

## **PRA ANNUAL GENERAL MEETING MINUTES**

**Date: 4 March 2023 Location: Chichester Baptist Church, Sherborne Road**

**COMMITTEE MEMBERS PRESENT:** Ash Pal, Chairman; Nicole Roger, Treasurer; Greg Fielder, Secretary *Pro Tem*; Lynne Brechin, Membership; Judy Rogers; Lesley Pratt; and Basil Merritt.

**INVITED ELECTED MEMBERS PRESENT:** Clare Apel

### **1. WELCOME AND INTRODUCTIONS**

The Chairman welcomed Richard Plowman, Past Mayor of Chichester, Bebette Jones, Honorary Secretary of The Westgate Resident's Association; Clare Apel and Sarah Quail, ward Councillors of both Chichester City and District Councils, PRA members, Parklands residents and our new neighbours from Minerva Heights.

### **2. APOLOGIES FOR ABSENCE**

There were no apologies.

### **3. MINUTES OF THE 2022 AGM**

The minutes of the previous AGM were read and taken as an accurate account of the meeting. Acceptance of the minutes was proposed by Bruce Brechin and Seconded by Clare Apel. Duly approved they were signed by the Chairman.

### **4. MATTERS ARISING**

There were no matters arising.

### **5. CHAIRMANS REPORT**

- a) To demonstrate his interaction with our community Ash explained that he had been approached by a resident on a private matter which he is currently helping them with.
- b) A report was given on the success of the weekly Pop-up food pantry, where many families use this facility. This not only benefits those who attend but it also allows for PRA members to engage with our residents. Ash went on to explain that this could not be achieved without the willing help of our volunteers, who provide logistical assistance along with coffee, tea and cakes. It has become a community hub where people come, not just to benefit from the provisions of UK Harvest, but to meet and chat with one another. There appears to be no average age range with people with small babies to those in their eighties attending. It also gives the Chairman the opportunity to chat with residents who may be seeking help or advice, whereupon guidance can be given as to the best place to go for assistance. Such as help with bills, health care providers or citizens advice.

### **6. SECRETARY'S REPORT**

- a) The Secretary commenced by stating his position as being only temporary due to the mid-term resignation of the previous secretary, and that he was willing to stand for the position if the membership wished it.
- b) Greg went on to say that his contribution at that point had been small but focussed mainly on the recent newsletter that contained a leading article on the proposed junction of the Southern Access Road at Westgate/Sherborne Road intersection. This contained an objection form for residents to complete and send into the council if they wished, and to date it had resulted in 63 forms being lodged with the planning department, bringing a total of 216 objections to the proposed plans.
- c) Associated with the PRA newsletter the Secretary then alluded to changes which the committee had discussed regarding its style, layout and frequency, with the ultimate aim of generating greater community engagement. To which end residents would be encouraged to provide stories and articles of interest. The 'magazine' would offer useful information, contact details for local services and information on forthcoming events. The idea is for it to become a publication for all of our 3,500 residents.

## **7. MEMBERSHIP SECRETARY'S REPORT**

- a) Lynne introduced herself and spoke about the current PRA membership of 56 being the lowest she has known since performing this role. With rising food prices, transportation costs and inflated energy bills everyone appreciates that the cost of living is high and therefore difficult for some. However, the association must address its membership issue if we are to continue to offer the support and community events that have been given in the past.
- b) Current membership of PRA is by donation and at the discretion of the individual. The suggested donation amount being £3.00 per single household and £6.00 for a couple. This income goes toward subsidising the rental cost of the scout hut for the Pop-Up pantry, and the staging of other events, which includes the reasonably regular newsletter.
- c) Needless to say, with the reduced income from a low membership several events had to be cancelled due to funding and lack of volunteer support.
- d) For those of you who are not members we need you to become one! So that PRA can continue to provide not just the events that have been in the past but to expand the program to activities that are inclusive to all residents of our community.

## **8. TREASURERS REPORT**

- a) Bank Account Status on 31 December 2022. A balance of £4,657.42 was held in PRA's Barclays banks account, (£5,618 in 2021), of which the remaining balances of two grants, £27.28 from ASDA's and £292.00 from The Rotary Club are restricted. The Committee agreed that the restricted Watershed funds of £767.32 are to become unrestricted.
- b) Receipts for the year were £2,410.08 - before expenses, (£2,576.74 in 2021). The income was primarily generated by events and grants. The 2022 events breakdown is as follows: PRA Easter £145.98 PRA Garage Sales £265.00 PRA Fish & Chips Quiz Night £380.50 Totalling £791.48 A grant of £500 was received from

The Rotary Club of Chichester to help cover the cost of the hiring of the Scouts HQ on Sherborne Road used to host the weekly UK Harvest Food Pantry. £292.00 of this grant remained to be used as at December 31.

