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

**held on**

**7 November 2017 at 25 Carter Road at 19.00**

**1. Preliminaries**

**1.1** Ken and Chris Jones were thanked for hosting the meeting and for their hospitality.

**1.2 Present**: Ken Jones (KJ) (Chair), Gerry Cleaver (GC), Peter Day (PD), Lory Lloyd (LL), Susan Rose (SR), Fiona Steele (FS)

**1.3** **Apologies:** Matt James, Matt Taylor

**2. Minutes of Last Committee Meeting 6 September 2017**

Accepted as a correct record.

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

**3.1 Community Speed-watch**

KJ has received names for the proposed Community Speed-watch Group and will forward these to Matt Taylor **(Action: KJ)**

**4. Chair’s Report (KJ)**

**4.1 Estate Service Charge and Accounts**

David Coke, Chair of RPMSG, had informed KJ that he had been told that the 2015/16 accounts would be with RMG within two weeks and then forwarded to residents, with the accounts for 2016/17 following a fortnight after. However, given the history of extensive delays, this could not be categorically guaranteed. See action below at 4.3.

**4.2 RPMSG Update**

**4.2.1 Signage** – the Donegall Avenue sign is being re-made and will be replaced within a few weeks but no other signs are being re-done, eg the McNair Way/2-4 Whistler Avenue sign which is misleading as it stands. Road signage is a City Council matter, and it was agreed that FS would make representations to the Council (contact Peter Roberts) to query why this latter is not being corrected **(Action: FS)**. KJ also tabled the designs for the proposed new estate entry signs to make it clear that the estate is private , and also to show the relationship with Wellington Grange . ZeroC will be removing its marketing signs.

**Afternote** – FS has had a very helpful telephone discussion with Peter Roberts and he visited the site on Tuesday 14 November 2017 to see the Whistler Avenue/McNair Way problem at first hand. He accepted that the signage is confusing and will give further consideration to the matter.

**4.2.2 Trees** – it appears that ZeroC are not going to undertake further tree work but it is not clear whether this now includes those listed trees which are subject to an approved planning application (subject to a bat survey). KJ will write to RMG/ZeroC seeking clarification of their intentions **(Action: KJ).**

**4.2.3 Other Outstanding Issues –** the RPSMG is seeking a timetable on remaining completion works, namely subsidence in McNair Way, manholes between Royal Sussex House (RSH) and the main road, damp parapets on RSH and Whistler Avenue, and the malfunctioning MVHR units in Phase 2. All these are agreed works and will be undertaken by ZeroC before leaving the site.

**Afternote: ZeroC, in reply to a query from Chair of RPMSG, were not as clear about their support for those residents with MVHR problems. A separate group is looking into this problem which affects some houses in Phase 2.**

**4.2.4 Biomass** – was the subject of another meeting with ZeroC on 1 November where some progress was made but the situation is by no means yet resolved.

**4.2.5 Handover** – DC is hopeful that the handover of the management of the estate to residents can be achieved by 30 June 2018, subject of course to the outstanding works being completed to the satisfaction of residents.

**4.3 Relevant Actions**

Consequent on the foregoing, KJ will clarify with Charles Saunders (RMG) the situation re the:

* Status of the accounts
* The remediation of the MVHR problems
* Biomass replacement system
* Tree surgery
* Covenant enforcement (in response to a complaint by a resident)
* When the next Manco AGM and any General Meetings will be held

**Action: KJ**

**5 Finances and Membership (GC)**

**5.1 Finance –** GC stated that the RAPRA current account stands at £574.69 with £46.40 petty cash.

**5.2 Membership**

The AGM in September had been well attended and elicited a few more members but it was considered that the newer phases of the estate are not sufficiently represented. It was agreed that a further leaflet drop should be made to all properties canvassing new members and additional members for the Committee **(Action: GC to prepare and all to help deliver).** This could be circulated alongside the flyer advertising *‘Carols on the Green’* (see below).

**Gardening and MOD Liaison Report (LL)**

**6.1 Gardening**

Members welcomed the offer from the CDC of a supply of spring bulbs, and LL will draw up a planting plan **(Action: LL).** **Afternote: LL and a small band of helpers have planted a lot of bulbs around the Charlotte Avenue green.**

 LL noted with concern that while the grass in Rendell Gardens has been cut regularly, weeding of the beds leaves something to be desired – it was agreed that KJ will factor this in to his approach to Charles Saunders (CS) - see also 4.3 above **(Action: KJ).**  It was also noted that Willow Services are to continue cutting the grass on the Green if the weather stays mild.

**6.2 MOD Liaison**

There is little to report with no further intelligence on the revamped planning application for the Keep. MOD has no objection to signage to indicate access on various roads, but if implemented this would be charged to the new Manco.

**7. Goodwood Liaison (PD)**

There were no developments to report.

**8. Website Update**

There were no developments to report except that the site is up and running.

**9. Forthcoming Social Events**

**9.1 *‘Carols on the Green’* 17 December 2017**

The Community Hall is booked, lighting will be delivered and there is a plentiful supply of napkins and cups in store. KJ has copies of the words of the carols for 2017 and it was agreed that Brian and Gerry Dawson and Julia Scott would be approached to lead the singing **(Action:** **KJ)**. GC will explore how much mulled wine and how many mince pies will be required and will source appropriately **(Action: GC).** It was also agreed that the flyer for the event (already prepared) would be delivered on 2 December 2017 **(Action: All)** (see also 5.3 above).

**9.2 ‘*Secret Gardens of Roussillon Park’* –** This event will be held on 24 June 2018; a flyer canvassing “gardens to be shown” will need to be sent in February 2018 to enable potential participants to plan their planting (**Action: LL to pursue with her Gardening Group).** The matter will be raised again at the next Committee Meeting.

**9.3 *‘Picnic on the Green’*** – this will be held on 3 June 2018 and will be discussed further at the next Committee Meeting

**9.4 Other Events** – a tentative suggestion of a day at the races may be considered (for discussion later).

**10. Dates of Meetings in 2018**

Committee meetings, General meeting and AGM

January tbc

* 7 February
* 7 March
* General meeting 18 April
* 9 May
* 20 June
* AGM 19 September

The meeting closed at 20.45

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