

## Committee members

**PRESENT:** Chair: Lyn Anthony-Higgins (LA)  
Committee: Sue Feather (SF: Secretary – attended via Zoom),  
Carole Kingston (CK: Treasurer), Jennifer Hooper (JH), Jon Lloyd (JL)

(When referencing the above, first and second name abbreviations will be used throughout)  
The meeting was quorate.

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### **Apologies for absence**

None.

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### **Committee Membership**

The following volunteers were re-elected at the AGM on 11th July 2024.  
Lyn Anthony-Higgins, Sue Feather, Jennie Hooper, Carole Kingston, Jon Lloyd

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### **Committee appointment of DRFA Officers**

1. Chair – LA
2. Treasurer – CK
3. Secretary – SF

Agreed by everyone.

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### **Approval of minutes of meeting held on 14th May 2024**

Minutes were approved by all. CK asked that the minutes be shorter going forward and less of a transcript. SF felt that historically there had not always been enough detail in minutes and previously there had been many challenges to the record that she felt were easier to address if the minutes were more comprehensive. However, she said she would attempt to be more concise. JL said the focus could be on outcomes of agenda items rather than how we got there.

**Action:** SF to upload minutes to the website.

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### **TVP Road Safety Audit report recommendations**

#### **5.1 Implementation of Stage 2: Re-instate Road Markings; Grosvenor Road/Derby Road junction**

After general discussion it was agreed that the Committee would get quotes for the above works to be completed in two stages: first would be the re-instatement of the existing road markings followed by the junction markings at the Grosvenor Road/Derby Road junction. This was agreed by all.

#### **5.2 The 11th July AGM 2024 meeting agreed proposal as recommended in TVP report to: Engage a qualified Road Engineer to investigate options for traffic calming measures. That any works carried out on the road should be in line with any current guidance and regulations as if it were an adopted road**

Consultant's Draft brief to include but not limited to:

1. Background
2. Identify the issues
3. Accident reduction traffic calming
4. Environmental traffic calming
5. Safety of the scheme
6. Consultation
7. Benefits
8. Costs and maintenance
9. Insurance implications/risks

CK said she had previously received a quote for traffic monitoring in the region of £1,000. There was discussion as to the value and accuracy of such monitoring in terms of outcomes, as each

resident had their own traffic experience depending on where they lived on the road and their own personal views. LA said the need was to look at smarter and safer ways of achieving traffic calming options for the whole road. Consultation with all of the residents and businesses would be necessary. Residents would have to give permission for any changes implemented on their frontages (including RBC's frontage).

All agreed to the draft brief to seek three quotes for a qualified Transport Road Engineer.

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### Insurance: Legal advice

Following up on CK's discussion at the 2024 AGM re contacting the insurers, it was felt there needed to be a transparent process in place to ensure there is no misunderstanding as to the purpose of this exercise:

1. What is the proposed information sharing meant to achieve for the DRFA?
2. List the information and the context in relation to the documents being shared?
3. List the specific questions to Insurers.
4. Sharing Insurers response.
5. Due diligence and accountability.

CK had circulated a document previously outlining a list of documents to be sent to the insurer. Discussion took place on whether permission had to be given to the fund by the owners of the documents before they could be used or distributed, including documents within documents which may have different owners. Full documents and not just excerpts would need to be supplied to the insurer. It was suggested that some legal documents that could create GDPR issues re specific residents and were not relevant to the questions being asked of the insurers could be omitted, although this might raise the claim of being selective. Key questions: can the road (or gates) be blocked and left unmanned by anyone, anywhere, at any time, without affecting the insurance liability cover? LA felt it was important that we are clear which documents are going to be sent and that they are relevant to the questions being asked of the insurer. It was agreed that the Committee would help CK to refine the list of documents. It was stressed that this needed to be moved forward as quickly as possible. It was agreed that the Committee is happy to give permission in relation to legal advice sought by a previous committee.

**Action:** CK to create a draft form asking for permission of all relevant parties to send their document to the insurers.

CK to rewrite the list of documents as a result of points raised in the discussion.

Timetable to be clarified within the next week.

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### Correspondence re pinchpoint pole allegations

Further to the letter sent by ██████, dated 30th May, which made allegations against a former DRFA Chair, no further claims had been made at the 2024 AGM. However, as the allegations had been put in writing, it was felt imperative that the Committee responds.

As ██████ had also sent the letter to ██████, the Committee had asked ██████ to provide his response to the allegations so this could be taken into account in its response. However, more than one response from ██████ had been received, so until the Committee had clarification on what had been supplied, it was not in a position to respond.

**Action:** CK to contact ██████ and clarify what information he wished to supply to the Committee.

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### 2024/25 Contribution request letter

The 2024/25 draft request letter had been circulated prior to the meeting for any suggested changes. The aim was to send out request letters by the end of July, with a first reminder letter being sent out by the end of October and a second by the end of February 2025.

Minor alterations were agreed and it was agreed that the letter and emails for the contribution letter should only be sent out by the Treasurer.

**Action:** CK to update the email database and send out contribution letters.

CK to supply SF with email database without financial details for sending out other correspondence.

**Meeting ended at 8.15pm**