

# WESTGATE RESIDENTS' ASSOCIATION

Minutes of the Committee Meeting held on Wednesday 23 November 2016 at 15 Westgate.

Present:

Brian Bird (BB)  
Richard Brownfield (RB)  
Colin Hicks (CH)  
Anthony Quail (AQ)  
Brian Raincock (BR)  
Paula Street (PS)  
Vince Waldron (VW)  
Sandy Young (SY)

## 1. Minutes

### Minutes of meeting held on 15 September 2016

1.1 That subject to changing the reference from "PT" to "BR" in paragraphs 2.4 and 2.5, the minutes of the meeting held on 15 September 2016 were approved as a correct record.

### Matters arising

1.2 It was confirmed that Tony Schofield had resigned from the Committee. The Chairman would write to thank him for all the time he had devoted to the work of the Association over the years.

1.3 Reference was made to the area covered by WGRA as there had been interest from a few residents of Tollgate Close for their road to be included in the membership of WGRA. The Tollgate Close Management Committee was not however in favour of joining WGRA. It was agreed that individual residents from Tollgate Close would continue to be welcomed at WGRA events and social gatherings and would be eligible for membership after the AGM.

## 2. Chairman's Report

2.1 RB gave an overview of his activities since the last meeting as follows:

- WGRA was now well established and he was pleased members of the committee, along with a number of other residents, were actively pursuing projects and WGRA activities and contributing specialist advice.
- Positive feedback had been received about the value of the news bulletin.
- There was no further information to report on Highways England's proposed options for improvements to the A27 Chichester Bypass.

### Whitehouse Farm Development

2.2 RB reported that at a special meeting of CDC's Planning Committee on 11 November, outline planning permission for the first phase of the WHF development had been granted. One of the planning conditions required the developer to bring forward the construction the southern access road (SAR) as part of Phase 1 of the development but not from the start of the development. A Development Delivery Timeline had been included in the CDC's Planning Performance Agreement with the developers which gave a commitment to construct SAR to open for use to coincide with the delivery of the 120<sup>th</sup>/125<sup>th</sup> dwelling (about 19 months (instead of 7 years) after construction started). The developers' statement of intent and timeline was dependent on their negotiations to acquire the land not currently in their ownership. It was understood that WSCC owned most the land and some was in the ownership of Network Rail.

2.3 RB commented that Linden Homes, one of the developers, had a reputation for not fulfilling its commitments and the Graylingwell development was given as an example.

2.4 RB was to attend a meeting with Louise Goldsmith and Dominic Smith (WSCC) along with the other RAs on 5 December. At that meeting he would try to establish WSCC's stance on how the SAR would connect to the Cathedral Way Roundabout as WSCC had advised in its consultation response to the planning application that it must not connect into the Westgate/Sherborne Road roundabout, but no indication had been given of the route. It was also noted that a link for buses and non-vehicular modes of transport would need to be retained. There had also been a reference in the planning considerations to the setting up of a Steering Group to help guide the detailed design of the development and associated works. It was important to ensure such a Group was established.

2.5 RB also referred to the proposed signalised junction at the east end of Westgate with Orchard Street/Avenue de Chartres (A286). Following a discussion about advantages and disadvantages of the proposal to replace the roundabout at the junction of Westgate and the A286 with traffic signals and the view of WGRA on this, a vote was taken and the Committee was split 4/4.

2.6 WGRA's proposed stance at the meeting was discussed as the construction and final alignment of SAR was key to other traffic impacts and considerations elsewhere in the Westgate/Parklands area. It was therefore agreed that RB would pursue the following points at the meeting:

- (1) SAR – the need to establish WSCC's preferred route and its connection with Cathedral Way roundabout.
- (2) West Street/Westgate/Orchard Street/Avenue de Chartres (A286) junction – WGRA's aspiration was to support a scheme that:
  - (a) made the junction safe for pedestrians and cyclists to cross to/from the city centre especially for school children and students;
  - (b) deterred motorists from using Westgate as a rat run to/from the city centre;
  - (c) did not create congestion in Westgate; and
  - (d) did not result in the loss of on-street parking for residents in the narrow eastern section of Westgate.
- (3) Chichester Road Audit – the need to establish the status of this initiative, how any proposals flowing from it would take account of the WHF highway changes.
- (4) WHF Steering Group – to express the importance of establishing this group as soon as possible and for there to be representation of RAs on the Group to help shape the proposals.

### 3. Treasurer's Report

3.1 VW had circulated two reports – one on the monies held in WGRA's account and one setting out suggestions for a proposed budget and funding for 2017.

#### Current finances

3.2 VW advised that there was a net surplus of £247.05 in the WGRA account. He was pleased to report that of WGRA's current liabilities the Legal Counsel costs had been cleared and the deficit of Street Party had been much reduced. In respect of the latter, the net loss originally recorded for the holding of the Street Party had been reduced by a single donation of £150 directly to SY, and Peter and Sandy Young had offered to absorb the 'overtime' cost of £200 from the singer. The Committee expressed its thanks to Peter and Sandy for this generous donation.

3.3 VW was also pleased to report that Gordon Jones, a former HSBC employee, had agreed to undertake the independent examination of WGRA's accounts. VW was to meet Gordon in the coming week to examine the books. VW was thanked for making these arrangements.

