



January 15th 2017

Dear Resident,

The Association's Annual General Meeting is to be held in the Community Centre (on Brice Road) on Saturday the 25th February this year at 3.00 p.m.

Within this letter we have included:

1. The Agenda for the meeting
2. A form for prospective Committee Members to complete
3. Minutes of the AGM held in February last year

To qualify for election to the Committee?

You must be resident at Heyford Park and you will need endorsements from two other residents of Heyford Park (not from your own household). Please bring the form with you to the AGM and hand it to the Secretary.

If you want to be on the Committee but cannot attend the meeting please put your form through the letterbox of 13 Hart Walk.

We are hoping that there will be a great turnout for the AGM.

Leigh McCarron
Chairperson



Notice of Annual General Meeting & Agenda
25th February 2017 3.00 – 5.00 p.m.
In the Community Centre, Brice Road

All residents of Heyford Park and all Community Organisations based at Heyford Park have automatic membership to the Association. Each household and each organisation has one vote.

	SUBJECT	PRESENTER
1	Apologies for absence / Welcome Guest(s)	Chairperson
2	Agree minutes of last AGM	Chairperson
3	Financial Report	Treasurer
4	Short recap on some of the Committee's work and actions during 2016-17 (with opportunity for discussion by all attendees)	Chairperson
5	Our Role in the Community (with opportunity for discussion by all attendees)	Chairperson
6	Acceptance of Applications for Committee members	Deputy Chairperson
7	Election of Committee members by Association Members in attendance	Deputy Chairperson
8	Acceptance of Applications for Elected Positions on the Committee	Deputy Chairperson
9	Selection of Position Holders (Honorary Secretary, Honorary Deputy Chairperson, Honorary Treasurer) by Committee members	Deputy Chairperson
10	Election of Honorary Chairperson	Secretary
11	Proposed schedule of meetings for the year	Chair
12	Any Other Business	Chair



2017 Prospective Committee Members form

<p>I, _____ (name), of _____</p> <p>_____ (address)</p> <p>_____ (e-mail) _____ (telephone)</p> <p>formally request to join the Committee of the Heyford Park Residents and Community Development Association Committee.</p>	
Signature:	
In accordance with the Constitution for the HPRCDA, I am supplying the names and signatures of two independent members of Heyford Park Residents and Community Development Association who endorse my request to join the Committee.	
1st Endorsement	
Printed Name:	
Address:	
Signature:	
2nd Endorsement	
Printed Name:	
Address:	
Signature:	
Please hand this form to the Honorary Secretary before or at the 2017 Annual General Meeting prior to the start of the election of Committee Members.	



ANNUAL GENERAL MEETING

MINUTES OF ANNUAL GENERAL MEETING HELD ON **SATURDAY 27th FEBRUARY 2016**

Date: Saturday 27th February 2016

Time: 15:30pm – 17:00pm

Location: Heyford Park Community Centre

1. Apologies for absence / Welcome Guests	<p>Committee Members Present – Timothy Bigelow (Deputy Chairperson) Angela Ford (Treasurer) Jemma Way (Secretary)</p> <p>Marilyn Bigelow, Paul Nash, Edward Fraser, Carole Gother (also Parish Councillor), Marilyn Brown</p> <p>Apologies from Committee Members – Chris Mullineux (Chairperson) Claire Smith</p> <p>Plus 15 members of the association</p> <p>The Deputy Chairperson opened the AGM at 15:30 and welcomed those present at the AGM. It was noted that there were enough members of the Association present to hold the AGM.</p>
2. Agree minutes of last AGM	Having previously circulated to all households, these were agreed and signed by the Deputy Chairperson and all members of the association.
3. Financial Report	The Treasurer presented a financial report to all attendees, of which copies were circulated at the meeting. The report was accepted.
4. Proposal to change constitution to impose a maximum number of committee members	The Deputy Chairperson presented the proposed change to the constitution to all attendees. The change proposed a maximum of 15 committee members be added to the end of the clause 5.3. All agreed to this amend. The Secretary to amend the constitution to reflect this and update via the Heyford Park Website. No paper copy distribution was confirmed. A signed copy will be retained by the Secretary.



