

# Agenda

## LEA PARK RESIDENTS' ASSOCIATION ANNUAL GENERAL MEETING

WEDNESDAY 14 MAY 2025

7:30 PM

BARLEY HILL SCHOOL,  
LUDSDEN GROVE, THAME OX9 3DH

**1. Welcome and Apologies**

**2. Minutes of the Annual General Meeting 2024**

To consider approving the minutes of the Annual General Meeting held on 8 May 2024 as a correct record (Item 2).

**3. Chair's Report 2024/25**

To receive the report of the Chair.

**4. Report of the Treasurer 2024/25**

To receive a copy of the Statement of Receipts and Payments 2024/25 (Item 4) and to note that the amount in the Association's Bank Account as of 31 March 2025 was 1,622.52, a reduction of £494.87 from the amount on 31 March 2024.

**5. Membership Report 2024/25**

To note that the Association's membership currently stood at 227 households, an increase of 25 from the number reported to the Annual General Meeting in 2024.

**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. Examiner of the Association's Accounts**

To consider appointing Anne Green as the Examiner for the Association's Accounts for 2025/26.

## **9. 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.

## **10. 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 meeting is also asked to consider the possibility of offering a lower membership fee for members paying by direct debits or a standing order in order to encourage members to pay by either payment method [Committee Note 5(1) - 19 September 2023].

## **11. Projects / Issues**

To discuss any projects the Association could organise, or any Estate issues members would like the Association to try and address.

## **12. Request for Volunteers**

To seek volunteers to help with specific projects which are identified during the year.

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

## **13. Any Other Business**

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





Minutes of the LEA PARK RESIDENTS' ASSOCIATION ANNUAL GENERAL MEETING held on WEDNESDAY 8 MAY 2024 at 7.30 pm

**Present:** M Goodall (Chair),  
P Cowell, D Currie (Treasurer), B Hack, L Harker, C Havers, S Heap  
(Secretary), J Hodgkinson, C Horton, S Jenkins, E Kidd, R Reed,  
H Watson, S Watson

**Apology:** S Brandish

**Also Present:** Councillor M Baines and S Jenkins (Wentworth Road)

The Chair welcomed all to the meeting.

1. **MINUTES OF THE ANNUAL GENERAL MEETING 2023 AND THE EXTRAORDINARY GENERAL MEETING**

It was moved and seconded that the Minutes of the Annual General Meeting held on 25 May 2023 and the Minutes of the Extraordinary General Meeting held on 19 July 2023 be approved as a correct record.

RESOLVED –

That the Minutes of the Annual General Meeting held on 25 May 2023 and the Minutes of the Extraordinary General Meeting held on 19 July 2023 be approved as a correct record.

2. **CHAIR'S REPORT**

The Chair thanked all of those attending for taking the trouble attend the Association's Annual General Meeting.

The Chair explained that the Association had been established in 2007 with the aims of helping to develop the sense of community involvement within Lea Park and helping residents address local issues that were affecting them. Over the years the Association had become a recognised voice with the local councils, particularly on planning matters.

The Chair introduced the current Committee which consisted of Judith Edwards (Vice Chair), David Currie (Treasurer) and Simon Heap (Secretary). Both he and Judith were new to the Association's Committee this year.



The Chair thanked Judith whose experience working in the charitable sector, he said, had helped give the Committee a particular focus on process, detail and timelines which had been essential.

The Chair also thanked previous Committee members who had kindly provided guidance and made themselves available to assist the Committee, particularly Elaine Kidd and Ken Lewis, along with Alan Kidd, who not being a member of the Committee had played an essential role in the preparation of the Newsletter.

The Chair also expressed his thanks to Sue Boyle who had hosted the successful and fun quiz night which had helped raise funds for the Association.

The Chair stressed that with only four members on the Committee, the Association needed to find other residents who were willing to contribute in some way to the work of the Association, otherwise the Association would not survive.