#### Budget and funding for 2017

3.4 VW outlined the breakdown of the actual cost of running WGRA which amounted to £255 per annum excluding the cost of printing the Newsletter. The Newsletter was currently zero cost to WGRA as the printing was sponsored by Mercers. It was noted that if the Newsletter was printed commercially the estimated cost was likely to be £150 per issue (£300 per annum for two issues).

3.5 The Committee discussed the need to arrange public liability insurance to cover both the maintenance of the planters (a requirement of WSCC highways to plant and maintain licence) and WGRA events. This needed to be taken into account in the setting a WGRA budget for 2017. BR had discussed with other RAs their arrangements for public liability insurance and it was generally found that RAs had a £5m indemnity and the cost of the cover was around £150. It was noted that WSCC may require an indemnity of £10m. It was agreed that BR would seek quotes from Zurich Municipal and other providers.

3.6 There was also the need to budget for special projects e.g. the re-planting of the planters and events e.g. street party.

3.7 The Committee discussed suggestions to avoid budget deficits arising in the future. VW set out suggestions for fund raising such as one-off donations (current source of funding), annual subscription, discretionary grants (e.g. from CCC and WSCC's Community Initiative Fund. An application to CCC was already in progress for a grant to fund the planters project (BR and PT)) and fund raising events either for on-going campaigning or specific projects.

3.8 In view of the monies needed to run WGRA it was agreed that the raising of an annual membership subscription would provide a fair way to give the WGRA a guaranteed budget. Given the likely draw on the budget for the ensuing year it was agreed to put a proposal to the AGM to introduce a membership subscription of £10 per household which would give member residents the entitlement to vote at the AGM. For those opting not pay a subscription they would still be welcome to attend WGRA events and social gatherings, to receive the newsletter and monthly bulletin and attend the AGM, but they would not have the right to vote.

3.9 It was also agreed that other sources of funding through grants and sponsorship would continue to be explored as it was desirable to build up a reserve in the WGRA account. All members were asked to report on any funding sources at each meeting.

## 4. Secretary's Report

4.1 CH gave an update on the current position and activities planned for the Brewery Field. CCC had an expectation that volunteers would manage the use and day to day care of the field and was looking to RAs to ensure that expectation was achieved. WGRA currently had two volunteer litter pickers/bin emptiers but it could be that more volunteers were needed going forward. The Brewery Field Trust was organising a summer family fun day, Transition Chichester was planning the planting of an edible hedge, a Chichester Man Shed project was being considered and three benches and a picnic table were being provided.

4.2 It was agreed that volunteering opportunities would be reported at the AGM.

## 5. AGM preparations

5.1 CH reported that St Wilfrid's Hall had been booked for the AGM on Saturday 14 January 2017 in the afternoon.

5.2 With regret SY advised that it was her intention to stand down from the Committee with effect from the AGM. All other members indicated that they would stand for re-election. Sandy was thanked for her contribution to the work of WGRA, for arranging the street party over the past few years and for hosting the Committee meetings.

5.3 Two vacancies on the committee would exist. It was hoped that other nominations to serve on the Committee would come forward. There was a need to try to reflect all age groups, families, gender and areas covered by WGRA on the Committee and it was hoped that expressions of interest would come forward from residents with younger families and the western end of Westgate.

5.4 Reference was made to the Constitution and whether any changes needed to be made for consideration of the AGM. A slight rewording of the paragraph in relation to the timescale requiring the holding of the AGM was needed. AQ/BB/CH would consider a draft form of wording for paragraph 9.

5.5 SY kindly agreed to arrange the refreshments for the AGM. SY and PS would also bake some cakes.

## 6. Newsletter

6.1 BB advised that the next edition of the Newsletter was currently being printed and would be distributed within the next week.

## 7. Social Programme

7.1 CH reported on the social programme of events to be held at the Crate and Apple as follows:

- WGRA Christmas Party – Wednesday 7 December from 6.00 p.m. The buffet would be served at 7.00 p.m. £12 per person to include a glass of mulled wine and a mince pie. Pay bar.
- Locals night – to be held monthly commencing on Wednesday 18 January with a set menu of £12 per person to include a glass of wine/half pint of beer
- Other events included a bingo night, quiz night and film night

7.2 CH was pleased to report that Nikki Clarke, Annette Hutcheson, Kathryn Kellagher and Helen Solly had kindly agreed to be the social secretariat.

## 8. Planters

8.1 BR advised that Penny Tomlinson continued to progress this project. Discussions with a gardening expert were taking place. The repair work to a couple of the planters still needed to be undertaken which was being addressed with WSCC.

8.2 The application for grant funding was being progressed with CCC.

8.3 It was noted that CCC had now taken over the maintenance responsibility for the Westgate roundabout so it was hoped that an improvement to the appearance of the roundabout would be seen over the coming months.

## 9. Association Logo

9.1 BB and AQ were still considering ideas for the WGRA logo. RB had also suggested logo comprising the old West Gate. His design concept would be considered along with the other ideas in the pipeline.

## 10. Any other business

10.1 CH advised that he had been appointed as Chairman of the Chichester BID. The Committee congratulated Colin on his appointment.

## 11. Date of Next Meeting

11.1 The next meeting would be held on Wednesday 25 January at 6.30 p.m. the venue yet to be decided.