

Agenda

LEA PARK RESIDENTS' ASSOCIATION ANNUAL GENERAL MEETING

WEDNESDAY 8 MAY 2024

7:30 PM

BARLEY HILL SCHOOL,
LUDSDEN GROVE, THAME OX9 3DH

1. **Welcome and Apologies**
2. **Minutes of the Annual General Meeting 2023 and the Extraordinary General Meeting**

To consider approving the minutes of:

 - (a) the Annual General Meeting held on 25 May 2023 as a correct record (Item 2[a]); and
 - (b) the Extraordinary General Meeting held on 19 July 2023 as a correct record (Item 2[b]).
3. **Chair's Report 2023/24**

To receive the report of the Chair.

The Chair will lead a discussion on the future direction of the Association, how the Association can best work for the benefit of residents and how it attracts volunteers to support the work of the Association.
4. **Report of the Treasurer 2023/24**

To receive the report of the Treasurer. A copy of the Statement of Receipts and Payments 2023/24 is at Item 4.
5. **Membership Report 2023/24**
 - (a) To receive the report of the Association's Membership.
 - (b) To consider a draft revised General Data Protection Policy statement which sets out what members' personal information the Association holds and a member's right to have the information removed on request (Item 5).
6. **Election of Officers 2024/25**
 - (a) Chair
 - (b) Vice-Chair
 - (c) Treasurer
 - (d) Secretary
 - (e) Membership Secretary
 - (f) Media Secretary

The Association's Committee must comprise a Chair, Treasurer and Secretary, which may be filled on a temporary basis if necessary. The Committee will also ideally comprise a Vice-Chair, Membership Secretary, Media Secretary and other members of the Association, who are resident on Lea Park as resident representatives, or are individual owners or landlords of properties on Lea Park.

In the event that the posts of Vice-Chair, Membership Secretary and Media Secretary remain unfilled, the roles may be covered on a temporary basis by the Chair, Treasurer or Secretary, or the duties shared out between them, except that the Chair cannot also be the Vice-Chair.

Note: appointments will take effect from the end of the meeting.

7. Appointment of Committee

In addition to the Association's Officers to consider electing other members of the Association to the Association's Committee as resident representatives.

Note: appointments will take effect from the end of the meeting.

8. Request for Volunteers

Following on from the Chair's earlier request for volunteers to help with specific projects which are identified during the year to note the persons who have come forward.

Note: Volunteers are not automatically members of the Association's Committee unless separately elected.

9. Examiner of the Association's Accounts

To consider appointing Anne Green as the Examiner for the Association's Accounts for 2024/25.

10. Review of the Association's Aims

To review the Association's Aims to ensure they meet the aspirations of the Association and remain current. The adopted aims, at present, are as follows:

- (a) Ensure that Lea Park remains a safe and pleasant place to live.
- (b) Identify problems which affect residents' quality of life.
- (c) Find solutions to problems that arise.
- (d) Represent residents' concerns to agencies that have authority over Lea Park
- (e) Help residents get in touch with various public organisations which may assist in maintaining and repairing the shared areas of Lea Park.
- (f) Actively campaign for changes and improvements.
- (g) Enable residents to help and support one another in delivering a better environment.

11. Membership Subscription

The Association's current membership for a household is £2 per annum. The meeting is asked to review the subscription to ensure it is sufficient for its purpose of supporting the activity of the Association and is still supported by the membership.

The Committee recommends that the subscription remains at £2.00 per annum.

12. The Association's Constitution

(a) Clause 2 – Roads Included as Part of the Association

The Extraordinary General Meeting held on 19 July 2023 (Minute 2(2)(a) refers), resolved that the Committee should consider the extent of the Lea Park Estate and whether membership of the Association should be offered to households on additional roads.

A consultation has been carried out with residents of Wentworth Road, Montrose Way, Fairfax Close, Hazelrig Drive and Tichborne and of the estimated 160 households canvassed there were 3 responses all of which indicated a wish to join the Association.

The meeting is therefore asked to consider whether households in Wentworth Road, Montrose Way, Fairfax Close, Hazelrig Drive and Tichborne should be able to become members of the Association.

