



## Minutes of Graven Hill Residents' Association AGM

7:30pm Wed, 23<sup>rd</sup> September 2020

Via Zoom

Meeting attendance peaked at 43.

### 1.) Welcome

Susan Weston introduced herself and welcomed residents to the meeting.

### 2.) Apologies

Apologies had been received from Anita Reynolds.

### 3.) Appointment / Election of Committee members

#### 3.1 Chair

Nomination:- Philip Sore (Westacott Rd). Nominated by Susan Weston. Seconded by Simon Kirkman. Philip Sore was the only nominee and therefore became Chair.

#### 3.2 Secretary

No nominations received.

#### 3.3 Treasurer

No nominations received.

#### 3.4 General Committee Members (up to 7)

Nominations had been received from:-

**Helen Baker** (Read Place). Nominated by Claire El Mouden. Seconded by Jo Withers.

**Susan Weston** (Wood Crescent). Nominated by Paul Davis. Seconded by Christine Adams.

**Stephen Aggett** (Edmunds Drive). Nominated by Damien Macguire. Seconded by Iskra Garbachkova.

**Lynn Pratt** (Foundation Square). Nominated by Anita Reynolds. Seconded by Breda McNamara.

**Joanna Withers** (Tancred Grove). Nominated by Helen Baker. Seconded by Claire El Mouden.

**Simon Kirkman** (West Circular Road). Nominated by Dean Scott. Seconded by Helen Loo.

**Eleanor Smith** (Tancred Grove). Nominated by Sandra Pantanella Dunn. Seconded by Shukrie Pehlivanova.

**Christine Clynes** (East Circular Road). Nominated by Clare Sheaf. Seconded by Clare Lowe.

**Max Dias-Gunawardens** (Roberts Drive). Nominated by Helen Baker. Seconded by Suzi Kershaw.

**Zakima Omotayo** (Bolero Gardens). Nominated by James Adeyemi, Seconded by Sammy Omotayo

Following an anonymous Zoom election process involving AGM attendees, the following were elected as General Committee Members:-

Helen Baker (Read Place)

Susan Weston (Wood Crescent)

Stephen Aggett (Edmunds Drive)

Simon Kirkman (West Circular Road)

Christine Clynes (East Circular Road)

Max Dias-Gunawardens (Roberts Drive)

Zakima Omotayo (Bolero Gardens)

**Note from Chair:** - There is an update to committee membership following an Urgent Committee meeting held immediately after the AGM. Please see the minutes of the committee meeting which are also appended to the end of these AGM minutes for ease of reference. The Committee's decisions at the Urgent Committee meeting will be put forward for ratification at the next regular Committee Meeting.

Philip Sore thanked all those nominees who had put their names forward.

#### 4.) Constitution – approval / adoption

Constitution approval/adoption was proposed by Philip Sore and seconded by Helen Baker.  
Agreed unanimously.

#### 5.) Car parking issues – update from Helen Baker

A survey of residents has been carried out – good results received.

A meeting had been held involving Helen Baker, Simon Kirkman, Natalie Russell (Bromford), Gemma Davis (Graven Hill Village Development Company [GHVDC]), and Paul Atkins (Living City – Management Company). Natalie/Gemma/Paul agreed to send out a letter to all residents detailing where their specific parking space(s) were located and where parking spaces for visitors were located. Some residents had not received this letter due to an admin error by GHVDC that is currently being rectified.

A second meeting was held on 9<sup>th</sup> September. Natalie/Gemma/Paul agreed to:-

- a) Number car parking spaces where these were in shared car parking areas using plot numbers to allay any security concerns.
- b) Erect signs indicating visitors' spaces.  
Spaces initially labelled "unallocated" to be signed as visitors' spaces.

Notes from this second meeting will be published on the Graven Hill Residents' Facebook group ASAP.

A third meeting was deemed necessary (in about three weeks' time) due to the delay in letters being sent to residents.

Helen Baker request that if residents wanted to raise any concerns regarding parking issues, they should contact Simon Kirkman or herself ASAP [can be via the email address:- gravenhillresidents@gmail.com] so they can be included in discussions at the next meeting. This is particularly important as Gemma had stated that GHVDC wanted to close all communication on the matter by the end of the year.

**Stephen Aggett:-** Comments / concerns had been raised as part of the parking survey. Have these been addressed or do they need to be raised again?

**Helen Baker:-** All the issues were not raised as it was thought best to raise / focus on the biggest problem at the first meeting which seemed to be around shared parking areas. The second meeting was a bit of a non-event due to the fact that the letters were so late being sent out by Bromford / GHVDC and some residents had not received their letter. All other parking related issues would be raised at the proposed third meeting.

**Simon Kirkman:-** One idea floated, but with no commitment from GHVDC, was that potentially some of the "unallocated" spaces could be assigned to properties that have one space currently allocated but have more than one vehicle. Had the parking survey captured this data?

**Christine Clynes:-** Yes it had.

**Helen Baker:-** GHVDC's attitude to this had been quite unsympathetic due to the fact that people who took such properties had been made aware that only one parking space was available . The observation was made

that a pragmatic solution was nonetheless needed. GHVDC did give a commitment that in future they will not build any more houses that have only one parking space.

