

# **FERRING ROADS SCHEME ASSOCIATION**

## **CONSTITUTION AND RULES**

Approved 22 March 2026



### **1. NAME**

The Ferring Roads Scheme Association (also referred to as the Scheme or the Association).

### **2. AIMS and OBJECTS of the ASSOCIATION**

- 2.1 To maintain the unadopted roads and rainwater drainage systems covered by the Scheme.
- 2.2 To maintain designated garden sites covered by the Scheme.
- 2.3 To help preserve the rural atmosphere of the village of Ferring.
- 2.4 To budget on the expectation of 95% membership at any one time.

### **3. POLICY**

- 3.1 The Association shall be non-political and non-sectarian.
- 3.2 The Association neither shall subscribe to, nor be a member of, any other organisation and shall resist absorption by any authority.

### **4. MEMBERSHIP**

- 4.1 All roads associated with properties that fall within the confines of the Scheme are covered automatically by the Scheme once the appropriate Membership Fee has been paid.
- 4.2 Members are those residing in, owning, or occupying property as stated in 4.1 above who have paid the annual non-refundable Fee as determined by the Executive Committee (EC).
- 4.3 The appropriate Fee shall be determined annually by the EC and shall be due on the 1st of January each year and shall be paid not later than the following 30<sup>th</sup> June of that year to have the classification of being a member.
- 4.4 In the case of flats or maisonettes within the Scheme, the owner or occupier of each flat or maisonette shall be considered as individual members of the Scheme.
- 4.5 All properties covered by the Scheme will be invoiced annually for the appropriate annual Fee.

### **5. GENERAL MEETINGS**

- 5.1 There shall be two categories of general meetings: an Annual General Meeting (AGM) and a Special General Meeting (SGM).
- 5.2 A quorum at any General Meeting shall be twelve members who must be present in person.

### **6. ANNUAL GENERAL MEETINGS**

- 6.1 The AGM shall be held not later than the end of May each year.
- 6.2 The content of the Minutes of that year's AGM and any SGM will be confirmed at the next EC meeting.
- 6.3 The Agenda shall include
  - Approval of minutes of previous AGM and SGM held in the year.
  - The receipt and adoption of reports of the Chairman, the Treasurer (including presentation and approval of the Accounts for the previous year ending 31st December), the Roads Manager/ sub-committee, and the Gardens Manager.
  - The election or re-election of Committee members in accordance with clause 6.4 below.
  - The appointment of an Auditor for the forthcoming year.
- 6.4 Any other business to be transacted at an AGM shall be notified to the Secretary not less than 10 days before the meeting, and shall be admitted to the Agenda only with the prior approval of the EC. Nominations for the election of Committee members, proposed and seconded by members of the Association, and with the approval of the nominee, shall reach the Secretary at least 5 days before the meeting. If necessary, ballots will be held at the meeting but if there are insufficient nominations to fill the vacancies these vacancies may be addressed at the meeting.
- 6.5 At least 21 clear days' notice shall be given of an AGM to the members.

## **7. SPECIAL GENERAL MEETINGS**

- 7.1 The Chairman shall call an SGM of the members, giving not less than 21 days' notice, if, in the opinion of the Executive Committee, a matter that needed to be determined by the members was of such a nature that its determination could not wait until the next AGM.
- 7.2 Alternatively, if fifty members sign and submit a requisitioning letter to the Secretary, which details the business to be transacted, the resulting SGM shall be held not more than 42 days after its receipt by the Secretary, but not earlier than would allow for the twenty-one clear days' notice of such a meeting referred to above.
- 7.3 No business other than items specified on the Agenda shall be transacted at any SGM.

## **8. VOTING AT GENERAL MEETINGS**

- 8.1 All members of the Association may attend, speak, and vote at GMs.
- 8.2 Only one vote may be cast in respect of each property.
- 8.3 All voting at GMs shall be by a show of hands.

