

SHACKLETON VILLAGE RESIDENTS ASSOCIATION

COMMITTEE MEETING

Meeting date: 6th May 2026

Venue: 12 Vale Close

Minutes

Agenda item	Actions
1. Attendees - Jules (JW), Amy (AC-N), Peter (PC), David (DC), Luke (LA), Steve (SG), Nasifeh (NM), Martina (MG), Penny (PS) - Apologies from Rachel (RD), who has a cold. Get well soon.	
2. Matters arising from the minutes of the last meeting The minutes of the last meeting were agreed.	
3. Matters arising from the actions since the last meeting - AC-N, SG, LA & PS met with Chris Freeman of CAVA 06/05/26. - Please see appendix to these minutes for a summary of that meeting and actions arising. - Survey data – 27 responses. Mostly positive, but with several saying they couldn't hear the proceedings. - The New Homes Forum was attended by	Contact Chris for more information. PS Explore Public Liability Insurance options. PC Please see appendix to these minutes for a summary of that meeting and actions arising. ALL

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members of the RA committee. There is a 7 year rule of Developer responsibility for the site unless obviated by individual TP1s. Comments via the email address: Several people expressed the view that the area at the entrance to the village – earmarked for the shop and community hub - is in a very poor condition and looks awful. A 2nd enforcement notice needs to be brought to ensure the area is kept in good condition. Is it being brought?	Locate, copy and bring the TP1 for your house to the next meeting. ALL SG to contact Stratford District Council to ascertain what can be done to ensure 2nd enforcement action is brought.
4. Treasurer's report - Funds currently total £90.00 - Bank account to be opened. It was agreed to use Santander. There is a monthly fee. (£60 per year) - Grant funding opportunities to be explored.	Bank account to be opened. Constitution and minutes of inaugural meeting to supplied in support of application. LA Grant funding to be explored. MG, SG, LA, JW
5. Communication - SG has opened a new email address - Website: initial cost £7.50 + £20 per year. All agreed to go ahead with this. - Newsletter is necessary to advise how residents can apply to be members of the RA. - WhatsApp groups. Steering Group WA to be discontinued. The RA WA group to be limited to committee business. A social WA group to be set up to allow for friendly chit chat amongst ourselves. - Facebook: discussion around the confusion caused by 2 FB pages. Only one required and to be renamed Shackleton Village, incorporating Airfield House, would be our preference.	Let all members of the committee know the new email address and also advertise it on FB. SG MG to ask husband to initiate the website ONCE the look and feel, logo, etc has been established by AC-N Newsletter AC-N Members of the Steering Group WA to uninvite themselves. ALL Social WA group to be set up. SG Admin manager for the Fernleigh Park FB page to be approached. MG, SG

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6. New business • ICO: £54. All agreed. • Data storage: "Project Proton". Negligible costs. • Communication lead: MG appointed • Calendar of events: AC-N listed many events she had thought of, from big set piece events, requiring lots of organisation, to smaller pop-up events which could be more spontaneous. • Events co-ordinators appointed: JW & NM • Strengths & weaknesses: the list was long but included: organising, decision making, getting things done, attention to detail, H&S, catering, organising sports groups and park runs, creativity... • Policies: a draft policy pack has been created and it was agreed that DC would review it, and bring it to the next meeting for review and adoption. • Logo to be devised swiftly, as it is needed for both the letterhead and website. • Meeting minutes for 27th April to be posted on Facebook. • New committee member: It was agreed to devise a policy for the drafting of future new members to the committee. Meanwhile Nicky Richards was elected to the committee. • Safeguarding lead: RD was appointed in her absence, so long as she agrees. PS volunteered to carry out the role if RD did not wish to be appointed, and the meeting agreed to that.	ICO AC-N Project Proton MG, SG, JW Members to bring ideas for events to next meeting. ALL DC to review the policies, and bring to the next meeting for adoption. 3 alternative logos to be devised and sent out to the committee via the WhatsApp group, for approval. AC-N Minutes to be posted on FB. SG AC-N to welcome NR to the committee. RD to be asked whether she agreed to her appointment as the Safeguarding lead. AC-N

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• H&S lead: DC was appointed with PC & PS in support. Food hygiene H&S support LA.	
7. Any other business • Reaching out to other community groups • Contacting Cala & Bovis • Meeting the needs of struggling residents • Items on the plans but missing from the Village • Walls issues, etc – the RA speaks for the whole community, so it can't be involved in individual disputes with developers, neighbours, etc • The introduction of a suggestion box. • How can residents become a member? • The Neighbourhood Watch co-ordinator believes there should be a litter-picking club in the Village. • When we have allotments there may be a requirement for an Allotments Co-ordinator/manager role. There was a discussion around whether this would sit with the RA or Councils.	Reaching out to other community groups by Facebook SG Contacting Cala & Bovis SG, JW, PC Talk to Steph, Meon Vale JW, PS Collating missing items for addition to the Open Space Report JW, PC, SG Disclaimer to be issued saying we don't get involved with individual and personal issues, but signposting to those who can help. SG, AC-N The introduction of a suggestion box. AC-N AC-N will introduce the subject in a newsletter. SG to devise the wording. Newsletter to include reflections on the inaugural meeting and responses to it. The NW co-ordinator will be advised to go ahead with the litterpicking club. The RA welcomes her initiative. AC-N
8. Date, time and venue of the next meeting • Meeting cadence: Fortnightly for the first 2 months and then review. • There was a discussion around the best evening for members of the committee and the optimum time of meetings. Thursdays at 8.00pm were agreed.	Next meeting: Thursday 21st May 2026; 8.00pm at 14 Hunter Close ALL