**Helen Baker:-** There was a general consensus that what we want is for people not to park on-road but to use their parking spaces. GHVDC asked if the Graven Hill volunteers currently involved in parking issue discussions would be willing to police this. The answer [with regard to the respective volunteers] was no as they felt they needed to maintain good neighbour and community relations.

**Stephen Aggett:-** Could double yellow lines be used?

**Helen Baker:-** The roads have not yet been adopted by Oxfordshire County Council (OCC), so there is not anybody who can put yellow lines down and legally enforce them. Of course, it is possible OCC will do that when the roads are adopted.

**Karen Sims:-** Some parking problems are caused by GHVDC contractors. Are GHVDC committed to continuing to enforce them to be parked off the roads?

**Helen Baker:-** They are, but reminded that it is also the responsibility of self-builders to ensure their contractors know where they should be parking which is Car Park C, where the community centre is proposed.

6.) **Process for residents to raise matters for the attention of the residents' Association is via:-**  
[gravenhillresidents@gmail.com](mailto:gravenhillresidents@gmail.com)

## 7.) **Any Other Business.**

The order in which some comments were made have been adjusted / grouped to make the minutes flow more clearly.

### 7.1 **General construction rubbish.**

**Ameya Ahuja:-** there seems to be a lot of general construction rubbish blowing around the site. Could this problem be brought up with GHVDC.

### 7.2 **Speeding vehicles.**

**Kelly Jones:-** There seem to be massive lorries and cars hurtling down Graven Hill Road from the Rodney House roundabout all times of day and night. Had been told that due to the fact that buses may be accessing the site a veto has been put on some speed reduction measures.

**Simon Kirkman:-** The speeding issues had been raised at a recent meeting of the Self-Builders Liaison Group with GHVDC. GHVDC had shared some data from the speed signs which had consistently showed that the average speed was between 19mph and 21mph, however, this was not split between the two signs. Another point is that possibly vehicles are speeding up exiting Graven Hill when it is seen the traffic lights are green and the speed sign is monitoring the opposite direction.

**Olga Aganaukas:-** The average speed may have been affected downwards by including the speed of cars as they turn into the Roberts Drive cut-through. Also, should the traffic lights be fitted with louvres so the colour of lights cannot be seen a distance away?

**Kelly Jones:-** We should be trying to encourage better behaviour by drivers.

**Clare Sheaf:-** A similar issue exists along East Circular Road. Are "zone ends" signs which relates to parking being misinterpreted to mean the end of the 20mph zone? Possibly more 20mph repeater signs would help. Could these be purchased and erected by residents?

**Simini Sachdeva-Mohan:-** At previous house the residents had purchased and erected 5 to 10mph speed "information" signs across the estate.

**Amanda Maguire:-** Aware that in area in Florida residents had erected signs often in the own front gardens saying "Drive like your children live here".

**Kelly Jones:-** GHVDC had said to her a month ago that they were going to install speedhumps. Speedhumps were in place when the development first started.

**Nick Baker:-** The activated 20mph signs can be rented. Perhaps this should be done for a few months and the data presented to GHVDC?

**Philip Sore:-** Thanked everyone for their input on this matter and undertook to raise it with GHVDC again.

### **7.3 Wild flower areas at entrance to Graven Hill.**

**Kelly Jones:-** The wild flower” areas at the entrance to Graven Hill look a mess, also there are already a significant number of weeds growing in the footpaths.

### **7.4 Proposed new roundabout at A41 / Pioneer Regiment Road**

**Paul Troop:-** The proposed new roundabout at A41 / Pioneer Regiment Road (which is the other road linking Graven Hill to the A41) goes before planning in October 2020. The current roundabout design put forward by GHVDC is based on assumed A41 road speed of 50mph. This is higher than the speed limits at Rodney House roundabout. This would result in the roundabout being quite big, wide and probably difficult for pedestrians and cyclists to cross as there are not proposed to be traffic lights at the roundabout approaches. Pedestrian crossings on such A roads have to be traffic light controlled which means that any crossing points could be some 200M distance down the A41 in each direction and not necessarily where they are needed / most convenient [This possibly should be 20M not 200M].

Several groups including Bicester Bike Users' Group, Bicester Traffic Action Group, Cycling UK, and Oxfordshire Liveable Streets have made the point to Oxfordshire County Council (OCC) that they consider the speed limits should be set to 30mph (as happens on the Oxford Ring Road). The reasoning being that generally the overall speed limits at such roundabouts are determined by the lowest speed limit of roads joining the roundabout. This would result in the roundabout being more compact and would also allow pedestrian / cycle crossings to take place at the roundabout itself instead of some distance away. Furthermore, on one side will be the Graven Hill development, and on the other side of the A41 will be a proposed 2,500 house Wretchwick development which are bound to generate A41 crossings needs with regard to visiting Graven Hill shops, school, etc. To date OCC say they will not intervene and are content with a 50mph approach on the A41. It could be worth the Residents' Association asking GHVDC if they have queried the need for such high-speed approaches dictated by OCC, and also posing the same question to OCC.

