the main focus of the Association, aiming to encourage community cohesion through social events (eg Carols on the Green (December 2016), Picnic on the Green (June 2017)).

To aid communication, a website – *rpresidents.co.uk* – has been set up to record minutes and promote all the various activities. Residents are encouraged to suggest relevant material for all to read.

**3.2 Lobbying activities**

3.2.1 Your Committee has sent a regular flow of emails to RMG and ZeroC, amongst other things, to get more action on parking issues, and to remind Colten Care staff not to park in residents’ places, and to ensure that deliveries to the Home are made at civilised hours and care is taken in the treatment of estate roads.

3.2.2 RMG has sent letters on behalf of RPRA reminding residents of their obligations in relation to parking, waste collection, and one on the observance of covenants should follow shortly.

3.2.3 Re-use of the Keep Planning Application

Observations on this were forwarded to the Chichester District Council by KJ and other residents. The application was turned down by CDC as it was the wrong type of application and it is being reworked by the MOD with the points raised by residents needing to be answered.

3.2.4 Accounts – your Committee has been persistent in lobbying RMG for the production of historical estate accounts and planned expenditure but to little effect. There is however light at the end of the tunnel (see David Coke’s presentation in Appendix 2)

3.2.5 Your Committee has expressed concern that RMG has still not set up the residents’ meeting promised earlier this year.

3.2.6 What has been achieved, though a year late, is the setting up of the Roussillon Park Management Steering Group (RPMSG) (see item 6 below and Appendix 2).

**3.3 Future Plans**

3.3.1 Organisation of future Social Events is in train (such as Carols on the Green (17 December 2017), a further Picnic on the Green (to be organised by the 2017-2018 RPRA committee), and an imaginative ‘Secret Gardens of Roussillon Park’ on 24 June 2018 being organised by Lory Lloyd, Janet Johnston, and Pat Riches when residents are invited to open up their gardens to scrutiny in aid of the Air Ambulance, accompanied by tea and cake in the Community Hall.

3.3.2 Lobbying RMG, or similar, and liaison with the RPMSG will be a key activity aimed at building a community for the benefit of all residents.

**4 Finance and Membership Report (Gerry Cleaver)**

**4.1 Finance**

RPRA’s current finances stand at £257.69 in the bank with £46.40 cash in hand. Expenditure was incurred on the Picnic on the Green event but in the last 18 mths over £400 was raised from this event and the Carols on the Green for the Chestnut Tree Childrens Hospice and Canine Partners charities.

**4.2 Membership**

There are now 68 paid-up households in membership of RPRA, including some who signed on at the current meeting.

**5 Committee Membership**

It being the AGM, it was necessary to elect a new committee. No nominations had been received for new members and the existing committee was re-elected, save for Robert Johnston and Julia Scott who had resigned during the year. The Chair thanked them both for their sterling service since the inception of RPRA, and noted that its success to date had been strongly influenced by their input. In moving forward he urged other residents, particularly from the later phases of the development, to put their names forward.

**6 Brief on the Work of the RPMSG (David Coke)**

6.1 David Coke, as Chair of the RPMSG provided a brief on the setting up of this Group which is designed to pave the way towards a change of directors from ZeroC appointees in the existing one to elected representatives of the residents. In view of the importance of this development, a precis of DC’s presentation is given in **Appendix 2.** His presentation was followed by a Question and Answer session with residents present and points from the discussion are itemised below

* the RPMSG would appreciate receiving details of other Management Companies that residents have knowledge and/or experience of.
* there will be a new 10-year estate Maintenance Plan based on the headings of the existing plan, and RMG is working on this. Residents suggested the need for a second independent report for comparison purposes, and costings should be checked by outside experts if necessary
* the site office is to be removed shortly, probably dismantled rather than in one piece given concerns over its structural integrity. The electricity and water supplies to the unit will be disconnected. It is hoped that the existing planting round the unit can be retained and the bare patch left behind after the removal of the concrete base can be planted, not least to deter travellers from spotting the potential of the green from the Broyle Road. An issue could be the cost involved in their removal and the RPRA Committee and RPMSG were asked to look into whether ZeroC and the MOD have suitable insurance to cover this eventuality
* nature of the parking problems associated with the estate – these are essentially caused by the inconsiderate parking by residents themselves, blocking in other residents
* complaints about inadequate provision of dropped kerbs (to assist disabled access to houses) along Richmond Avenue compared with what has been done in the rest of the estate. It was suggested that residents in general , as well as the RPRA Committee and the RPMSG, should lobby ZeroC to increase the planned provision from the one dropped curve currently scheduled
* although the RPSMG cannot control the estate budget at this stage it can exert leverage on ZeroC as the latter is concerned to relinquish the estate as soon as possible
* need to ensure that the trees and the boundary walls are in A1 condition before residents can accept handover. It was noted that a planning application for tree surgery in the Whistler meadow and the Green communal garden has been approved, subject to a survey of bat occupancy.
* if residents have any doubts about the state of the estate infrastructure, it was suggested that an independent quantity surveyor should be appointed to make a full assessment before handover can go ahead