The Chair accordingly appealed for residents to volunteer to help the Association, whether it be as a member of the Committee or to help with specific projects, such as the next quiz night, preparing the Newsletter, or assisting with social media and the website.

### **3. REPORT OF THE TREASURER**

The Treasurer reported that the balance on the Association's bank account, as of 31 March 2024, was £2,117.39, an increase of £84.24 from the balance on 31 March 2023.

The Treasurer indicated that the Newsletter had made a small loss during 2023/24 and as such it might be for the Committee to review the current advertising rates with the intention of the Newsletter at least breaking financially even.

The Treasurer drew attention to the Association's Quiz night which had shown a small profit.

**RESOLVED –**

That the Treasurer's report be received.

### **4. MEMBERSHIP REPORT**

#### **(a) Membership**

In the absence of a Membership Secretary, the Treasurer reported that the Association's membership had fallen to 202 from 257 member households at the same time last year. The Treasurer stressed the need for a Membership Secretary to encourage membership amongst residents and follow up membership renewals.

**RESOLVED –**

That the report of the Treasurer on membership issues be received.



(b) **General Data Protection Regulations Statement**

The Vice-Chair presented a revised General Data Protection Regulations Statement for the Association and explained the importance of adopting the Statement to ensure that the Association continued to comply with the law.

The Vice-Chair reported that the Statement outlined what members' personal data the Association held and what it used the data for. The Vice-Chair stressed that the Association would only hold personal data for as long as a resident was a member of the Association and that members had the right not only know what data the Association held and what it used for, but also to specify how they wanted the Association to use their data, of example to not receive emails from the Association.

**RESOLVED –**

That the Association's General Data Protection Regulations Statement be adopted.

**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 2024/25.

**RESOLVED –**

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

Chair – Mark Goodall

Vice-Chair – Judith Edwards

Treasurer – David Currie

Secretary – Simon Heap

Membership Secretary – Vacant

Media Secretary – Vacant

**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 Ruth Reed be elected to the Committee.

**7. REQUEST FOR VOLUNTEERS**

As a result of the Chair's appeal for volunteers to help with specific tasks / projects on behalf of the Association, the following persons came forward:

- (a) Chris Horton – Newsletter Contributions;
- (b) Chris Havers – General Help;
- (c) Ruth Reed – Environmental Issues; and
- (d) Jennie Hodgkinson - Environmental Issues and Art.

8. **EXAMINER OF THE ASSOCIATION'S ACCOUNTS**

Consideration was given to appointing an Examiner for the Association's Accounts for 2024/25.

RESOLVED –

That Anne Green be appointed as the Examiner for the Association's Accounts for 2024/25.

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. **MEMBERSHIP SUBSCRIPTION**

The meeting reviewed the current membership rate of £2 per household per year.

RESOLVED –

That a membership rate of £2 per household per year be adopted for 2024/25.

11. **THE ASSOCIATION'S CONSTITUTION**

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

Further to Minute 2(2)(a) of the Extraordinary General Meeting held on 19 July 2023, the meeting considered extending membership of the Association to households in Fairfax Close, Hazelrig Drive, Montrose Way, Tichborne and Wentworth Road.

It was reported that a consultation had been carried out with residents of the roads and of the estimated 160 households canvassed there were 3 responses all of which indicated a wish to join the Association.

**RESOLVED –**

That Clause 2 of the Association's Constitution be amended to include Fairfax Close, Hazelrig Drive, Montrose Way, Tichborne and Wentworth Road as members of the Association.

**(b) Clause 8.5 – Committee Members Term of Office**

Further to Minute 2(b) of the Extraordinary General Meeting held on 19 July 2023, the meeting reviewed Clause 8.5 of the Constitution which prevented Committee members from serving, except in exceptional circumstances, for more than four years.

