

**Committee members**

**PRESENT:** Co-Chair: Lyn Anthony-Higgins (LA) - to chair meeting  
Co-Chair: John Mullaney (JM) - will take minutes  
Treasurer: Helen Savidge (HS)  
Committee: Rob Halpin (RH), Jamie Harcourt (JH)  
David Moro (DM)

Co-opted non-voting committee attendee: Gillian Vooght

Other DRCF members present: 4 members

(When referencing the above, first and second name abbreviations will be used throughout)

**1**

**Welcome and introductions**

Welcome by the co-chair LA. LA chaired the meeting.  
Unfortunately, this meeting was not recorded.

**2**

**Apologies for absence**

None received.

**3**

**Committee membership**

**3.1**

Liz Westerlund has resigned from the Committee and its obligations. Formal record was made of our thanks to Liz Westerlund (LW) for managing the DRF website and Facebook page over the last four months and for her contribution to the work of the Committee.

**3.2**

One nomination from Field View to replace LW has been received.  
Jon Lloyd proposed by Jennifer Hooper and seconded by Sue Feather.  
Jon Lloyd (JL) was duly elected to the Committee.

JL's email addresses can be shared only with committee members, but not for publication.

**4**

**Draft Constitution**

**4.1**

JM introduced the draft Constitution. This has been the work of four main Committee meetings, with subsequent smaller working-group meetings for further consideration and consultation.

**4.2**

Following detailed discussion, the draft Constitution was agreed.

**Points raised:**

The length of time between re-surfacing of the road was approximately 7-8 years but the next re-surfacing would be likely to involve a stripping back of the entire road surface rather than the usual top-dressing with the need to resolve the issues with soakaways in some parts of the road. This would be much more expensive. No-one could recall the road having been stripped back in the last 35 years.

**ACTION:** LA will commission a surveyor's report on the condition of the road which can then be used to obtain 3 quotes.

There was consensus that there needed to be no more than one voting member per household which would be the freeholder or leaseholder.

There was discussion over committee officers' tenure, with a concern raised over retaining knowledge acquired over time. A booklet could be produced to include procedures and practices as well as information that could be shared with new members so that when a committee member left the transition would not be affected.

Regarding voting at an AGM or EGM there was discussion over what the quorate number would need to be in order for a 70% figure. Quorum number for AGM - 30 households as a baseline figure was agreed.

Discussion around the timing of the AGM date so as not to clash with holidays.

There was discussion over the timeframe for responses to AGM minutes – 2 weeks suggested.

HS the new treasurer said she had yet to receive the accounts so could not report on what the present position was. After discussion it was agreed that a £600 limit should be set for any one individual payment – this being the approximate amount needed for road sweeping. There was discussion about indemnifying members and officers in cases of erroneous legal claims.

HS said she would follow-up the investigation Chaney's had been asked to undertake regarding the Field View residents' responsibilities.

4.3 Timetable - discussed under item 10.

## 5 **Draft Code of Conduct**

5.1 There was discussion about the inclusion of the Code of Conduct. The majority agreed that it should be included

## 6 **Minutes of meeting held on 13th January 2021**

6.1 Approved.

6.2 To publish the Minutes on the DRF website

6.3 Not discussed but nodded through.

## 7 **Minutes of meeting held on 15th February 2021**

7.1 Approved.

7.2 To publish the Minutes on the DRF website - this will happen when a new person is appointed.

7.3 Not discussed but nodded through.

## 8 **Matters arising not on the agenda**

8.1 None noted.

## 9 **Any other business**

9.1 None noted.

## 10 **Dates and times of future meetings**

10.1 Agreed that until the third COVID Government lockdown has ended, all meetings will continue to be held via zoom.

10.2 Agreed that after the COVID lockdown has ended, meetings can in future be held with a combination of a physical location and via Zoom.

10.3 Although the draft Constitution refers to the AGM being held within the first two weeks of June, because of the third COVID lockdown, exceptionally the AGM will be held on the 26th June 2021.

10.4 Arrange a Committee date to consider the DRF community response to the draft Constitution and draft Code of Conduct.

10.5 To prepare a covering consultation letter to accompany the draft Constitution, organise printing and hand distribution to the DRF households. Also published on the DRCFA website.

**Next meeting** Not stated at the meeting but will be included when these minutes are disseminated.

**Meeting ended at 8.30pm**