SHACKLETON VILLAGE RESIDENTS ASSOCIATION

COMMITTEE MEETING

Meeting date: Tuesday 21st July 2026

Venue: 14 Hunter Close

Minutes

Agenda item	Actions
1. Attendees • Jules (JW), Amy (AC-N), Peter (PC), David (DC), Steve (SG), Penny (PS), Nicky (NR) • Apologies from Martina (MG) Rachel (RD)	
2. Matters arising from the actions since the last meeting: • HorNets – "How to sign the Open Letter" document has been devised. • Incorporation of the RA. Advice obtained from Chris Freeman (CAVA).	**PS** to add "How to join HorNets" info and send to **SG** for distribution. **PS** to precis the Incorporation information to make it more usable. Bring to next meeting.
3. Chair report	

<table>
<tr><th>Agenda item</th><th>Actions</th></tr>
<tr><td>Chair reported that we will have the use of a Community Liaison Officer for a few hours a week once they have been recruited. There are associated meetings each month which we should attend.
Anti-social behaviour. Keen to meet with PC Hammond of Shipston Police Station.
Music licence. Is there a need at this time?
Councillor David Bartlett and his family have had a very difficult time, resulting from the birth of their child recently.</td><td>NR & PS to attend meetings. AC-N to obtain dates

PC to liaise with dates and times.

PS to find out exactly how much a Music Licence costs and what is covered.

PS to send card to DB & family on behalf of the RA committee.</td></tr>
<tr><td>4. Vice Chair report
Membership update: there are 51 members to date. 28 Cala and 22 Bovis. None from Parade Gardens. 1 couple made a donation to the RA.
Growing the membership of the RA.
The “First Update” sent to members: there was discussion about the content, and whether committee members should see copy before it is sent out.</td><td>NR & PS to wander around the village, including Parade Gardens, to casually and very informally speak to people about the RA, taking membership forms with them.

SG to send out update to members.

In addition to sending by email, SG to send messages via SVRA WhatsApp group.</td></tr>
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Agenda item	Actions
5. Treasurer's report • Balance of funds to date: £253.84. This balance is due to the generosity of the committee. • Nicky taking over the Treasurer role: she has completed and submitted all bank account documentation. Awaiting cards, pins, pin sentry device, etc.	
6. H&S lead report • Dave has completed a committee meetings risk assessment.	
7. Community lead report • The Football Picnic event – what went well? What could we do better? It was agreed that the Football picnic was a successful and friendly event. Everyone was personally greeted, and some people who were just passing by joined in, as a	**The Events team** to learn lessons from this event.

Agenda item	Actions
result. But it should have had a leader, been better planned, much more organised and slicker. • Coffee morning 10th September 2026. This is in hand. An initial planning meeting has already been held and another will be held early in August. Advertising posters are ready to go – second week of August. • The general meeting alluded to in the First Update to members.	**NR, MR & PS** to take the lead on the coffee morning organisation, advertising, etc, with **JW** hosting and assisting. **SG** will convene a SGM to provide feedback to residents, face to face. Venues to be investigated and dates to be identified. 2 sessions – one evening and one afternoon to be offered. Refreshments to be supplied? August?
8. Communication lead report • Steve reported that the Fernleigh Park Facebook is dominant. Is there a way round it? Should we continue to use it? The consensus was that we must use all channels of communication open to us. Once the website is established we may be able to use that more, but at the moment we have to rely on FB and WhatsApp. • Comments posted on FB need a response but it is too time consuming. • Should we develop a Comms strategy?	**SG** to request that comments are turned off when placing posts on FB. Residents to be advised to email, if they wish. **SG/MG/PS** to convene a Comms group meeting in September, at which a strategy document will be drafted, to be brought back to the committee for ratification.

Agenda item	Actions
9. Finance & funding lead report - Grants applications: - Marston Sicca grant has gone cold. - County Councillor's grant has been applied for (for a RA noticeboard to be located in the centre of the village). Could be 12 weeks before we get an answer.	**PS** to email Councillor Tom Jackson re Marston Sicca Grant
10. Infrastructure and open spaces lead report - Update on the current position around the known issues. There was a lot of discussion on this. Committee members are working very hard, and, as the committee has lost a few people, there are not enough people to do the work. - There was a lot of discussion around the eventual adoption of the village roads, drains, etc..	**PS** to ask Chris Freeman (CAVA) to clarify what he said in May, about residents being on the Management Company Board. **PC** to find the dates of the next couple of Statford New Home Forum meetings.

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• Stratford New Homes Forum – it was decided that at least one rep from the committee should attend each time. • HorNets was mentioned, as was another group with a FB presence – Firstport Resident's Action Group – which supports residents dealing with Firstport Management Company. Residents of SV to be advised to join HorNets for information, and to sign the open letter to the Housing Minister • More committee members need to be recruited. Martin Richards was nominated, seconded and appointed in his absence. • A committee members skills matrix is desirable. • Responses to letters sent to stakeholders: Steve has received some responses from Cala and Bovis which he is including in his Update for Residents.	As item 2, **PS** to write an information sheet for residents re signing the open letter and joining HorNets. PS to send it to **SG** for distribution. **MR** to be written to by **PS** confirming his appointment and welcoming him to the committee. **ALL** to suggest putative committee members names for discussion – don't approach the people yet. Just suggestions at this point. **ALL** to jot down their skills in an email. Send to **PS** by Sat 8th August so they can be pulled into a matrix for AC-N, ahead of the next meeting – skills as diverse as cake making to knitting to playing chess to wall papering and tiling. Anything and everything. Include time commitments.
11. New business • Membership of the committee groups. It was decided that the committee should split in 2 halves:	**The infrastructure group to comprise AC-N, SG, PC, RD and JW.** **The Community group to comprise NR, MR, DC and PS.** The existing groups to be split between the 2 new main groups, as appropriate.

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The infrastructure group - working on the battles with the developers, councils, etc; attending meetings with other RAs and support groups such as Stratford New Homes Forum, etc. **And the community group** - working on events, communication and fund raising, and thereby supporting the infrastructure group in its work. Amy to oversee everything (but not to be too involved with events in order not to be overstretched). ● Reaching out to the new Neighbourhood Watch co-ordinator. ● Frequency of meetings? It was decided that meeting every 2 weeks is preferable, as we have a lot of work to do and decisions to be made. At present, summer holidays are rather getting in the way of that, but it should be the aim.	**AC-N** to reach out to Dan Reilly, the new Neighbourhood Watch Co-ordinator
12. Any other business	
13. Date, time and venue of the next meeting	Next meeting: **7.30pm on Tuesday 11th August, at 12 Vale Close.**

Agenda item	Actions