DC thanked his Committee for the work they are doing and urged residents to bring forward any concerns as soon as possible

**7 Any Other Business**

**7.1 Mechanical Heat Recovery Ventilation (MHRV)**

Residents were requested to supply the RPMSG with any experience (good or bad) they may have had with such systems if they have them installed.

**7.2 Chichester Community Development Trust (CCDT)**

Noted that CCDT has obtained a grant to develop Graylingwell Chapel as a community facility for the north of Chichester. Residents were asked to take part in CCDT events organised on their behalf, not least as residents contribute to the CCDT through the estate charge. One such is the regular Quiz Night which is currently dominated by Graylingwell residents (and won!) –the next such is on 11 October 2017.

**7.3 Speedwatch**

Volunteers are required for the proposed Community Speedwatch, which is to monitor speeding on the Broyle Road and College Lane – residents are asked to indicate their interest to Ken Jones.

**8 Close**

The Chair thanked all those attending. The meeting closed at 2030.

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**Appendix 1**

**Apologies for Absence**

Mr and Mrs Bailey

Sue and William Barnes

John Bushby

Tracey Chaplin

Louise and Peter Galbraith

Torild and Peter Gjetnes

Alan and Sue Gordon

Rebecca and Humphrey Gullet

Alistair Hoare

Malcolm and Tina Kinzett

Jason Santander

Chris Skelcher

Matt Taylor

Barbara Webster

Richard Wild

Appendix 2

Report to the Roussillon Park Residents Association AGM, 28 September 2017 by

David Coke, Chair Roussillon Park Management Steering Group

The Roussillon Park Management Steering Group (RPMSG) was set up last March by RMG to pave the way to the time when residents can safely take control of the Roussillon Park Management Company (RPMC) as Directors without committing themselves to undue expenditure or unresolved legal problems. At this point RPMSG will be dissolved and new Directors will be formally elected to a new RPMC.

The Residential Management Group (RMG) on behalf of ZeroC asked for volunteer residents to do this specific job, alongside representatives from RMG and Hastoe Housing. From this start, we have, thanks to the quality and hard work of our dozen or so freehold and leasehold resident members, become a useful and effective group,

We are, of course, in touch with tenants and part-owners too, although much of this side of our work has to be done through the agency of Hastoe. We believe that we have been instrumental in giving all Hastoe residents a stronger voice with their housing association.

The Steering Group have no authority to set estate budgets or indeed to decide anything on behalf of residents, apart from what is strictly within our brief. This brief precludes our ability to remedy particular problems in individual buildings. We have no budget, so have spent nothing (though this may change if we have to seek professional or legal advice).

The Management Company, which will eventually be run by residents, is currently headed by two ZeroC directors (Craig Bates and Mike Frost) as a so-called ‘dormant’ company; it has devolved all its responsibilities to RMG. Both RMG and ZeroC are owned by Places for People. The Steering Group believe that this Management Company has a duty at least to oversee the proper management of the estate and its accounts, but we also believe that it has not been as rigorous in this duty as we would have liked – a situation which must be remedied as soon as possible.

Apart from our regular monthly meetings, as a Steering Group, and our monthly Residents’ Surgeries at the Community Hall, we also hold meetings with a broader group including representatives of ZeroC, RMG, and Hastoe, and have now built up a working relationship with all three; we have also met other groups who have travelled the same road before us. We set up a working party to draft a ‘Road-map’ towards handover, so that we can cross things off as we approach the time when residents can indeed take over; and we are now working with the RPRA to create a car-parking group who will look at all the issues surrounding that thorny problem. This group could also look at other problem issues like rubbish bins left out in the road. If any of you are particularly interested in these issues, Ken Jones and I would like to hear from you, because we need to involve residents more widely in this, especially those from the later phases of the development in the southern sector of the site.

