



FERRING ROADS SCHEME ASSOCIATION

Minutes of the Executive Committee Meeting held on Monday 20th February 2023
at 8 Ferring Marine

Members Present:

Trevor Martin (Chairman)	Graham Groom (Roads)
David Champ (IT & Website)	Sue Samuel (Treasurer)
Jackie Ring (Roads Registrar)	Simon Thompson (Gardens)
Nikki Hall (Roads Wardens)	Pauline Edwards (Secretary)
Stuart Salter (Publicity)	Anne Harris

Apologies:

Apologies were received from Nikki Hall.

Chairman's Welcome:

Trevor Martin welcomed all to the meeting.

Minutes of Previous Meeting:

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

Current Projects:

i) Publicity to appoint new Chairman.

This has been rescheduled for discussion at the next meeting.

ii) All About Ferring 2023

Copy had been submitted for the March 2023 issue. It is anticipated that we will also run articles in the July/August and November 2023 issues: copy deadlines end May and September accordingly.

iii) GDPR Compliance

A final draft had been circulated to the committee by Pauline Edwards. This was approved and entitled Data Protection Statement to work in conjunction with our Constitution Documents. It will also be published on our web site.

iv) Feedback re chasing outstanding service charges 2022 and prior.

The Chairman had personally hand delivered approximately 40 letters with the aim of encouraging residents to offer reasons for non-payment to the FRSA. It was hoped that this exercise would also indicate any possible errors on our roads register.

Going forward, Jackie Ring had provided the committee with a three stage process to manage this matter with a strong emphasis on advising non-payers their responsibilities should they decline to become members of the FRSA. Stage one will encourage residents to provide their reasons for non-payment, stage two will advise residents that they now have declined membership to the FRSA. Stage three will invite lapsed members to re-join the FRSA each January at the time of invoicing all current scheme members. Stage two will be implemented around April each year when chasing any unpaid membership fees. It should be noted that membership will formally lapse if membership fees have not been paid for two years or more. (this is then in line with constitution wording Appendix i).

Scheme member query re garden plans 2023

A resident raised a concern for possible lack of "colour" in the gardens when the revised planting regime is implemented. It should be noted that the committee have tried numerous ways to achieve a higher level of donations from both members and external sources to cover the associated costs. Simon Thompson had approached the National Lottery but this could not proceed further as the FRSA are not the legal landowners of the five garden sites. 2022 income was lower than 2021; costs were rising and it was also felt that that FRSA had a responsibility to manage these garden sites in a more cost-effective and eco-friendly manner. Further information will be shared at the AGM in May 2023.

v) May 2023 AGM preparation

AGM is to be held on 20th May 2023, 11am start at the Ferring Retirement Club meeting room. Invitations would be circulated prior to the event in line with constitution requirements. Chairman Trevor Martin advised relevant committee members of their responsibilities for the documents required prior to and at the meeting.

vi) Gas and Sewer work

Clover Lane had been closed for a short while to complete sewer work (not managed by FRSA). The FRSA had also been advised that some gas mains work would be taking place within Ferring. The sub-contractor concerned would be providing further communication in due course; nothing had been received to date.

vii) Additional Committee Members

The FRSA had been approached by a scheme member to join the committee to specifically assist with roads maintenance. Roads Manager Graham Groom is happy to remain on committee with this role. Our Constitution Document states that the committee is made up of ten members and we currently meet that criteria. Clause 10.3 does allow us to invite interested parties to act in a consultancy role and offer their expertise and technical knowledge where appropriate. Trevor Martin will offer the interested scheme member this opportunity to join the roads sub-committee (which is allowed under the constitution). Since meeting scheme member has accepted this role.

Tudor Court

This development consists of two freehold and seven leasehold properties. The two freehold properties are now occupied and residents have been invited to become scheme members. It would appear that the leasehold properties will be owned by one company and the FRSA are in communication with them regarding future membership/fee payment.

Members Reports:

Treasurer:

The January monthly report had been circulated showing membership 2023 fees of £42315 and arrears of £150 received. At time of meeting a further £ 29992 had been banked, with an additional £300 for 2022 and prior arrears. This resulted in membership renewals at approximately 63%. All membership technical lapses each January but practically we extend membership for up to 3 years.

Roads:

Road Works/Repair and Resurfacing – Annual road sweep took place on 19th January. Graham Groom had met with the contractor and it was agreed that some areas will need to be revisited on 21st February to achieve the standard expected by FRSA. Payment will be made once Graham Groom is satisfied with the work done. Future road repairs are currently being prioritised and quoted for by two companies.

Drains/Gully Pots – The work allocated to Drain Fixers in 2022 has now been completed with exception of Foamcourt Way which is scheduled for 27th February. Again 2023/2024 work required is being formulated. Two quotes had been received for repairs to Gem Garage/Brook Lane work: both offering different solutions, despite same specification being provided. The project has been assigned to TLF to construct a new soakaway linking three drains.

Gardens:

No work has been authorised for 2023 but the lawn will need some attention in Spring 2023.

Simon Thompson will be working with Stuart Salter to prepare visual material for revised planting scheme to share at the AGM.

Website/IT:

David Champ will be preparing to load the membership data on a trial version of Xero accounts package to work alongside the current method for the latter half of 2023. Current treasurer Sue Samuel will compare working methods as part of this trial.

Road Wardens:

All letters and invoices had been delivered and Nikki Hall wanted to thank all the road wardens for their assistance. Thanks was also extended to both David Champ and Jackie Ring for their help with some queries.

Property Register:

Jackie Ring advised the committee that we currently have 522 email addresses from scheme members.

Publicity:

Stuart Salter advised committee that the FRSA have three notice boards: largest being on Ocean Drive. The FRSA had been approached by Ferring Village Hall to request some space on this board. This had yet to be agreed and further dialogue would be required.

Any Other Business:

Nothing exceptional was raised.

Next two meetings will be as follows: -

Wednesday 12th April at 5 Herm Road and Wednesday 10th May at 8 Ferring Marine. There is no meeting in March 2023.

The meeting concluded at 9.10pm.