



## FERRING ROADS SCHEME ASSOCIATION

Minutes of the Executive Committee Meeting held on Wednesday 9<sup>th</sup> February 2022  
at 5 Herm Road

**Members Present:** Trevor Martin (Chairman)     Graham Groom (Roads)  
Simon Thompson (Gardens)     Nikki Hall (Road Wardens)  
David Champ (IT & Website)     Anne Harris  
Stuart Salter (Publicity)     Pauline Edwards (Secretary)  
Denise Ibbertson (Property Register)  
Jackie Ring (Treasurer)

### Apologies:

All committee members were present at meeting.

### Chairman's Welcome:

Trevor Martin welcomed all to the meeting and thanked them for their continued efforts to date.

### Minutes of Previous Meeting:

Agreed as a true and accurate record: Trevor Martin signed and dated them accordingly.

### Current Projects:

#### i) All about Ferring article

The proposed copy for the April 2022 issue had been circulated to the committee and various amendments had been incorporated; word count was key so some areas from draft had to be condensed. It was agreed that Pauline Edwards would include her email as point of contact at end of article. Jackie Ring would be forwarding two financial pieces of data to complete the article (now received).

#### ii) Planned 2022 spend roads

To be discussed in members' reports section.

#### iii) Members email address collection

This had increased from 312 to 418 addresses since invoice mailing on 1<sup>st</sup> Jan 2022. Trevor Martin had hand delivered a mailer to around 70 addresses within his local area and so far, 43 had agreed use of their email address. He would continue to work on additional roads. David Champ/Jackie Ring would be looking to re-verify those email addresses that had been sent an invoice for 2022 service charge and as yet no payment had been received, when the first reminder activity took place.

#### iv) Archive of material

David Champ had previously circulated to all committee members a guide on how to access the Archive within the FRSA Data Repository. He would be happy to assist all committee members should they encounter any difficulties.

#### v) Ferring Village Hall Jubilee event – 4<sup>th</sup> June 2022

Pauline Edwards would be sending an email to confirm that the FRSA would not be attending this event as the criteria of being a club did not fit the profile of our Association.

#### vi) Committee Photos – web site

Currently Trevor Martin, David Champ and Jackie Ring have their photos on web site. Pauline Edwards and Simon Thompson had agreed to provide photos and the remaining committee members were encouraged to do the same by the Chairman. Photos to be sent to David Champ.

### Members Reports:

**Treasurer:** 53% of members had paid with 474 bacs payments and 248 as cheques. The garden voluntary contributions fund currently stood at £3855.50. Out of 316 emails sent with invoice as attachment, 179 had paid. Jackie Ring provided Chairman with final set of accounts year end 2021 for his approval prior to submission to auditor.

**Roads:** **Road Sweeping** - Penfold Verrall confirmed that they removed 6 tonnes of 'debris' during the recent 'road sweep'. Due to complex vat rules the charge will now have VAT added.

**Traffic Regulation Order (TRO)for South Drive** - All yellow lines and signs now installed. Rob Torrance (WSCC) has confirmed that the Councils legal team are satisfied that all necessary actions have been completed and the Order will be made and will “come into operation” on 14th February. Contact details of the “enforcement officer” will be circulated to all committee members when known. FRSA now hold a copy of the TRO for their records.

**Road Works/Repair and Resurfacing** - Drivepoint (appointed contractor) are on course to undertake resurfacing and repairs in Beehive Lane/Chalet Road, Jersey Road, and the pothole in Brook Lane between 22nd and 25th February. Residents in the area will receive a flyer notifying them of the works to be undertaken and Drivepoint contact numbers for any queries. Further pothole work will be commissioned once fully identified. Graham Groom will provide contact details to all committee members should any resident contact them whilst work is underway. Trevor Martin will advise Peter Coe of this work so that the bus company can also be informed.

**White Lining** -Additional white lining – particularly at junctions - has been identified in road survey. Cost estimates will be obtained as there is at least one day’s work which should go ahead.

**Drains/Gully Pots** -Stuart Salter has provided Graham with a set of sector maps with a unique numbering system per sector. Several companies have been approached to undertake ad hoc clearance work.

**Gardens:** Following clear schedule of work provided by contractors, it is now known when the various gardening activities should take place. The expected annual cost should be in the region of £6600.

**Database:** Denise Ibbertson confirmed that all records are correct and up to date. The matter regarding ownership of 1 Sea Drive had been resolved.

**Website/IT:** David Champ suggested home page on website was remodelled to elaborate on the purpose of the FRSA. For all emailed invoices sent in January 2022, they all showed as sent. Cross referencing paid invoices with unpaid would generate a list of email addresses for further investigation. A read receipt could be considered and sending attachments as part of the body of the email to ensure they are being successfully received by residents.

**Road Wardens:** Invoices had been circulated by hand in mid-January 2022. In future, it was felt that Road Wardens would benefit from a list of addresses that had been sent an email document. This would enable wardens to be confident that all residents had been included for the required communication. The 3 vacancies for Somerset Road, Jersey Road and Everlands Close would be managed by Nikki Hall and Trevor Martin.

**Publicity:** Stuart Salter had given David Champ the most current map for upload to website. Stuart Salter has continued with a review of the historic minutes of the Association, which have now been completed up to 1950.

#### **Any Other Business:**

Font for all written material for FRSA including the minutes was agreed as Cambria.

All minutes would be circulated to committee following initial approval from Trevor Martin as in draft form and then fully agreed as accurate record at subsequent meeting.

**The meeting closed at 8.50pm.** The next meeting would be held on Monday March 7<sup>th</sup> 2022, at 8 Ferring Marine, 7.00pm start. (NB: This was a new date, agreed by all at meeting)