

West Cliff House Owners' Association

Minutes of 2023 AGM held on Saturday 20th May 2023 1.30pm (St John's Church)

Present:

30 people from 20 houses were present at the meeting. Of these, three attended via Zoom and six were Committee members. One owner had given a proxy vote to the committee.

Apologies

Apologies were received from 16 house owners.

1. Minutes of 2022 AGM

These were agreed. However one owner asked for more time to read them and all owners were asked to come back to the Secretary if they found any inaccuracies.

2. Treasurer's Report

a. Update on financial position and how subscriptions have been used

The Treasurer distributed finance papers and talked through the income and expenditure for 2022-2023 and 2023 to date. There is currently a bank balance of £32,428.36.

82 owners have paid their subscriptions for 2023-24. The Treasurer thanked everyone who had paid promptly.

One owner asked a question about anticipated expenditure for 2023-24. The Chair reported that there are a number of road repairs that may need to be done. In addition the surface water sewer on West Walk is showing signs of cracking and will need to be lined or, worse case scenario, replaced. An estimate several years ago to line the drain was in the region of £15,000.

b. Resolution to approve 2022-2023 accounts

The meeting approved the accounts for 2022-23

c. Resolution to maintain fees for 2024-2025

Members agreed to retain the current subscription fee of £100 if paid before end June 2024 and £125 if paid after this date. One owner voted against.

d. Appointment of Auditor

Chris Barette, who will taking over the Treasurer role and who has a financial background, audited the 2022-2023 accounts.

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3. *Committee report on Association activities*

a. Right of Access by West Cliff Farm

The Chair reported that the Committee had sought legal advice regarding access through the estate by West Cliff Farm. The solicitor confirmed that this was the case. Some owners expressed reservations about how the owner of West Cliff Farm is currently using this access or may do so in the future. The Chair confirmed that the Committee had written to Martin Cox, owner of the farm to seek an informal discussion on how we can best work together. The letter has been acknowledged but there has been no progress on a meeting.

b. Easements

Following the discussion at the 2022 AGM on use of estate owned land by owners, the Chair confirmed that an easement template has been produced which owners should use if they are making an changes to their property and which require access over or under land owned by the estate.

c. Rulebook

The Committee has started to review the rulebook (the most recent version was produced in 2013) but is not considered fit for purpose. Owners were asked to send their views and thoughts on the rulebook to the Secretary or their road rep. An EGM will be held once a new draft is ready for discussion.

Some owners had not seen the rulebook.

Action: Neil Grimstone to send out copies of the current rulebook to all owners who have signed up to receive email communications.

d. *Definitive Map Modification Order (DMMO)*

The Committee held an information event for house owners attended by a Symondsburry Parish Councillor. Some owners expressed concern that footpath signs had been moved and / or removed at the entrance to the estate from Donkey Lane.

Action Owners to send evidence to the Committee who would then contact the Council Ranger.

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e. Jurassic Fibre (JF)

Following the presentation at the 2022 AGM by JF a working group has been liaising with them regarding installation of full fibre on the estate. JF have changed their original design and are now asking to install a fully underground system with every house having a junction (Toby) box. The Association has asked for further written information before proceeding but JF have not yet produced this.

f. Communication with owners

The Association is trying to get owners to agree to receive communications electronically rather than in paper form. This is cheaper, more efficient and less time consuming. So far 65% of owners have signed up. Until we get more owners signed up, owners will receive paper and electronic communications.

g. Annual cleaning of surface water sewers

Following a leak and flood of properties the Association committed to undertaking an annual clean and inspection of the drains and surface water sewers. However, one owner on West Walk has not allowed access to the inspection chamber on his property. As a result there has not been a full camera inspection. The Committee is concerned that, if the sewer cracks, it could lead to further flooding of houses on West Walk. The Committee has engaged a solicitor to investigate the respective rights and responsibilities of the owner concerned and the Committee.

h. Wessex Water (WW)

WW has reported that the water main to the cliff is leaking in many places and works need to be done to it. This will involve:

- Installing a leakage meter at the entrance to the estate
- Feeding a new mains pipe down the old pipe on Hill Rise, West Cliff Road and Meadway
- Installing a new water mains on Third Cliff Walk – this involve digging a trench the length of the road

All properties on these roads will need to be reconnected to the new pipe.

The works are scheduled to being in January and will last for 10-12 weeks. WW will communicate with owners. The works will be disruptive and owners may need to use West Cliff Road rather than Hill Rise for some time. WW will do their best to facilitate access and are likely to ask owners to give them notice if they need to enter or leave while works are underway.

One owner reported that there had been a second gas leak on the estate – the first was at the top of Meadway and recently there has been a leak at the corner of Hill

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Rise / Hill Close. This may be indicative of problems with the gas pipes (some of which are metal and not plastic) and / or connections on the estate.

Actions:

Committee to use the newsletter to inform owners of the work by Wessex Water and possible gas pipe problems

Committee to write to Southern Gas Network to find out if they are aware of any other issues to try and pre-empt future problems

4. Election of the Committee

Nigel Mawditt and Colin Marley, as longest standing Committee members stood down from the Committee. NM offered himself for re-election and confirmed that all other committee members were will to stand.

CM, who has been on the Committee for many years, has decided not to stand again. The Association thanked Colin for all his hard work over the years, particularly in relation to infrastructure maintenance.

It was proposed that Norman Nunn join the committee as the new road maintenance member. Norman is a builder and has the skills and knowledge to oversee this work. The new committee is

Name	Current position	Road rep
Nigel Mawditt	Chair	Cliff Walks
Chris Barette	Treasurer	West Walk
Chris Leigh	Secretary	Hill Rise / Hill Close
John Gaylard	Committee member	Meadway
Alan MacCartney	Committee member	West Cliff Road
Neil Grimstone	Committee member	Brit View Road
Norman Nunn	Road maintenance	
Lindsey Blair	Committee member	
Emma Curryer	Committee member	

Issues from the floor

a) Public Liability Insurance

One owner was concerned that, if footfall through the estate increases and new public rights of way are given, the public liability insurance may not be sufficient. The Chair confirmed that he had spoken to our insurance brokers (Higos) and that our current level of cover is fine but that we may need to increase this if things do change.

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b) *Sunken drain at estate entrance*

Colin M queried whether it would be possible to attend to the sunken drain and the entrance to the estate when the Wessex Water work was being done – the manhole belongs to Open Reach and they won't let us repair or replace it but it might be possible to put a larger cover around it.

Norman and Colin are arranging an estate walk round with Max Lewis and will look at this.

Sarah Herring thanked the Committee for all the voluntary and unpaid work they do for the estate.