



MOTTINGHAM RESIDENTS' ASSOCIATION

MINUTES OF EXECUTIVE COMMITTEE MEETING HELD ON 22nd JUNE 2017 AT the CHRIS MUMBRAY HALL.

PRESENT

Richard Mainwaring-Burton - in the Chair (RM-B)
Sally Bettesworth (SB) Robert Blanks (RB)
Edmund Cavendish (EC) Margaret Henderson (MH)
Liz Keable (LK) Lesley Robins (LR)

IN ATTENDANCE

Cllr Charles Rideout (Cllr CR) Mrs Tricia Roberts (TR)
Mr Fred Roberts (FR)

APOLOGIES

Laurie Bell (LB) Jane Cornish (JC)
Chris Field (CF) Rebecca Young (RY)
Cllr David Cartwright (Cllr DC) Cllr John Hills (Cllr JH)

The Chairman welcomed Mr & Mrs Roberts to the meeting.

MRA 17- 270 MINUTES OF MEETING

The Minutes of the Meeting of **16th March 2017** were approved as a correct record of proceedings subject to a post meeting note to item 17-264 reading as follows:
(Post meeting note: it was subsequently agreed to re-appoint Bernie Hawes who has audited the accounts for many years except when unavailable when Les Huxley steps in)

MRA 17-271 MATTERS ARISING (not covered elsewhere)

- 271-1** **AGM** a brief discussion took place on the April AGM and members were asked to consider the draft minutes, as circulated with the Agenda for this meeting, and feedback any comments/corrections to the Secretary. The financial results of the AGM are included under the Treasurer's Report below.
- 271-2** 261-4 Traffic in West Hallowses. RB confirmed that he had drafted a letter to be circulated to local residents but had yet to circulate it. TR advised that she had also raised this matter with the Council and received the same response namely that nothing will be done until there is a fatal accident. FR kindly offered to distribute the letters when ready.
- 271-3** 262-3 BRF Representation. LK advised that Ross Howie is currently unwell. As nothing has been heard on this subject it was agreed that members of the Committee would attend on a rota basis. RMB will consult the BRF and obtain a schedule of meeting dates to enable us to plan ahead.

- 271-4** 265 Lost Commemorative Plaque. RMB advised that he had been unsuccessful in locating the Plaque. It was agreed that the MRA would organise a replacement. SB will research her papers to see if we can identify the exact wording used.
- 271-5** 268 Notifying the Police re dangerous Cyclists. RB Confirmed that this had been done but with no response. Cllr CR advised that the police were seeking volunteers to help deliver leaflets, on 20th July, regarding the problem being experience with motorcyclists especially in the woods at the top of Foxes Field. It was agreed that we would seek to get this leaflet expanded to include the Cyclists issue.

MRA 17-272 REPRESENTATIVE REPORTS

272-1 Bromley Police

In the absence of a Police representative Cllr CR advised that a significant proportion of Bromley (and probably Greenwich) Police had been seconded to assist with the terror alerts. There were now some 700 officers attached to the Anti-terror campaign. The Police Commissioner is already advising Government that total resources are inadequate.

272-2 Greenwich Police

In the absence of Greenwich Police and Cllr Hills there was no report in this topic.

262-3 Bromley Residents' Federation

No report had been received.

272-4 Planning – Bromley

Cllr CR reported that the proposed sports bar had prompted significant objections. LK confirmed that the application had been rejected under delegated powers. Cllr CR summarised the recent history about planning applications submitted by Mottingham Hall Nursery which is located on Metropolitan Open Land. The owners claim to have spent £32000 dealing with the Japanese knotweed problem. Although the last application to deal with some trees had been approved after a site visit a new application appears to want to take this further. Cllr CR and Chris Ryder (Bromley's Tree expert) will be having another site visit with the Manager to assess the issue.

LK advised that Bromley were still seeking further details from Eltham College regarding their current planning application. She also advised that an application had been submitted to turn 36 Grove Park Road back into residential accommodation following the closure of the Nursery there and that an application re 42 Grove Park Rd had been granted but on a very 'reduced' basis vis a vis the original application.