These concerns have also been raised with OCC Councillor Liam Walker (who has responsibility for highways) and OCC Councillor Yvonne Constance The Councillors have proposed a meeting with the concerned parties – perhaps Philip Sore should also attend as Chair of the Residents' Association?

**Philip Sore:-** Please send details of the meeting I will endeavour to attend.

**Simon Kirkman:-** Would a footbridge be a more appropriate solution bearing in mind the future volume of cycling and pedestrian traffic likely to need to cross the A41?

**Paul Troop:-** Nowadays footbridges tend not to be constructed due to the height they need to be to accommodate traffic using A roads. Another alternative would be an underpass but OCC have said they are unwilling to pay the additional cost of providing one.

**Ameya Ahuja:-** There has been press coverage of an integrated Dutch style roundabout in Cambridge integrating use by vehicles, cyclists and pedestrians. As Graven Hill is an innovative development perhaps it would be in keeping to also include such a roundabout at this location?

**Paul Troop:-** This has been explored but details of the pros and cons would probably take too much time at this meeting. Happy to discuss this with anyone outside the meeting if they would like to get in touch.

Meeting ended at 9pm.

Signed as a true record: - Philip Sore. Chair:- .....

Date:- .....



## Minutes of Graven Hill Residents' Association

### Urgent Committee Meeting

9:10pm Wed, 23<sup>rd</sup> September 2020

Via Zoom

#### **Attendance:-**

**Chair:-** Philip Sore (PS)

**General Committee Members:-** Helen Baker (HB), Susan Weston (SW), Stephen Aggett (SA)  
Simon Kirkman (SK), Christine Clynes (CC), Max Dias-Gunawardena (MD), Zakima Omotayo (ZO)

**Introduction by Philip Sore:-** The reason for calling this Urgent Committee meeting was the urgent need to discuss and agree a way forward in relation to current vacant Treasurer and Secretary posts and the urgent need to agree RA representation at the proposed GHVDC liaison meeting to be held on 30<sup>th</sup> September 2020 otherwise an opportunity to discuss issues raised at the AGM would be missed.

The outcome of this Urgent Committee meeting would need to be ratified by the Committee at the next scheduled meeting to give residents the opportunity to comment on the proceedings should they wish to do so.

#### **1.) Apologies**

None.

#### **2.) Discuss / agree process to be followed to fill Secretary and Treasurer roles.**

PS had taken advice and the options would appear to be:-

- a) Committee agree to re-open call for nominations for these two roles This would require a flier to all residents, setting a deadline date for nominations, and (if needed) an Extraordinary General Meeting to hold a ballot.
- b) Committee agree to co-opt a current committee member to a role or roles, and, if so, do we invite 8th / 9th place person /people in AGM ballot for General Committee Member to join the committee.
- c) Committee agree to co-opt a resident to one or both of the roles.

Sam Omotayo had contacted PS and offered to carry out the role of Treasurer.  
It was agreed unanimously that Sam Omotayo be co-opted to the role of Treasurer.

Christine Clynes offered to carry out the role of Secretary.  
It was agreed unanimously that Christine Clynes be co-opted to the role of Secretary.

Due to Christine Clynes being co-opted to the Secretary role and the fact that the Constitution allows for up to 7 General Committee Membership, options are:-

- a) Committee agree to continue with just 6 General Committee Members.
- b) Committee agree to offer the now vacant 7<sup>th</sup> General Committee Member place to the 7<sup>th</sup> placed nominee in the AGM election.

It was agreed unanimously to offer the now vacant General Committee Member place to the 7<sup>th</sup> placed nominee in the AGM election.

As there was a tie for 7<sup>th</sup> place, PS will ask both respective candidates if they still wish to be nominees. If both say yes, then the position would be decided by the flip of a coin.

**Addendum:-** Subsequent to this Committee meeting, PS met with both candidates. Both candidates still wished to be nominees. As a result of the flip of a coin, Eleanor Smith became the 7<sup>th</sup> General Committee Member.

3.) **Discuss / agree proposal that Residents' Association (RA) Committee participate in future liaison meetings between the Graven Hill Self-Build group and GHVDC, and, if so and GHVDC are agreeable to joint meetings, agree who the RA Committee representative(s) should be.**

HB pointed out that currently SK and HB are also on the Graven Hill Self-Build group committee so it would be good if at least one other person represented the RA Committee.

It was agreed unanimously that PS be the RA Committee representative.

4.) **AOB.**

**a. Graven Hill Volunteer Group**

It will be necessary for the Volunteer Group (whose membership includes some RA Committee Members) to meet and discuss the future role of the Volunteer Group and possible relationship to the Residents Association for discussion and agreement at the next RA Committee meeting.

PS to arrange for a Volunteer Group meeting to take place ASAP.

**Date of next meeting** – PS to liaise with Committee members via email and propose date / time.

Meeting ended at 9.30pm.

Signed as a true record: - Philip Sore. Chair:- .....

Date:- .....