The Committee recommends that Clause 2 of the Association's Constitution (The list of roads which comprise the Association) should be amended to include Wentworth Road, Montrose Way, Fairfax Close, Hazelrig Drive and Tichborne.

(b) Clause 8.5 – Committee Members Term of Office

Further to Minute 2(b) of the Extraordinary General Meeting held on 19 July 2024, which requested the Committee to review Clause 8.5 of the Constitution which prevents Committee members from serving, except in exceptional circumstances, for more than four years, to consider the following revised wording recommended by the Committee:

~~"In normal circumstances, no committee member will normally serve for more than four years. However, if the committee member is willing and in exceptional circumstances, where insufficient committee members are elected at the Annual General Meeting, or at an Extraordinary General Meeting to form a committee, as provided for meet the configuration at Clause 8.1, or where it is deemed necessary to maintain continuity or hand over experience, the Annual General Meeting, or the Extraordinary General Meeting can elect an outgoing Committee member/s."~~
"No committee member will normally serve for more than four years. However, if the committee member is willing and in exceptional circumstances, where insufficient committee members are elected at the Annual General Meeting, or at an Extraordinary General Meeting to form a committee, as provided for meet the configuration at Clause 8.1, or where it is deemed necessary to maintain continuity or hand over experience, the Annual General Meeting, or the Extraordinary General Meeting can elect an outgoing Committee member/s."

Note: Clause 8.1 provides:

"The business of the Association will be carried out by a committee comprising, a Chair, Treasurer and Secretary, which may be filled on a temporary basis if necessary to ensure the continuation of the Association. The Committee will also ideally comprise a Vice-Chair, Membership Secretary, Media Secretary and other members of the Association, who are resident on Lea Park as resident representatives, or are individual owners or landlords of properties on Lea Park.

In the event that the posts of Vice-Chair, Membership Secretary and Media Secretary remain unfilled, the roles may be covered on a temporary basis by the Chair, Treasurer or Secretary, or the duties shared out between them, except that the Chair cannot also be the Vice-Chair."

(c) **Clause 9.5(b) – Quorum for Committee Meetings**

The quorum for a meeting of the Association's Committee meetings is currently two thirds of the Committee membership.

The Committee request that the Annual General Meeting review the Quorum and considers reducing the requirement to avoid meetings becoming inquorate [Committee Note 13(2) - 15 November 2023].

The Committee recommends that the following wording is adopted for Clause 9.5(b):

"The quorum for meetings of the Committee will be one third of the Committee's membership, or 3 members of the Committee whichever is the greater."

Any agreed changes will take effect from the end of the meeting.

13. Future Communication with Members / Newsletter

To discuss how the Association communicates with members and the type of content members would wish to see in the bi-annual Newsletter.

14. Moored Lane Planning Application MW.0163/22 - Use of Part of the Land as an Aggregate and Soil Recycling Facility with final Restoration of the remaining land to Agriculture using already deposited materials.

To consider an update on the planning application.

15. Scarecrow Competition

To publicise the forthcoming Scarecrow Competition.

16. Any Other Business

To consider any other business raised by members, including suggestions for projects that the Association could support.

17. Presentation from 21st Century Thame

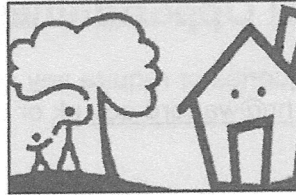
To receive a presentation from 21st Century Thame on its work and initiatives relevant to Lea Park.

Lea Park



Residents' Association

Lea Park



Residents' Association

Minutes of the LEA PARK RESIDENTS' ASSOCIATION ANNUAL GENERAL MEETING held on THURSDAY 25 MAY 2023 at 7.30 pm

Present: E Kidd (Chair),
K Braisher (Media Secretary), S Braisher, J Chapman (Vice-Chair),
D Currie (Treasurer), G Garretts, B Hack, L Harker, S Heap (Secretary),
S Jenkins, A Kidd, J Ivory, C Lewis, K Lewis (Membership Secretary),
J McLeod, H Watson, S Watson

Apologies: K Park, R Ridler and B Trueman

Also Present: P Williams (Thame Museum)

The Chair welcomed all to the meeting.