272-5 Planning Greenwich

LK advised that following objections to the plans to redevelop the garage block in Porcupine Close (behind the Post Office) the application was withdrawn.

272-6 The Festive Lights Committee

RB advised that this year's programme would start towards the end of July/early August.

MRA 17-273 CHAIR'S REPORT

RMB advised that he had nothing to report that was not covered elsewhere on the Agenda.

RMB was commended with a vote of thanks for his successful work in updating the website.

MRA 17-274 TREASURER'S REPORT

In LB's absence it was noted that a total of £132.60 had been raised at the AGM (£80 raffle, £42.60 refreshments and a £10 donation).

Other financial movements since the March meeting were; receipt of a further £132.50 in 2016-7 subscriptions, £10 printing costs and £10 subscription to the Bromley Residents Federation.

MRA 17-275 MEMBERSHIP SECRETARY'S REPORT

LR confirmed that she was in the process of taking over the Membership Secretary's role from RMB but that they had agreed that RMB would continue to handle the Membership Database and she would take over management of the Membership Team extending through the Section Leaders to the Road Stewards. To assist in clarifying the various roles 'job descriptions' had been prepared for these roles together with the Membership Secretary Role and thanks were extended to LK for her exhaustive work on this. LR had also produced a 'time line' of events/ actions relating to the roles for consideration. Copies of the four documents are attached to these minutes for the record.

MRA-17-276 LOCAL ISSUES AND MEMBER'S CONCERNS

RMB reported three issues that had been submitted by CF for consideration:

- 1 Gravity operated gate at east entrance to play area on Mottingham Sports Field isn't automatically closing, potentially allowing dogs to enter. Cllr CR will report the matter to the appropriate Council officer.
- 2 Motor bikes running around Mottingham Sports Field potentially endangering children and dogs. This is covered by item 271-5 above.
- 3 Car park in Mottingham Sports Field often being used as a motor 'skid pan' in evenings, resulting in a lot of noise and of course endangering other users and public in general! Cllr CR will report the matter to the appropriate Council officer.

MRA-17-277 ANY OTHER BUSINESS

- 277-1** RMB raised the subject of the newsletter and the content that should be included in the two different issues this year and called for ideas for some topics/articles. He also advised that we cease including contact details for Road Stewards etc as he was concerned about identity theft. With the new website providing direct access to MRA officers and the fact that residents should know their own Road Stewards who will be in contact with them at least once per year there should be no need to include the details in the newsletters. This was agreed.

EC advised that the Eltham College archivist was a mine of information and he would approach him for an article on the troop movements in Mottingham during the war. It was also suggested that we try to identify someone to contribute an article on trees in the area as we do have some very old ones and local wildlife. RB also agreed to look back over previous suggestions that had not been covered yet.

277-2 LK advised that she recently attended a meeting on a proposal to redevelop a large house in Chinbrook Rd into a new Medical Centre. This was outside of the MRA area but could impact residents. She expressed concern at losing a large family home and had drawn attention to the site of the old youth club that has remained derelict for some years and which she felt would be more suitable. LK will continue to monitor the situation which falls under Lewisham Borough Council.

277-3 SB reported that, when the Council had removed a litter bin from a lamp-post by the Sports Physios they had left the brackets sticking out somewhat dangerously. (*Post meeting note: Cllr CR took this matter up immediately and obtained agreement to replace the litter bin forthwith.*)

277-4 RB asked that we agree the dates for next year's meetings so that rooms could be booked and the dates publicised on the website etc. LK pointed out that we had inadvertently moved away from the previous practice of holding these meetings on the 4th Wednesday, now Thursday, of the relevant months. RB agreed to consult with LB to see if he had any preferences on the subject.

Dates of Future Meetings

Thursday 21st September 2017

Thursday 23rd November 2017

There being no other business the meeting was drawn to a close at 21.42.