## **9. THE EXECUTIVE COMMITTEE (EC)**

- 9.1 The management of the Association and the administration of the Scheme shall be vested in the EC which shall consist of up to ten members elected at an AGM. If vacancies occur between AGMs the EC may co-opt members to fill such vacancies.
- 9.2 Members of the EC shall be elected as Officers in the following roles: Chairman, Secretary, Treasurer, Roads Manager, Gardens Manager and other roles as required.
- 9.3 All EC members, elected or co-opted, shall be due to retire after three years at the next appropriate AGM, but may offer themselves for re-election.
- 9.4 The EC shall meet a minimum of six times each financial year, with five EC members constituting a quorum.
- 9.5 The Chairman of the Association shall also be Chairman of the EC. In the absence of the Chairman, the EC will nominate one of their members to chair that particular meeting.
- 9.6 The EC will have discretion to invite others to the EC meetings as appropriate to conducting the Association's business, but these individuals will not be entitled to vote on any matters.
- 9.7 Decisions of the EC shall be by a majority of votes. Each member of the EC shall have one vote with the Chairman having a second or casting vote should this be necessary to resolve an issue.
- 9.8 The Chairman has the authority to suspend an EC member should circumstances demand such action.

## **10. SUB-COMMITTEE**

- 10.1 At the first EC meeting following the AGM the EC will appoint a Chairman of the Roads sub-committee from the existing members of the EC.
- 10.2 The Roads sub-committee shall consist of the Appointed Chairman and not more three other Association members.
- 10.3 The Roads sub-committee will develop annual programmes of work to cover maintenance and repairs of road and drainage systems within the Scheme, and these programmes will be publicised once the EC has approved them.
- 10.4 The EC shall have the authority to engage a professional Highways Engineer to assist the roads subcommittee if such action is found necessary.
- 10.5 The EC shall appoint other EC members to specific roles at its discretion.

## **11. FINANCE**

- 11.1 Sundry expense incurred by an EC appointed member in the name of the Association would need approval by either the Treasurer or the Chairman.
- 11.2 Quotations for Road/Drainage works up to the value of £5,000 can be approved by the Roads subcommittee.
- 11.3 All authorised disbursements shall be made by the Treasurer by cheque or electronic transfer from the Association's bank account.

- 11.4 The Treasurer can accept payments by cheque or by electronic transfer into the Association's bank account.
- 11.5 The Treasurer shall keep proper Accounts for the Association and present them to the EC at their regular meetings.
- 11.6 The Treasurer also shall prepare an audited Statement of Account for each year ended 31st December which will be presented at the following AGM as per clause 6.3 above.

## **12. AMENDMENT OF THE CONSTITUTION**

- 12.1 No changes shall be made to the Constitution other than at an SGM called for that purpose.
- 12.2 Details of any proposed amendments shall be made available to all members with the agenda for the meeting.
- 12.3 Any proposal to amend the Constitution shall require the approval of not less than two-thirds of those members present at the SGM to become effective.

## **APPENDIX Supplementary notes of explanation**

- a. Unadopted roads are those roads that, although having public access, are not maintained by the West Sussex County Council Highways Authority.
- b. These unadopted roads and associated drainage systems fall to the Owners and Occupiers of properties in those roads to maintain and to refurbish as necessary in order that they do not fall into disrepair but are kept in good working order.
- c. Any costs attached to these repairs are in addition to the normal Council Tax that the Council collects.
- d. These costs are payable by individual Owners, unless they are members of the Association, in which case the work is undertaken and paid for by the Association. Members are those individuals who have paid the nominal annual Fee as stated in clause 4.2 of the Constitution.
- e. Any unadopted roads within the parish of Ferring currently not included in the Scheme can be admitted at the discretion of the EC if their condition is acceptable to the EC and all owners/occupiers in such roads agree to pay the annual members' fee.
- f. Access roads, private drives, verges, footpaths, fences, hedges, ditches, trees, shrubs, and plants shall not be part of the Scheme.
- g. A further advantage is available to Owners/Occupiers who have paid their Fee in that the Association has in place a third-party insurance policy to cover any incidents that may occur on the roads covered by the Scheme.
- h. If an Owner/Occupier fails to pay the Association Fee for three years or more, the EC will notify them of their personal responsibilities as an owner of a property on unadopted road.
- i. In the event of the majority of Owners/Occupiers in any one road failing to pay their Fees for three years or more, the EC will consider the removal of the whole road from the Scheme and advise all the Owner/Occupiers in that road of their decision in writing, giving one year's notice of such action.
- j. All local Estate agents and Solicitors will be appraised of the requirements of the Association to ensure prospective Owners/Occupiers of property covered by the Scheme are aware of the Scheme's existence and its conditions.
- k. Any procedures adopted by the EC in the execution of the Association's business will be centred on the Constitution as written.