Woodilee Residents Group

Planning meeting

12th June 2017 - 7:30pm

Attendees

Lynn Pike (LP), Paul King (PK), Simon Fraser (SF)

# Minutes

The purpose of the planning meeting was to get an understanding of what would need to be done in order to formally set up a Residents Group (the word "Group" has been used in preference to "Association" as it was felt this may put off some people from participating).  This steering group is just that and will take steps, with other Woodilee residents, to form the Woodilee Residents Group (WRG).

We propose to hold an inaugural meeting, the purpose of which will be to discuss the formation of a WRG, and if agreed, vote in a committee.  The constitution would also be agreed/formalised at this meeting. This first open meeting of the WRG is expected to take place after the school holidays at some date (to be agreed) around the 1st of September.  Notice of the meeting must be sent out at least 7 days in advance of the meeting.  It is intended that we'd do this by :

1. flyering the village
2. promoting via the Facebook group(s).  SF to approach current owner of the Woodilee Residents page to ask to be made an owner/admin.
3. advertising in Spar
4. advertising on the WRG web site (URL to be confirmed)

LP has identified the Waterside Club as a potential venue as it is within walking distance for most residents of Woodilee.  LP to discuss with the Club what dates are available, and what capacity they can accommodate.  PK advised that he has access to a Printing Service that would be willing to produce 1000 leaflets for us.  SF to create a flyer and distribute for review.

LP and PK have access to copies of the Land Registry of Scotland Title Deeds which we believed documents what is required to set up a residents association.  However, there is conflicting information in sections 2 and 10 of the deeds and it was felt that the input of a lawyer should be taken to better understand the process that should be followed.  For example, it is unclear if we require each development area (e.g. Miller Homes) to set up an association which then feeds in to a wider association covering the entire development.  PK agreed to locate a lawyer in the Woodilee development that could support us.

# Actions

* LP
	+ approach Waterside Club to get a list of dates around the 1st September that they could accommodate the first open meeting.  Also understand what the Club capacity is.
	+ Prepare agenda for inaugural meeting
	+ Prepare paperwork for inaugural meeting (election and motion forms, sign in sheet, office bearer role descriptions, etc)
* PK / SF
	+ determine, via Facebook group(s), dates/times that most people could manage for the inaugural meeting.  This will likely involve posting a poll with limited options.
	+ (COMPLETED) request Rachael, owner of the Woodilee Residents Facebook group, make both PK and SF admins.
	+ Post to Woodilee Residents Facebook group publicising the inaugural meeting
* PK
	+ to convert Title Deeds to PDF format for easier distribution
	+ locate a lawyer in the Woodilee development to review title deeds and clarify approach to setting up a residents association
	+ prior to flyering we need to get a list of all the streets in the development, and understand the number of properties (believed to be around 900).  PK to try and produce this list.
* SF
	+ create a flyer advertising the first meeting to set up the WRG.  Flyer to refer to the WRG web site, and Facebook group(s).  To include map, date, time, summary of purpose, cost (free), etc
	+ (COMPLETE) to confirm how many contacts a free MailChimp mailing list can support.  *[2000 users, plus 12000 emails per month.  Any more and charges apply.  This should be sufficient in the short to medium term]*
* SF - website updates
	+ (COMPLETE) minor colour changes
	+ (COMPLETE) register [woodilee.org.uk](http://woodilee.org.uk/) as [woodileeresidentsassociation.org.uk](http://woodileeresidentsassociation.org.uk/) is too long winded
	+ migrate site from [woodileeresidentsassociation.org.uk](http://woodileeresidentsassociation.org.uk/) to [woodilee.org.uk](http://woodilee.org.uk/)
	+ change references from "Woodilee Residents Association" to "Woodilee Residents Group"
	+ update MailChimp mailing list to remove any personal references to SF

# Unallocated actions

Owners are required for the following actions :

1. Determine whether or not Sanctuary Housing, or the residents that live in the Sanctuary Housing properties, should have representation at the WRG.  This may be something the lawyer PK hopes to identify can help us with.
2. Find volunteers needed to do flyer drops
3. Approach owner of Spar asking if a poster can be put up
4. Compile a list of Facebook groups that we should publicise the first meeting on
5. Initial constitution to be confirmed (from Title Deeds?)