Rowney Gardens Residents Road Association (RGRRA)

Minutes of Committee Meeting 29 June 2021

Present:

Lincoln Atkins (LA) 9

Jamie Berrecloth (JB) 25

Eric Buckmaster (EB) 23

Gary Halls (GH) 18

Andy Kimpton (AK) 15

Bruce Richards (BR) 19

Andrew Wincott (AW) 20

Apologies:

Paul Ash (PA) 5

Agenda

1-Accept election of nominated committee members

2-Assign committee roles

3-Agree rules of the association

4-Confirm immediate actions

5-Agree method for communicating with members

6-Insurance cover for Association

1. Gary Halls attended the meeting by invitation of the committee, after contacting to offer his professional experience as a chartered building surveyor with commercial construction experience to the association. Bruce Richards offered to stand down as a committee member in order to allow GH to be take on a committee role. GH was duly co-opted on to the committee. BR confirmed he would still be willing to stand as one of the designated signatories of the ‘Rowney Gardens Residents Road Fund’ account.
2. The committee was tasked with establishing a Chair, Secretary and Treasurer. The following were appointed to roles.

* Andrew Wincott – Chair
* Andy Kimpton – Secretary
* Eric Buckmaster -Treasurer

1. A Draft set of Rules for the Association was tabled based upon a template produced by ‘Private Road Services’. The committee worked through these rules and adapted them for the purposes of RGRRA. A final version of the rules was approved and will be available to all members.
2. The following points were discussed and actions agreed:

Revised quotations and scope of resurfacing work

The committee had received two quotations for major works to resurface the road. One other company had not shown a willingness to quote. It was agreed to obtain a third competitive quotation. In terms of the specification for the work, **AK** agreed to send a detailed quotation obtained in April 2021 plus his own 2021 photographic survey of the road to GH. **GH** will work this up into a formal scheduled specification with itemised breakdowns regarding; drainage, speed controls, edging, and warrantee arrangements. Contractors will then be asked to quote against this specification by mid-July with returns by early August. The aim is for the Committee to have comparable competitive quotes from which to put proposals to the members of the Association in late August. It is then anticipated that, detailed proposals will be packaged into a presentation for members.

Programme for works

The committee is mindful that a large proportion of residents are keen for the resurfacing of the road take place without delay and if possible before this winter. There are a number of dependencies which dictate whether this is achievable: The contractors will need to respond within our time frame, the committee proposals will need to be accepted by members of the RGRRA and proportional contributions for the works collected from each households. Only at this point can an order be placed with an appointed contractor. The committee agreed to strive to make this happen if possible within 2021.

Drainage in Rowney Gardens

It was thought by all that utility services run under the verge section between the road and property garden walls, with main drainage behind the houses. **AK** confirmed the existence of an inspection chamber in the road outside no. 15 and undertook to trace the utility owner. It was also noted that there is a water utility inspection cover in the roadway surface at no. 30.

Insurance cover

It is both advisable and normal practice for a Private Road Associations to hold public and property owners liability insurance and in addition Trustee Indemnity to cover those managing the association. As RGRRA is now formed and plans to enter into a substantial commercial contract with a third party, it is deemed to be imperative for RGRRA committee members to be protected individually. Private Road Insurance also gives peace of mind to each household for liability cover against any claim arising from loss on their roadway section. **AW** has obtained a quotation from Edwards Insurance Brokers and will obtain at least one other competitive quote. The committee agree to put such cover in place immediately as the association is now active.

Annual subscription

The Rules agreed stipulate that an annual subscription should be agreed by the initial AGM of membership, which will be scheduled for June 2022. The committee proposes an annual subscription fee of £20 per household to be paid by 1 July each year from 2022. This figure was agreed in order to provide funds for association insurance cover and provide a small contingency for annual incidental expenses. Payment terms for substantive work to resurface the road would be agreed once final costs where known.

Communications

Questions were raised regarding the best way for the committee to communicate with members of RGRRA. Notifications to members will normally take place by email. Initial communication should be via hard copy with a request each member confirms their designated email for future RGRRA membership communication. It was decided that all documents relating to the association including detailed proposals for major resurfacing work should be logged on a low cost hosted web domain, allowing open access and complying with GDPR requirements.

Frequently Asked Questions

It was noted that many questions had arisen from members on various aspects of management of the road and proposed resurfacing works. **AW** agreed to compile a Frequently Asked Questions (FAQs) document to address common questions for circulation.

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