ACTION POINTS	When by	By Whom
<i>271-2 Traffic in West Hallows – survey residents</i>	<i>ASAP</i>	<i>RBFR</i>
<i>271-3 BRF Representation obtain schedule of dates</i>	<i>ASAP</i>	<i>RMB</i>
<i>271-4 Wording for Commemorative plaque</i>	<i>ASAP</i>	<i>SB</i>
<i>271-5 Re dangerous cyclists</i>	<i>ASAP</i>	<i>RB</i>
<i>272-4 site meeting re Mottingham Hall Nursery</i>	<i>unknown</i>	<i>Cllr CR</i>
<i>276 -1 re faulty gate to infants playground</i>	<i>ASAP</i>	<i>Cllr CR</i>
<i>276-1 Identify possible authors for articles on such as historic trees and local wildlife</i>	<i>ASAP</i>	<i>ALL</i>
<i>276-1 check previous suggestions for newsletter topics</i>	<i>ASAP</i>	<i>RB</i>
<i>277-4 Consult LB re dates for future (2018) meetings</i>	<i>ASAP</i>	<i>RB</i>

An attempt at a timeline for the work of the MRA Membership Team.

when	what	who	Notes/questions
April	Receipt of AGM notices. Distribution of AGM notices to Section Leaders Distribution of AGM notices to Road Stewards All residents receive notice of AGM Membership Report at AGM	LR LR SLs RSs LR	<i>Who prepares AGM notices?</i> <i>Secretary</i> <i>I think the Section Leaders' names, addresses and contact details are in the Newsletter?</i> <i>Do they need updating? Yes, by LR</i>
April/May	Order Membership cards if necessary Amend and print road sheets Draft letter to Section Leaders and Road Stewards Distribute new road sheets, <i>and previous year's audited road sheets?</i> , letters and membership cards to Section Leaders	LR R M- B LR LR	<i>Who prints the cards? Ray Andrew</i> <i>And give them to LR</i> <i>Please can Richard provide LR with current templates of letters.</i> <i>Subject to Auditor's requirements</i> <i>(April too early as AGM not until last Weds in April)</i>
June/July	Receive and distribute Newsletters to Section Leaders. Distribute Newsletters, membership cards and road sheets to Road Stewards.	LR SLs	<i>Is it Richard still who organises the content and printing of the newsletters?</i> <i>Yes</i>
June/July onwards	Distribute newsletters, collect subscriptions, give out new membership cards. Leave green cards or own note if no response Tally subscriptions collected with membership list and return to Section Leader. Check and pass subscriptions and road sheets to Treasurer. Complete Control Sheet for audit, update financial records and return road sheets to Membership Secretary	RSs RSs RSs SLs LB	<i>Who supplies the green cards?</i> <i>LR, but RSs do use their own sometimes.</i>
June/July onwards	Pass amended road sheets to database manager	LR	
	Database Manager amends road sheets	R M- B	
Ongoing	Report progress on collection on subs collection, membership	LR	

when	what	who	Notes/questions
	levels etc to Exec Cttee		
November	Remind Section Leaders of any uncollected roads	LR	
Early March	Chase Road Stewards for any uncollected subs.	LR or SLs?	<i>In the role description, this is seen as a job for the membership secretary. Should it not be for the Section Leaders to do this? SLs have often reminded during the year. Big guns sometimes required.</i>

LR = Lesley Robins

SL = Section Leader

R M-B = Richard Mainwaring-Burton

RS = Road Stewards

LB = Laurie Bell

Ray Andrew's details: 262 Court Road, Tel. 020 8857 1351. Mobile: 07747 115532 (Prefers this no.) Email: ray.andrew@virgin.net Ray is a huge support over printing. He only charges at cost as his contribution to the community.

Overall Purpose

This is, arguably, the most important role which is undertaken on behalf of the MRA. The Road Steward reports to the Section Leader who is responsible for a number of road stewards. The section leader, in turn, is responsible to the membership secretary who has overall responsibility for maintaining membership records & the collection & recording of subscriptions.

Firstly, the Road Steward can provide an important first contact point between a resident and the MRA. It must be remembered that not everyone is confident in using I.T. and, they may not have contact details in any case. The role is particularly useful when new people move into the road. They may or may not be familiar with the area and the road steward can become a valuable source of information. If you are unable to answer any queries put to you, please pass them on to the Membership Secretary or Chairman, preferable by email. (Details in the Newsletter.) It is also a good time to sign up new member households! Where residents express particular concerns or urgent action needed, these should be communicated to the Chairman.