**RESOLVED –**

That Clause 8.5 of the Association's Constitution be amended to read:

"No committee member will normally serve for more than eight years. However, if the committee member is willing and where insufficient committee members are elected at the Annual General Meeting, or at an Extraordinary General Meeting to form a committee, as provided for at Clause 8.1, or where it is considered necessary to maintain continuity or hand over experience, the Annual General Meeting, or the Extraordinary General Meeting can elect an outgoing Committee member/s."

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

It was noted that the current quorum for Committee meetings was making it difficult for the Association's Committee to hold meetings due to the small number of members forming the Committee.

The Committee accordingly requested the Annual General Meeting to review the quorum requirement and consider reducing the requirement to avoid meetings becoming inquorate [Committee Note 13(2) - 15 November 2023].

**RESOLVED –**

That Clause 9.5(b) of the Association's be amended to read:

"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."

**12. FUTURE COMMUNICATION WITH MEMBERS / NEWSLETTER**

Consideration was given to how the Association communicated with members, particularly whether it should be by newsletter, email or a combination of the two.

The meeting also considered the type of content members would wish to see communicated.

**RESOLVED –**

1. That Alan Kidd be thanked for his work producing the Association's Newsletter.



2. That the Association continue to produce the bi-annual newsletter, supported by regular email updates.

13. **MOOREND 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.**

The meeting received an update from Barry Hack, the Association's spokesperson on issues relating to the planning application.

The meeting noted that the major issues of concern were:

- The number of large trucks which would be using Tythrop Way;
- The dust and mud created by the trucks;
- The noise and dust from the site;
- Potential contamination of water courses; and
- A possible conflict with any necessary expansion of the sewage treatment plant adjoining the application site.

It was noted that determination of the planning application had been deferred a number of times as the applicant had failed to provide information on environmental and biodiversity issues requested by the Planning Authority.

It was also noted that it did not appear that Thames Water had been consulted on the planning application despite the proximity of that application site to the sewage treatment plant and the potential contamination of water courses by wastewater from the site.

It was stressed that the planning authority needed to understand the concerns being voiced on the Estate about the potential impact on the quality of life of residents if the planning application was to be granted.

The meeting also considered reappointing Barry Hack as the Association's spokesperson on issues relating to the planning application.

**RESOLVED –**

1. That Barry Hack be reappointed as the Association's spokesperson on issues relating to the planning application.
2. That the Committee organise a public campaign objecting to the planning application.

14. **SCARECROW COMPETITION**

The meeting considered the potential of holding a scarecrow competition, possibly Civil War themed to coincide with the anniversary of the Battle of Chalgrove in June, or possibly over the summer to coincide with the school holidays.

It was noted that the Committee hoped that by holding such a competition it would engender a sense of community and create some good talking points for residents.

15. **ANY OTHER BUSINESS**

**RESOLVED –**

(a) **Parking Issues – Barley Hill School**

The ongoing parking issues around Barley Hill School at school drop-off and collection times was raised, particularly on Denbigh Road which was causing considerable inconvenience to residents.

It was suggested that an article could be included in the Association's Newsletter asking parents to be more considerate and park elsewhere, or better still, if possible, walk their children to school.

It was noted that the School was already trying to encourage parents to walk their children to school rather than drive and that Oxfordshire County Council had included Denbigh Road on its parking enforcement schedule.

Councillor Cowell suggested that as this was a highway issue concerns should be addressed to the local County Councillors as well as Council officers and the Council could potentially be asked to consider Residents' Only parking.

Councillor Cowell also reported that the lines on Lumsden Grove were to be repainted, which might help alleviate any parking problems for residents of that road.

(b) **Tythrop Way – Road Closure**

The meeting noted concerns about the impact on the Estate, particularly Cromwell Avenue, when Tythrop Way was closed, which had happened on two occasions recently.

It was reported that representations had been made to Thames Valley Police, Oxfordshire County Council and Thame Town Council and despite diversion signs being posted many motorists, including Heavy Goods Vehicles had still been using Cromwell Avenue to bypass the road closure.

