SHACKLETON VILLAGE RESIDENTS ASSOCIATION

COMMITTEE MEETING

Meeting date: 30th June 2026

Venue: 20 Olver Road

Minutes

Agenda item	Actions
1. Attendees • Jules (JW), Amy (AC-N), Peter (PC), David (DC), Steve (SG), Penny (PS), Rachel (RD), Nicky (NR) • Apologies from Martina (MG)	**PS** to send a card to LA, on behalf of the committee.
2. Matters arising from the actions since the last meeting HORNETS – signing the open letter to the Minister of State for Housing – Matthew Pennycook MP. Public Liability Insurance has been purchased and is in place. Steve has spoken to Marston Sicca Parish Council about a grant towards running costs. Penny has investigated County Councillor grants.	**PS** to make a process to allow residents to sign the open letter. **SG** to chase up. **PS** to attend Webinar on how to apply, and then will apply

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3. Chair report The newsletter has been written, posted on FB and the website, and a flyer version will be printed imminently. The vacant Treasurer post was filled by Nicky Richards. The committee voted her in unanimously. Nicky stated that she won't want to do the job ad infinitum, but is happy to do so until the AGM next Spring. The poster advertising the football picnic event (19th July 26) has been devised.	**AC-N** to send newsletter to JW for printing. **PS** to ask **MG** to update the website. **AC-N** to send the poster to **PS for** lamination and display.
4. Vice Chair report Steve wrote to Tom Nicolson, the CEO of Cala, outlining all the concerns. He received a reply from Fiona Mowbray, Customer Services Director for Cala Homes (Chiltern). There was discussion around the reply, including whether we, either as a Residents Association, or as individual homeowners, need to go through a formal complaints procedure; whether or not Stratford DC intend issuing an enforcement notice in respect of the community hub; and the need to keep notifying Cala, very regularly, of our concerns. It	**SG** and **PC** to continue to send concerns to Cala. They will emphasise the need for a collaborative approach rather than the combative tone taken by Cala hitherto. **SG** and **PC** to ask Stratford DC what their intentions are as regards the community hub impasse.

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was also noted that we are in correspondence with Caroline Owen, Senior Planning Manager for Cala. We are awaiting a response to our questions. Cala has until 10th July to respond.	**SG** to follow up if we receive no response by 10th July.
5. Treasurer's report • **Bank account –** now fully functional • **Balance -** £203.84 Steve has been standing in as Treasurer during the short interregnum. He explained that the balance of the account is due to donations from committee members – some in kind, some by not claiming for expenses paid out and some cash donations. Everyone has been very generous – well done all. It was mentioned that receiving grants from local parish councils and donations from the committee, towards our running costs, is fine this year, but in future years the RA must become, at the very least, self-sufficient, by raising the funds it needs each year.	**SG** to assist **NR** to take over as Treasurer. **SG** to facilitate **NR** becoming a signatory on the bank account.
6. H&S lead report Dave has sent all the policies, agreed at the last meeting, to Martina for inclusion on the website. There was a brief discussion about risk assessments.	**DC** to review the risk assessment form to make it easier to use. **DC** to draft a very simple generic risk assessment to cover committee meetings.

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	ALL Organisers of events are responsible for writing their specific risk assessment. A copy of the risk assessment must be present at the event. After the event organisers must scan the risk assessment and send the scanned copy to SG and hand the hard copy to DC at the next committee meeting following the event.
7. Community lead report It was briefly discussed that both the litter pick and the midsummer sunset walk were attended by a few people we knew but also by some people we didn't know, and all involved seemed to enjoy both events. Jules announced that on 10th September, from 10.00am to 12noon, a coffee morning with a book theme will be held at 12 Vale Close. It will include a book exchange and a small raffle. Donations will be invited.	**JW**, **NR** and **PS** to advertise and organise the event.
8. Communication lead report In Martina's absence, Steve announced that the website is live. It was mentioned that it needs photos in the gallery, some news posts, etc, in order to give it personality. It was discussed that currently only Martina can post on it.	**SG** to discuss with **MG** as to whether the number of people who can post on the website could be extended, both for expediency and so the onus doesn't always fall on her.

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It was confirmed that Jules, Amy, Steve and Martina are able to post on the Shackleton Village FB page.	
9. Finance & funding lead report	
10. Infrastructure and open spaces lead report Pete has put the HORNETS info on the RA WhatsApp. Pete has looked at legislation germane to our situation. The crux may be the definition of completion of the site. What does completion mean to Cala: 460 houses or 3,000+ houses? All of the planned facilities, or fewer? There was discussion around the vital need for legal advice. The Homeowners' Association was mentioned as a potential source of advice or support. There was discussion around the need to build a dossier of evidence.	**PS** to write a simple process for signing up to HORNET. **PC** to write to Cala, Stratford DC and Manuela Perteghella MP, to ask for their definitions of completion of the development. **AC-N** to appeal to residents who may be lawyers, for some advice. **ALL** send your individual unresolved site issues to **SG**, for inclusion in the dossier of evidence. (Both Bovis and Cala)

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11. New business ASB: Rosemary Couchman has suggested a meeting between representatives of the RA, PC Sid Hammond and the Neighbourhood Watch. She suggested imminent dates. When Amy, Luke, Steve and Penny met with Chris Freeman of CAVA in May, he explained that our UNICORPORATED association status means that we have no legal entity, so any liability devolves on individual committee members. Changing to an INCORPORATED association is not a complicated process and would reduce our liability to negligible proportions. It could also help us if we are to go for charitable status in the future.	AC-N to contact RC to say that while we are minded to arrange such a meeting in the near future, but dates when we will be available are still to be arranged. **PS** to contact CF to investigate how to go about becoming Incorporated.
12. Any other business Tesco charitable fund was mentioned as a potential source of income. Rachel found that a quantity of money was made available to Councils from the Government, in support of housing initiatives, and to promote the green credentials of such developments, etc.	**PS** to follow up. **RD** to look at this with a view to finding answers to the following questions: when, by whom and on what, was that money spent? If it wasn't spent, where is it now?
13. Date, time and venue of the next meeting	Next meeting:

Agenda item	Actions
	Tuesday 21st July, 7.30pm – 10.00pm at 14 Hunter Close