Secondly, the role provides for the dissemination of information to residents and the collection of subscriptions. This forms the regular, annual cycle of the role. The latter is vital as subscriptions are the only regular source of income for the Association!

The MRA's financial year begins on 1st April & the Annual General Meeting is held on the last Wednesday in April (unless this coincides with the Easter holiday when many people are away.). From 2017, it is intended that two MRA Newsletters will be published. The first, round June, which will coincide with the beginning of the collection of subscriptions. The advantage is that subscriptions will be collected during the summer months when the evenings are lighter. The second newsletter will be published in September/October.

Main Duties

- Distribution of the AGM notification **in April** to every house in your road(s). (Every resident is entitled to attend the AGM irrespective of membership of the MRA.)
- Receipt of membership lists & any special instructions from your Section Leader. Your road is in Section No., Leader (Contact details in the back of the Newsletter.)
- Collection of subscriptions, from members, at your convenience. (Please supply your own 'float'. The first resident you approach often only has a £20 note!) The collection may take more than one visit! However, it is a law of diminishing returns! Please do not pursue collection beyond what is productive. Just leave a green card, or your own note, for the resident concerned to re-join if they wish.
- During collection (or at other times), it is useful to try to recruit new members by noting any 'Sold' signs or evidence of new people/ refurbishment etc.
- Tally subscriptions collected with the membership list & return both to your Section Leader. They will deliver their whole Section to the Treasurer who accounts for the cash/cheque & signs the road sheet. The Membership Secretary returns your completed membership list to you for your records **with the following year's road sheet.**
- Distribution of the MRA Newsletters to members only. This may be undertaken at the same time as the subscription collection, or subsequently.
- Occasionally, no more than once or twice per year, there may be a distribution either just to members or to the whole road. This will be something of importance to residents which needs a response, eg a consultation on the future of the library, proposed erection of a phone mast.
- Collection of members' email addresses where they are willing to divulge them. Once we have a critical mass of email addresses, it will make information dissemination infinitely quicker, cheaper, and less time consuming for everyone.

We are so grateful to you for volunteering to undertake this role on behalf of the MRA. If you have further queries, please contact the Membership Secretary or Chairman. (Contact details in the Newsletter)

Suggested Enclosures:

Green new/re-join cards.

Copy of last year's accounts.

Pie chart showing how subscriptions are spent.

Latest Newsletter.

Copy of last year's subscription sheet.

Spare membership cards.

DRAFT Role of Section Leader in Mottingham Residents' Association. (MRA) (May 2017.)

Overall Purpose

The Section Leader is responsible for the work of the road stewards in their section, and in turn, reports to the Membership Secretary. The membership secretary has overall responsibility for maintaining membership records & the collection & recording of subscriptions.

The Section Leader has a vital role as a trainer, mentor and motivator for the Road Stewards in their section. A number of long standing Road Stewards are elderly and may not have the necessary skills, eg to request & collect members' email addresses, or have access to a computer/ copier. They are, generally, the most diligent collectors of subscriptions! The Section Leader is also in a strong position to take an over-view of concerns/complaints from members. Ensure that widespread concerns are acted upon through reporting to the Chairman.

The MRA's financial year begins on 1st April & the Annual General Meeting is held on the last Wednesday in April (unless this coincides with the Easter holiday when many people are away.). From 2017, it is intended that an additional MRA Newsletter will be published earlier in the year, round June, which will coincide with the beginning of the collection of subscriptions. The advantage is that subscriptions may be collected during the summer months when the evenings are lighter. (Many road stewards prefer to give a newsletter at the same time as the subscription is collected.) **The second Newsletter is published in Sept/Oct.**