(c) **20mph Speed Limit**

It was noted that a 20mph speed limit was to be introduced across the Estate later in the year, but no implementation date was presently available.

(d) **Sinkholes**

The meeting heard about the number of sinkholes which had appeared across the Estate in recent years, which included in the Lenthall Green area, where there had been a number of reoccurrences and in Wentworth Road.

It was reported by a resident that whenever the problems were reported to Oxfordshire County Council there appeared to be a standard response which was that the matter had been reported to Thames Water which did not consider there to be a problem. However, if the problem was reported direct to Thames Water a more positive response was generally received, which suggested that the County Council might not be doing sufficient investigations.

The resident also pointed out that there were at least three natural springs running under Lea Park, which could be the cause of at least some of the sinkholes.

The resident expressed the view that if an area was prone to sinkholes it could impact on a resident's household insurance premiums.

**15. PRESENTATION FROM 21<sup>ST</sup> CENTURY THAME**

The meeting received a presentation from Ruth Reed of 21<sup>st</sup> Century Thame on its work and initiatives relevant to Lea Park.

**THE MEETING CLOSED AT 9.14 PM**



**LEA PARK RESIDENTS' ASSOCIATION**  
**RECEIPTS AND PAYMENTS – YEAR TO 31 MARCH 2025**

Note	2024 - 2025			2023 - 2024		
	Notes	£	£	Notes	£	£
	Opening Bank Balance from prior year		2,117.39			2,033.15
	<b><u>Income</u></b>					
A	Member Subscriptions		523.00		415.00	
B	Quiz Night	Income	2024 218.00	2023	461.00	
	Newsletter	Advertising – Spring / Summer		2023	272.00	
D	Newsletter	Advertising – Winter	2025 214.00	2024	272.00	
	Total Income		<u>955.00</u>			<u>1,420.00</u>
	<b><u>Expenditure</u></b>					
B	Quiz Night	Host and Expenses	2024 164.03	2023	221.21	
B	Quiz Night	Refund/Invoice from Barns Centre	2024 -100.00	2023	-100.00	
C	Quiz Night	Invoice from Barns Centre	2025 126.00	2024	181.00	
	Mobile Phone	Cost of Top Up			10.00	
		AGM at Barley Hill School	81.00		81.00	
D	Newsletter	Printing	Winter 2025 387.00	Winter 2024	296.00	
E	Moorend Lane Development	Flyers	148.00			
E	Moorend Lane Development	Signs	172.80			
E	Moorend Lane Development	Wooden Stakes	62.98			
	Christmas Lights Switch On	Gazebo	34.50			
	Lloyds Bank	Service Charge	4.25			
	EGM	Letters and Envelopes			165.00	
		Print Now			170.00	
		Envelopes			48.45	
	AGM	Expenses	54.98		17.95	
F		Annual Website Charge - Hostinger	103.55		36.16	
		Annual Website Charge – TSO Host	15.54		15.54	
		Public Liability Insurance Renewal	195.24		193.45	
	Total Expenditure		<u>1,449.87</u>		<u>1,335.76</u>	
	Closing Bank Balance as at 31 March		<u>1,622.52</u>		<u>2,117.39</u>	

## Notes

- A The membership is now 227
- B The Quiz Night in 2024 made a loss of £27. This was mainly due to the lower attendance than in previous years. In 2023 it made a profit of £175.
- C The income does not include a deposit of £100.00 for damage that has been waived. This year the Community Refund of £40.00 which we still have to receive.
- D Newsletter Winter 2025 made a loss of £175 due to increase printing costs resulting from an increased circulation and lower income from advertisers. The Newsletter Winter 2024 made a loss of £24.
- E The cost of the publicity for the Moorend Protest was £383.78.
- F The charge for website hosting of £103.00 does not include a discount of £66.00 that has been received in previous years.
- G Net outflow of funds in 2025 was £494.87 (in 2024 there was a net inflow of £84.24).