1. MINUTES OF THE ANNUAL GENERAL MEETING – 18 MAY 2022

K Lewis moved that the Minutes of the Annual General Meeting held on 18 May 2022 be approved as a correct record, which was seconded by D Currie.

RESOLVED –

That the Minutes of the Annual General Meeting held on 18 May 2022 be approved as a correct record.

2. CHAIR'S REPORT

The Chair outlined her belief that the Residents' Association had a key role on the Estate in helping to build a strong sense of community, bring residents together to work on projects that were beneficial to the Estate and oppose those, such as the current planning application for an aggregate and soil recycling facility on Moorend Lane, which were potentially detrimental for residents.

The Chair stressed the importance of residents providing feedback, concerns and suggestion to the Association's Committee so it could consider taking action on behalf of residents.

The Chair also stressed the need, if the Association was to continue and be successful, for volunteers to come forward to join the Committee and / or to lead on projects that were important for the Estate and for residents.

The Chair reported that during 2023 the Association had taken a stall at the Barley Hill School Fete, when volunteers had organised quizzes and games for families. The Association had also held a very successful quiz night and was intending to hold another on 13 October 2023 at the Barns Centre and was also intending to hold a Best Hanging Basket / Pot competition for residents, for which nominations were welcomed.

The Chair further outlined the projects the Association had been involved with over the year which included the Thame Town Council Waymarking Project which would see new signposts installed around the Estate.

Lastly the Chair referred to the Association's redesigned Newsletter, which had been well received, and the redesigned Website, which would feature in a presentation later in the meeting and would be launched shortly.

3. REPORT OF THE TREASURER

The Treasurer reported that the balance on the Association's bank account, as of 31 March 2023, was £2,033.25, a reduction of £451.19 from the balance on 31 March 2022.

The Treasurer indicated that the balance on the account had remained at a similar level over the last three financial years.

The Treasurer drew attention to the Association's stall at the Barley Hill School Fete, which had broken even, the Quiz which had shown a profit of £160 and the Newsletter, particularly that the Autumn / Winter edition had incurred a cost of £250, but the Spring / Summer edition had broken even with advertising revenue meeting the cost of production.

RESOLVED –

That the Treasurer's report be received.

4. REPORT OF THE MEMBERSHIP SECRETARY

The Membership Secretary reported the Association currently had 253 member households.

The Membership Secretary drew attention to membership numbers since 2011, which had fluctuated, but had generally been around 250 for the last eight years, after a peak of 460 in 2013.

It was noted that there were 1,328 properties on the Estate.

The Membership Secretary also drew attention to the welcome leaflet, which had recently been refreshed, which was delivered to all new residents, unfortunately, only in the region of 8% of new resident households joined the Association. However, the Barley Hill School Fete had been good for recruiting members.

The Membership Secretary asked the meeting for suggestions as to how the Association could attract new member households.

In response to a question the Membership Secretary informed the meeting that the benefits of membership were that members could vote at the Annual General Meeting and would be consulted on any response by the Association to development plans affecting the Estate.

RESOLVED –

That the report of the Membership Secretary be received.

5. ELECTION OF OFFICERS

Consideration was given to electing members of the Association to the positions of Chair, Vice-Chair, Treasurer, Secretary, Membership Secretary and Media Secretary for 2023/24.

RESOLVED –

1. That the following officers, being nominated and seconded, be elected:

Chair – Elaine Kidd (Interim for 2 months)

Vice-Chair – Joe Chapman (Interim for 2 months)

Treasurer – David Currie

Secretary – Simon Heap (Interim for 2 months)

Membership Secretary – Ken Lewis (Interim for 2 months)

Media Secretary – Karl Braisher.

2. That an Extraordinary General Meeting be held within the next two months to consider the appointment of permanent members to take over from those officers elected on an interim basis.

6. APPOINTMENT OF COMMITTEE

In addition to the election of the Association's officers, consideration was given to electing other members of the Association as Resident Representatives on the Committee.