- c) Expenditure The yearly total of expenses amounts to £3,364.20 (£1,282.25 in 2021). The overall accounts show a loss for the year 2022 of (£954.12) compared to a net surplus of £1,294.00 made in 2021. Main reasons for the loss: 1) weekly hiring of the Scouts HQ on Sherborne Road and other miscellaneous costs related to hosting the UK Harvest Food Pantry, and 2) three events were held in 2022 out of five in 2021, generating a total of £791.48 vs. £1,045.70 in 2021.
- d) Other Contributing Costs One newsletter and one promotional pamphlet were produced in 2022. It is PRA's intent to resume producing quarterly newsletters considering using advertisements to cover its printing costs. The overall expenses related to the weekly food pantry (£768.10) are almost double PRA's income received of £388.38. Memberships were down by £65.00 in 2022 from 2021. Website monthly hosting fees for the PRA website are £9.59 per month. PRA donated £250 on behalf of the community to pay for new gardening tools to the Centurion Way group. The 2021 open gardens event made £470 which was donated to the New Trees Planting Campaign in 2022.
- e) Reserves PRA has no specified reserves limit and the Committee agreed that the current unrestricted funds will be reduced by increased spending for the community in 2023. Current plans include issuing regular newsletters to report on activities which affect Parklands and its residents, re-introducing past events and organising activities around specific needs and requirements that the community may suggest.
- f) The Chairman concluded by stating that at one point PRA had no money, and that the association is now in a much more secure financial position.

## **9. EVENT SECRETARY'S REPORT**

- a) Judy explained that due to a lack of volunteers there had been insufficient time to plan for an Easter Event and that this would have to be cancelled. The Great Parklands Garage Sale would be held on Saturday 17<sup>th</sup> June 2023, Halloween would be in the Scout Hut as usual on Saturday 28<sup>th</sup> October 2023 and the Fish and Chip Quiz Night would again be held in St. Wilfrid's Church Hall on the 18<sup>th</sup> November 2023.

## **10. SAR CAMPAIGN REPORT**

- a) The Chairman explained that the motivation behind PRA's objection to the current SAR plan was due to it being considered fundamentally unsafe. This was due to the design attempting to condense cycling, walking, and driving all into the same very confined space with the added increase of vehicles coming from the Phase 2 development of White House Farm sharing the SAR with Bishop Luffa School. The scheme is to go in front of Chichester District Council's Planning Committee, on a date yet to be announced. Specialist consultants, Phil Jones Associates, were engaged by the City Council and have produced a report which mirrored our thinking. This may be useful in helping to influence a change in the plan as it stands.
- b) Richard Plowman interjected and commented that the Planning Committee would need to see evidence that supported our position, with would require a

- consolidated approach by all those affected. i.e. West Walls, Westgate, East Broyle, and Parklands resident's associations and Minerva Heights.
- c) A number of attendees voiced their opinions from the floor, and it was suggested that they write directly to the Councillors on the Planning Committee.
  - d) Ian Swann, representing Friends of Centurion way and Chichester and District Cycle Forum, added that they had been campaigning for a safer plan for the Southern Access Route since 2016 without any great success.
  - e) The Chairman read a draft resolution which was proposed by Christopher Butler and Seconded by John White. An amendment to the draft resolution was proposed by Joan Wibley, and seconded by Bruce Brechin, which read :

This AGM grants authority to the PRA committee to explore alternative options on behalf of residents for the proposed Southern Access Road. This covers engagement with Chichester District Council, West Sussex County Council, Chichester City Council, the Minerva Heights developers and other relevant parties and other affected groups such as local residents (e.g., Westgate, East Broyle, West Walls, Minerva Heights) and interest groups (e.g., Friends of Centurion Way, Chichester and District Cycle Forum, ChiCycle). The goal of this engagement is to identify a solution which is mutually acceptable, and which addresses the substantial concerns of residents.

The resolution was passed unanimously.

#### **11. ELECTION OF COMMITTEE 2023 - 2024**

- a) The Chairman thanked Rich Evans for his work as secretary during the year and to Greg Fielder for stepping into the Secretary's role *Pro Tem*.
- b) In accordance with the Association Constitution all officers and committee members, as listed at the beginning of these minutes, resigned their positions.
- c) Upon request all the above officers and committee members signalled their willingness to stand for re-election in their previous positions for 2023-2024.
- d) A proposer and seconder were requested from the floor for the Executive Officers and Committee Members be re-elected into post on block.
- e) Angus Herron Proposed, Karen Swann Seconded. The vote was carried unanimously for the above motion.

#### **12. NEIGHBOURHOOD PLAN & PARKLANDS**

- a) The Chairman introduced to the meeting long time resident Christopher Butler, asking him to introduce himself. To which Chris talked briefly about being born into the Parklands community 65 years ago and the pleasure gained in being a resident on our estate. Chris is leading the PLACE assessment for the Parklands area which forms the basis for our contribution to the Chichester Neighbourhood Plan.
- b) Ash then talked about his leading the work as Chairman of the Chichester Neighbourhood Plan Steering Committee, and about PRA's work in compiling our element of the plan. He emphasised that what we as residents put in is important, for once it is approved it will carry considerable weight in planning law.

#### **13. ANY OTHER BUSINESS (QUESTIONS FROM THE FLOOR)**

- a) Margret Creed, a resident of Carlton Road, drew to the meetings attention the problem that she, and others have suffered though inconsiderate car owners parking on estate roads in such a manner that the local buses cannot get through to scheduled bus stops. In addition to which buses have also been known to breakdown, both of these issues leave customers waiting without any information and the result being that important doctor's appointments or shopping trips are missed. The bus routes through the estate need to be looked at, and digital information displays should be installed.

## **NEXT MEETING**

Attendance, excluding PRA committee, thirty (30). There being no other business the meeting was declared closed at 16.15hrs.

The next Annual General meeting will be on Saturday 2<sup>nd</sup> March 2024, at Chichester Baptist Church, Sherborne Road, at 15.00 hrs unless advised otherwise.