



FERRING ROADS SCHEME ASSOCIATION

Minutes of the Executive Committee Meeting held on Wednesday 11th January 2023
at 5 Herm Road

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

Apologies:

Apologies were received from Simon Thompson.

Chairman's Welcome:

Trevor Martin welcomed all to the first meeting of 2023, wishing all committee members a Happy New Year.

Minutes of Previous Meeting:

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

Current Projects:

i) 2023 Objectives

Specific objectives will focus on percentage of members fees paid, consideration to use a commercial accounts package for 2024 invoicing, garden plans, appointment of new Chairman, strategy for collection of fees from outstanding invoices, email address collection and GDPR document. A draft document had been circulated by Trevor Martin and this will now be updated, (now circulated). Once agreed by the committee, it will be published on our web site.

ii) Review of 2022 Objectives

The four key objectives were discussed and on the whole it was generally accepted that the targets set at the beginning of 2022 had been achieved. The results would be published on our web site.

iii) Approach to appoint new Chairman.

Both Trevor Martin and Stuart Salter had circulated a draft document to the committee for comment. It was clear from local publicity that volunteers are being sought after for many local organisations. Both draft documents could serve a purpose in the recruitment for new Chairman and additional volunteers. They would be re-circulated after incorporating the suggested revisions. Pauline Edwards agreed to investigate additional advertising/publicity sources.

iv) Election of Vice Chairman

All current committee members were not able to volunteer for additional role of Vice Chairman as this present time.

v) Little Paddocks Way/Beehive Lane Manhole

Trevor Martin provided some background to the historic issues around drainage in Ferring; primarily under a Parish Council Objective – Operation Watershed 2014. Our web site carries a document from Arun Council which outlines the responsibilities of residents with regards to drainage in roadside/grass verge ditches. In conclusion both Southern Water and the FRSA are not obliged to manage the problem with this specific manhole, which is part of the village drainage system. The remit for such management must either fall with the Parish or District Council. This matter is now closed for the committee of the FRSA.

vi) Pebble Lane

Jackie Ring had received communication from a solicitor acting on behalf of a purchaser of one of the four properties on this new development. Although Pebble Lane leads out to Ferringham Lane which is managed by the FRSA, no agreement has yet been reached as to whether the access

roadway to the four properties will meet the standard required for such a roadway to be included in the Scheme, all new owners will however be invited to become members of the FRSA.

vii) Review of annual accounts – year end December 2022.

A document had been distributed to all the committee. There will need to be an adjustment to reflect the road repair invoice that was finally paid in January 2023 although work had been virtually completed in late 2022.

viii) GDPR Document

With assistance from Stuart Salter, Pauline Edwards now has a draft document. Once the security element has been confirmed by David Champ, it is ready to circulate to committee for comment. It will be titled Data Protection Statement and to be read in conjunction with the FRSA Constitution.

Members Reports:

Treasurer:

The December monthly report had been circulated. Income for road scheme 2022 fees, as of 31st December 2022, stood at £92907 with arrears for previous years providing an additional £2107.

Roads:

Road Works/Repair and Resurfacing – All 2022 projects had now been completed and paid for in full. Graham Groom will be meeting with Drivepoint on 12/1/23 to ascertain key works that will be required for 2023/24.

Drains/Gully Pots – A meeting is scheduled with Drain Fixers also on 12/1/23 to review the works completed in 2022. Work required for drainage around GEM Garage will also be discussed to obtain a 2nd quotation. Annual road sweep is scheduled to take place on 19/1/23 but will exclude Beehive Lane and Upper West Drive as they had only recently been resurfaced.

Website/IT: Database spreadsheet has been fully updated to reflect January 2023 invoicing.

David Champ is also proposing to initiate a trial in the Spring with intended new accounts package to run alongside the current system. This will need to be paid for and will not be a free trial.

Road Wardens: Hand delivered invoices are currently with Road Wardens for distribution. Pauline Edwards volunteered to take on road warden duties for the Ocean Drive area and Nikki Hall will fill the other vacancy for Florida Close/Gardens/Road.

Property Register: Jackie Ring will be making use of a range of web sites to validate current ownership of properties on a road-by-road basis: making particular use of date of last sale information. It is hoped that this will assist with validating ownership of properties, where membership in the FRSA scheme has lapsed due to non-payment of fees. It should be noted that if fees are not paid then a property owner will be responsible and liable should any insurance issues arise.

Publicity: Nothing exceptional to report.

Any Other Business:

The meeting concluded at 9pm and date for the next meeting has been set for 20/2/23 – 7pm start with venue to be advised.