RESOLVED –

That, as there were no volunteers, the election of Resident Representatives be considered at the forthcoming Extraordinary General Meeting.

7. REQUEST FOR VOLUNTEERS

Consideration was given to appointing volunteers to take on specific tasks / projects on behalf of the Association.

RESOLVED –

That the following appointments be made:

1. Karen Parks – Newsletter Editor;
2. Barry Hack – Spokesperson on Moorend Lane Planning Application; and
3. Alan Kidd – Newsletter / Publicity Material Graphic Designer.

8. EXAMINER OF THE ASSOCIATION'S ACCOUNTS

Consideration was given to appointing an Examiner for the Association's Accounts for 2023/24.

RESOLVED –

That Anne Green be appointed as the Examiner for the Association's Accounts for 223/24.

9. REVIEW OF THE ASSOCIATION'S AIMS

The Association's Aims were reviewed.

RESOLVED –

That the following aims for the Association, as previously adopted, be agreed:

- (a) Ensure that Lea Park remains a safe and pleasant place to live.
- (b) Identify problems which affect residents' quality of life.
- (c) Find solutions to problems that arise.
- (d) Represent residents' concerns to agencies that have authority over Lea Park.
- (e) Help residents get in touch with various public organisations which may assist in maintaining and repairing the shared areas of Lea Park.
- (f) Actively campaign for changes and improvements.
- (g) Enable residents to help and support one another in delivering a better environment.

10. REVIEW OF THE ASSOCIATION'S CONSTITUTION

Noting that the Association's Constitution had not been reviewed to any significant extent since the inception of the Association in 2011, consideration was given to a number of suggested changes to the Constitution to ensure that it was clear, fit for purpose and met current operational needs.

It was noted that the most significant suggested changes meant that if adopted, members of the Association would be given the opportunity to review the Association's Aims and the level of Membership Fee at future Annual General

It was reported that other changes related to:

- (a) allowing the Committee to submit representations on behalf of the Association with regard to future Development Plans when there was insufficient time before the deadline for submission of comments to consult the membership, subject to later ratification by the membership; and
- (b) clarifying the rules relating to the Association's meetings and how members of the Association could be co-opted to the Committee.

RESOLVED –

1. That, on being put to the vote, the revised Constitution be adopted.

2. That the agreed changes take effect from 1 June 2023.

12. **ANNUAL GENERAL MEETING VENUE 2024**

Consideration was given to the venue for the Annual General Meeting 2024.

RESOLVED –

That, if available, the Annual General Meeting 2024 be held at Barley Hill School.

13. **REDESIGN OF THE ASSOCIATION'S WEBSITE**

The Media Secretary gave a presentation on updates to the Association's Website, which would shortly be going live.

The Media Secretary explained that the revised Website had a more modern look, was more interactive, easier to navigate and simpler to maintain.

RESOLVED –

That the membership be invited to comment on the revised Website once it was live.

14. **ANY OTHER BUSINESS – PAYPAL**

Consideration was given to the suggestion that the Association should set up a PayPal account to provide an easy way for members to pay their subscriptions.

RESOLVED –

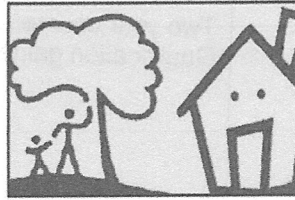
That the Committee be invited to consider setting up a PayPal account for the Association.

15. **PRESENTATION BY THAME HISTORICAL SOCIETY**

Philip Williams of Thame Historical Society made a presentation on Thame's association with the English Civil War and the derivation of the street names on Lea Park.