To the core of our work: Before residents can agree to start the process of becoming directors of the Management Company the Steering Group have to ensure that several things have happened:

1) - that the developers have fulfilled all their s106 commitments - mostly about affordable housing, and about financial contributions to amenity aspects of the district and Roussillon Park, but also including our main entrance signage, the Car Club, the boundary walls plan etc.(The signage is now at a state to be finally approved by the Steering Group before ZeroC takes it to the Planning Authority for implementation; and the two hybrid cars, to be administered by Co-Wheels, are expected for delivery by the end of November)

2) – that the developers must have completed all the works within the original design, and any additional works identified by residents as being necessary including dropped kerbs, bollards, rumble strip, pedestrian barriers on Summersdale Rd, the additional metal fencing on Rendell Gardens, the remedial work to the Mechanical Ventilation units in Phase 2, and the re-wiring of the electricity meters in some apartment blocks (to separate off the street lighting).

3) – that the developers must have left all infrastructure (including the Biomass District Heating System) in a fit state for residents to take over.

We are expecting the engineers report on our roadways.

4) - that the financial accounts have to show that we are taking on a viable and solvent company, that the Capital Reserves are sufficient for our long-term capital needs, and that there are no outstanding debts or commitments outside the usual maintenance issues.

One or two of us have seen the fabled Audited Accounts for y/e 2016 – these will be circulated once they are signed; the 2017 accounts will be with us in the next month or two, and the 2018 accounts will be in preparation at the time we are expecting handover. The Capital Reserves are certainly insufficient, so negotiation will be necessary. One contentious issue raised by the 2017 accounts is the huge expenditure on the two small flower beds on the main green @£3,191.04p. This work was authorised by RMG with no recourse to any residents, possibly even without proper estimates. The funds should not have been withdrawn from the already starved Capital Reserve. We are also concerned, and asking searching questions, about RMG’s revenue accounts of the annual Estate Charge, with useful input from other residents. There are many details within these accounts which we do not understand, and for which we need more explanation from RMG, so as to enhance our knowledge of the detail of how the estate is run, and exactly what it should cost.

5) - that it must be clear that due diligence has been carried out on all the legal documents passed to us by the current directors, and that there are no complications pertaining to the ownership of any of the common areas of the development, or to our relationship with the MoD, and with Colten Care.

RMG and the Manco are supplying us with relevant documents, plans, legal agreements.

**Our two big hurdles at the moment, which both stand as absolute red lines in front of our recommendation that Residents take on the management are:**

1) **The Biomass District Heating System in Phase 1.**

Progress on this matter has been painfully slow, delayed partly by a restructuring at the Homes and Communities Agency, who have to agree any changes, and partly due to ZeroC’s failure to find an appropriate Consultancy who can give an objective and disinterested view on our best way forward which is acceptable to the residents. We are doing our best to help ZeroC to break this impasse, in close collaboration with the residents group set up to resolve this problem well before the Steering Group was formed. We have set a Deadline of Christmas for an agreed resolution??

**2 The estate’s Capital Reserve Fund.**

This fund is intended to allow us and our successors to be able to afford repairs to roads and pavements, street-lighting, the perimeter walls, the playground, and other infrastructure into the foreseeable future; a ten-year forward maintenance plan is being drafted at the moment by RMG. The Steering Group are concerned that the amounts paid into this over the past five or six years are insufficient, and that ZeroC will need to make good on the promise that Kim Slowe, ex-MD of ZeroC, made at the residents’ meeting of 19 April 2016, that any shortfall would be remedied by ZeroC

I hope you will see that we are working hard on your behalf, and on behalf of all future residents of the site as well. We have a lot of vital work still to do, although we are making and have made real progress. We are currently looking at the **summer of 2018** as a possible end to our existence and a start to resident directors. This, of course, depends entirely on progress over those two ‘red-line’ issues of the District Heating and the Capital Reserve. We will not be recommending that the residents accept handover without satisfactory outcomes on both.