Main Duties

- Receipt, from the Membership Secretary, of sufficient AGM notices for every home in the section. Counting & distribution to each road steward, ensuring that each road steward is aware that all residents are entitled to attend the AGM irrespective of MRA membership.
- Receipt of road lists, membership cards & Newsletters for the section, from the Membership Secretary. Counting & distribution to road stewards. Ensuring that road stewards are aware of changes to the system, eg increase in cost of subscriptions, change of Membership Secretary or Treasurer. Encouragement to attempt to collect email addresses if appropriate.
- Reminding road stewards towards the end of the summer/financial year if their road subscriptions have not been received.
- Receipt of subscription sheets & cash/cheques from road stewards, checking cash & ensuring receipts tally with subscription sheets. Submission to the Treasurer. (Following receipt of subscriptions, the Treasurer banks receipts, updates financial records, completes a master sheet for audit purposes, signs off the road sheets & returns them to the Membership Secretary who updates membership & email records **before returning them to road stewards for their records following the audit at the end of the financial year.**)
- Occasional receipt of letters/flyers for distribution to members only, or whole roads within the section. These usually involve a request a response, often at short notice, for example unwelcome planning applications, a consultation.
- The provision of 'cover' for a road steward who may be on holiday or temporarily unwell.
- Take a leading role, with support from the membership secretary, to replace a road steward who leaves.
- Introduce a new road steward to the role, train & support them.

Suggested Enclosures:

'Master' copies of everything provided to road stewards.

Blank copy of road sheet to explain system to new road steward recruits (or actual road sheet.)

DRAFT Role Description for Membership Secretary of the Mottingham Residents' Association. (1703)

PURPOSE

1. To take a leading role in ensuring that the membership of the Association is maintained and expanded
2. To ensure that the audit cycle is completed to the satisfaction of the Auditor.

MAIN RESPONSIBILITIES

1. To liaise with the Treasurer to ensure that subscriptions are accounted for.
2. Maintain & update membership records for all members of the Association, securely, and in accordance with the MRA's Data Protection Policy.
3. Report membership statistics to MRA Executive Committee on a regular basis from September meeting.
4. Ensure sufficient membership cards are available each year.
5. Take leading role in recruiting new Section Leaders & work with those Leaders to recruit & train new Road Stewards.
6. Ensure efficient distribution of recruitment materials, Newsletters & AGM Notices to Section Leaders.
7. Answer membership questions from the public & members.

MAIN DUTIES (Flow Chart)

April/May (or on receipt of Newsletters.)

Order membership cards if necessary (need c1500p.a.)
Amend & print road sheets
Draft motivating letter to Section Leaders & Road Stewards re changes to subs. or procedures eg earlier printing of Newsletter.
Distribute new road sheets, letters & membership cards to Section Leaders.
Following successful audit, distribute previous year's road sheets for return to road stewards.

June/July Receive & distribute Newsletters to Section Leaders for member households only plus a few spare (currently 1200).

On-going Road Stewards undertake collection of subs, pass to Section Leaders who check & pass to Treasurer. Treasurer banks receipts, signs road sheets, completes Control Sheet for Audit & returns road sheets to Membership Secretary (or, Treasurer could keep road sheets until after audit.)

On-going Receive completed road sheets from Treasurer (or following audit.)
Add amendments to master copies on computer, eg change of resident, new email addresses.
Report progress on subs. collection, membership levels within roads, whether a membership drive is necessary, to Executive meetings.
Hold supply of spare copies of Newsletters & membership cards.

November onwards Remind section leaders of any uncollected roads. Offer help, support or to resolve problems.

Early March 'Chase' road stewards for uncollected subs.

Late March Receive AGM notices & distribute to Section Leaders with note reminding them to deliver to every household.

April Verbal Report to MRA AGM to include: thanks to section leaders & road stewards, increase or decrease in membership, welcome to new members, vacancies for road stewards & invite volunteers, offer public thanks to long standing section leader or road steward.
Following successful audit (during which completed road sheets should be available to the Auditor), return road sheets to section leaders for distribution to road stewards.

Occasionally Receive letters for distribution to all homes, members only, particular sections or individual roads.
Distribute to Section Leaders/Road Stewards as appropriate.
Write Christmas card or note of thanks/sympathy/get well to section leaders or road stewards when appropriate.
Write letter of thanks when Section Leader/Road Steward retires.
Offer support to Section Leaders in recruitment of new road stewards, particularly where there are multiple vacancies.
Answer queries from the public, Association members and/or pass comments to the Chairman.

Enclosures

Copy of MRA date protection policy.
Copies of role descriptions for road stewards & section leaders.
Copies of MRA Policies.
Master pack of information for road stewards.