THE MEETING CLOSED AT 9.10 PM

Lea Park



Residents' Association

Minutes of the EXTRAORDINARY GENERAL MEETING OF LEA PARK RESIDENTS' ASSOCIATION held on WEDNESDAY 19 JULY 2023 at 7.30 pm

Present: E Kidd (Interim Chair),
R Abel, L Barker, P Barker, S Bellia, K Braisher (Media Secretary),
J Chapman (Interim Vice-Chair), D Currie (Treasurer), J Edwards,
G Fram, G Garretts, M Goodall, B Hack, L Harker, S Heap (Interim
Secretary), C Horton, Susan Jenkins, A Kidd, C Lewis, K Lewis (Interim
Membership Secretary), S Paver, G Reed, D Slatter, H Watson,
A Walkinshore and A Willson

Apologies: J Ivory, J McLeod, R Ridler and B Trueman

Also Present: Sian Jenkins

1. WELCOME AND INTRODUCTION

The Chair welcomed all to the meeting and explained that the purpose of the meeting was to appoint a new Committee to try and secure the future of the Association.

2. CHANGES TO THE ASSOCIATION'S CONSTITUTION

Consideration was given to possible changes to the Association's Constitution which, if adopted, would:

- (a) allow owners and landlords of properties on Lea Park, who were not resident in the property to become members of the Association; and
- (b) reduce the number of Committee posts the Association was required to appoint to a minimum, so making it easier to appoint the Committee.

A question was raised as to the extent of the Lea Park Estate and those entitled to be members of the Association, as documentation existed which suggested that Wentworth Road and surrounding roads were part of Lea Park, although they were not included in the Association's Constitution as being part of Lea Park (Clause 2).

Consideration was also given to the restriction included in Clause 8.5 of the Constitution which prevented members serving on the Committee, except in exceptional circumstances, for more than four years. It was suggested that the Clause stopped experienced and dedicated members from serving on the Committee despite them being willing and in doing so depriving the Committee of their skills and experience which would potentially be to the benefit of the Association.

RESOLVED –

1. That the revisions to the Constitution be adopted.
2. That the Committee review:
 - (a) The extent of Lea Park and the streets represented by the Association; and
 - (b) The restriction included in Clause 8.5 which prevents Committee members from serving, except in exceptional circumstances, for more than four years.

3. **ELECTION OF OFFICERS 2023/24**

Consideration was given to electing members of the Association to the positions of Chair, Vice-Chair, Secretary and Membership Secretary for 2023/24 to replace those officers elected on an interim basis at the Annual General Meeting held on 25 May 2023 (Minute 5 refers).

Elaine Kidd and Ken Lewis undertook to support the new Committee in an advisory capacity to help the new Committee become established.

RESOLVED –

That the following officers, being nominated and seconded, be elected:

Chair – Mark Goodall

Joint Vice-Chair – Judith Edwards

Joint Vice-Chair – Chris Horton

Secretary – Simon Heap

Membership Secretary - Vacant

4. **ELECTION OF RESIDENT REPRESENTATIVES**

In addition to the election of the Association's officers, consideration was given to electing other members of the Association as Resident Representatives on the Committee.

RESOLVED –

That Samantha Bellia, Joe Chapman, Graham Reed and Bridget Trueman be elected as Resident Representatives.

5. **DISSOLVING THE ASSOCIATION**

It was noted that as it had been possible to appoint a Committee it would not be necessary to consider dissolving the Association.

6. REQUEST FOR VOLUNTEERS

Further to Minute 7 of the Annual General Meeting held on 25 May 2023, consideration was given to appointing additional volunteers to take on specific tasks / projects on behalf of the Association.

It was noted that, in addition to the appointments made at the Annual General Meeting, Steve Brandish was currently leading on footpath / pavement issues for the Association.

A number of suggestions were made for additional projects which the Association could be involved with for the benefit of Lea Park residents, which included:

- (a) supporting the redevelopment of the Barley Hill School Pond, by acting as a conduit between the School and residents interested in helping with the project;
- (b) campaigning to provide additional drop kerbs to help wheelchair / buggy users move around the Estate;
- (c) graffiti removal;
- (d) liaising with 21st Century Thame over tree planting on the Estate;
- (e) community speed watch; and
- (f) enforcement of parking restrictions on Denbigh Road near to Barley Hill School.

It was generally the view of the meeting that the Association's resources should not be used to support organisations, such as Barley Hill School, to undertake projects which they should be funding themselves and benefitted persons who were not residents of the Estate.