<p>5. Short recap on some of the committee's work and actions during 2015-16 (with opportunity for discussion by all attendees)</p>	<p>The Deputy Chairperson provided a short recap to all attendees on the committees work and actions throughout 2015/16</p> <ul style="list-style-type: none"> • Supporting tenants – Both new and existing • Scope for speed signs • Commenting on the development phases and planning applications • Conducting independent asbestos sampling • Raising issues with the maintenance of Camp Road • Support for Dog Walking areas • Distributed key information to the community on meetings and community engagement days • Liaised with Dorchester and Bovis on issues • Link between the community and the developer • Member of the Neighbourhood Plan Forum
<p>6. Our role in the Community (with opportunity for discussion by all attendees)</p>	<p>The Deputy Chairperson emphasised that the role specified in the constitution covered the collective interest and welfare of all residents at Heyford Park.</p>
<p>7. Acceptance of Applications for committee members</p>	<p>The Deputy Chairperson identified that at this time all Committee positions were available. The Deputy Chairperson accepted valid applications from the following members of the Residents Association –</p> <p>Edward Fraser, Carole Gother, Chris Mullineux, Paul Nash, Tim Bigelow, Marilyn Bigelow, Tim Coggins, Jemma Way, Leigh McCarron, Angela Ford, Marilyn Brown, Jenna Styles, Elizabeth Livings and Philip Livings 14 in total</p>
<p>8. Election of committee members by Association Members in attendance</p>	<p>The Deputy Chairperson addressed the association members present to confirm election of the above attendees.</p>
<p>9. Acceptance of applications for Elected Positions on the Committee</p>	<p>There were no objections from members of the Resident Association to the 14 members and they were so elected to the committee.</p>
<p>10. Selection of Position Holders (Honorary Secretary, Honorary Deputy Chairperson, Honorary Treasurer) by Committee members</p>	<p>Chris Mullineux provided a statement to be read out to all attendees to express his intentions of standing down as Chairperson due to illness.</p> <p>The Deputy Chairperson accepted from the committee the following applications for elected positions -</p> <p>Chairperson – Leigh McCarron Secretary – Jemma Way Treasurer – Angela Ford</p> <p>Angela Ford also expressed her interest to stand down as Treasurer at the end of the financial year. The committee confirmed they would appoint a new Treasurer by this time.</p>



	<p>The committee agreed that there should be the position of Deputy Chairperson and nominated Tim Bigelow to continue in this role. Tim accepted the appointment.</p>
<p>11. Election of Honorary Chairperson</p>	<p>The elected committee agreed that Leigh McCarron would take the Chairperson role.</p> <p>The Deputy Chair Person passed the AGM to the newly elected Chair Person. Leigh addressed the group, stating he had big boots to fill as Chris had done a fantastic job. His main focus will be to continue the great work already achieved by supporting all residents, ensuring involvement in future development consultations and actively promote community integration.</p>
<p>12. Proposed schedule of meetings for the year</p>	<p>It was agreed that the meetings would continue to be held on the last Wednesday of each month.</p> <p>The secretary to add these to the HP website calendar to allow everyone to view in advance.</p>
<p>13. Any Other Business</p>	<p>Jack Goodman Parish Councillor wanted to express the Thanks to Chris Mullineux for all his hard work and dedication and Chairperson and to wish him all the best in his recovery.</p> <p>Marilyn Brown also seconded this and past on her thanks to both Chris Mullineux and Tim Bigelow for all of their hard work as part of the RA, in particular transforming the RA to the committee it is now.</p> <p>The newly appointed Chairperson addressed the committee on the following points:</p> <ul style="list-style-type: none"> • The Neighbourhood Plan Executive had requested the HPRA to confirm the attendees at the NP Forum for the coming year in advance of the AGM on the 9th March. (up to 5 names, of which 2 can attend the forum on a bimonthly basis) The HPRA committee members confirmed that there should be attendance at the Bi monthly Forum and Chris, Leigh and Carole should be the named individuals. • The Neighbourhood Plan Executive is required to be stood down and re-elected. The chairperson addressed the committee to ask their opinion on whether the HPRA should nominate itself to the Executive. Carole Gother and Jo Allen (Parish Councillors) outlined the role of both the executive and forum and in light of this discussion; agreement was reached to continue as a member of the forum only. • The new master plan from Dorchester and Cherwell District Council for Heyford Park should be out very soon for consultation. • The chairperson highlighted the likely need for additional meetings to be held throughout the year to support consultation on the new master plan/local plan 2 and would update the committee as and when. • The chairperson also addressed the attendees to confirm that more people would be needed for smaller sub groups to concentrate in more detail on particular topics. These members could be co-opted on to the committee. The groups will be



confirmed in due course.

The issue of the heavy good vehicles was highlighted by a number of attendees. The Chairperson confirmed that this is has been included within the completion of The Masterplan.

Some committee members raised not receiving notice of the closure of Camp Road.

The chairperson confirmed that the following list of items will be raised with Dorchester at the Liaison meeting on Thursday 3rd March:

- Bus Shelter Lighting
- Dow Road Surface
- Camp Road roadworks
- Dog Area – Specific area for this and signage in wrong place
- Children play areas and future plans
- Drainage in Carswell
- 1 way system by the community centre
- Carswell/Harris shortcut across the grass
- Category A tenants surveys – Why have they been resurveyed and some residents have not received the survey?
- Local letting plan for category B tenants

Further items were raised by the meeting attendees for Leigh to raise with Dorchester:

- Traffic calming measure outside of Bovis – No right of way signage?
- Works traffic driving unsafely and near misses with residents
- Traffic lights on Camp Road. Timing issues for volume. Manning and controls an ongoing concern.
- Trench appearing between Carswell/Portal north
- Tree Culling for extension to Gibson Drive (New Road), what is the plan for the compound? Traffic access and noise?
- Also the health and safety around the temporary fencing blowing over in high winds. Not picked up on weekends or Bank Holidays. Only picked up when H&S review the situation on the Next workday.
- Red kite nesting box at Carswell and Harris?
- Dogs controls in residential areas
- Rubbish bin by Montel compound, rubbish being dropped

James Macnamara was invited to stand and address the attendees. He provided an update that the application for the heavy goods vehicles to be removed from camp road was included in the new master plan.

The AGM was closed by the Chairperson at 16:45.