Ken Lewis drew attention to the importance of the Association's Newsletter as a method of communication with residents and the important role played by the volunteers who delivered the newsletter to all properties on the Estate.

RESOLVED –

That Steve Paver be appointed to liaise with 21st Century Thame over tree planting on the Estate.

THE MEETING CLOSED AT 8.48 PM

Lea Park Residents' Association
Receipts and Payment statement - Year to 31 March 2024

Notes Below	Ref.		2023-2024		2022-2023	
		<u>Notes</u>			<u>Notes</u>	
		Opening bank balance from prior year		£2,033.15		£2,484.34
		<u>Income</u>				
A	See Fee Tab	Member Subscriptions		£415.00		£521.00
		Barley Hill Fete		-		£54.24
B	See Payin Book	Quiz Night	2023	£461.00	2022	£368.00
	9	Newsletter	2023	£272.00	2022	£125.00
C	10	Newsletter	2024	£272.00	2023	£247.00
		Total Income		<u>£1,420.00</u>		<u>£1,315.24</u>
		<u>Expenditure</u>				
		Barley Hill Fete		-	2022	£153.63
B	Quiz Night	Host and Expenses	2023	£221.21	2022	£243.32
B	Quiz Night	Refund/Invoice from Barns Centre	2023	-£100.00	2023	£167.50
	11	Quiz Night	2024	£181.00		-
		Mobile Phone		£10.00		£10.00
	4			£81.00		-
C	2	Newsletter	Winter 2024	£296.00	Spr/Sum 2022	£360.00
				-	Aut/Win 2022	£235.00
				-	Spr/Sum 2023	£256.00
	1	EGM		£165.00		-
	5			£170.00		-
	6			£48.45		-
		Printing Welcome Pack		-		£47.00
	8	AGM		£17.95		£27.17
	7			£36.16		£101.94
	8			£15.54		-
	3			£193.45		£164.87
		Total Expenditure		<u>£1,335.76</u>		<u>£1,766.43</u>
D		Closing Bank Balance as at 31 March, 2023		<u>£2,117.39</u>		<u>£2,033.15</u>

- A The Membership has drop from 257 to 205.
- B The Quiz Night in 2023 made a profit of £175:
- C Newsletter Winter 2024 made a loss of £24 due to increased cost of the printing.
- D Net inflow of funds 2024 was £84.24 (2023 - outflow £451.19)

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LEA PARK RESIDENTS ASSOCIATION – GENERAL DATA PROTECTION REGULATIONS POLICY STATEMENT

Background:

The Lea Park Residents' Association (LPRA) as an organisation holding personal data of several hundred people, including bank details, is required to have a privacy policy. A revised Policy is set out below for consideration:

Draft Privacy Policy

Our contact details

Name: Mark Goodall (Chair) / Simon heap (Secretary)

Email address: contact@leapark.org

What personal information we will collect

LPRA currently collect and process the following information:

- Basic information such as your name, your address and contact information such as your telephone or email address.
- Bank details if you subscribe to the Residents' Association via a Standing Order.

How will LPRA collect the personal information and why we have it

- LPRA will obtain your personal information directly from you by email, phone or through you providing information on a paper form.

What LPRA will use your personal information for:

1. Collecting annual membership fees for the Association and related email communication.
2. Inform and communicate about meetings and events of the Association.
3. Checking our records are up to date.

How we will protect your personal information

Your information is securely stored.

This information will only be accessible by members of the Association's Committee who need to access the information to perform the tasks set out above. It will not be shared it with third parties.

LPRA will only store your personal information for as long as you remain a member of the Association. You have the right to email us at any time to ask us to delete your information. You will be contacted from time to time to remind you to update your contact details if required. We will assume that if we don't hear from you, the contact details are correct.

Your data protection Rights

Under data protection law, you have rights including:

Your right of access – You have the right to ask us for copies of your personal information.

Your right to rectification – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.

Your right to object to processing – You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability – You have the right to ask that LPRA transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You can also complain to the Information Commissioner's Office (ICO) if you are unhappy with how LPRA has used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number 0303 123 1113

ICO Website: www.ico.org.uk