

SANDY BAY PARK RESIDENTS ASSOCIATION ANNUAL GENERAL MEETING – MINUTES

Date: Wednesday 9th September 2026 Time: 7:00 pm Venue: The Paddocks

1. **Welcome and Introductions** Speaker: Dave Phillips – Chairman Dave Phillips, Chairman, welcomed residents to the Annual General Meeting and thanked everyone for attending.

Dave also thanked members of the previous Residents Association Committee for the work and support they had provided to residents over the years.

Apologies for the absence of previous QRA were noted.

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2. **Quorum and Previous AGM Minutes** Speaker: Dave Phillips – Chairman Dave Phillips confirmed that the required quorum had been achieved. It was explained that the new Constitution provides for a minimum AGM quorum of 10% of Residents Association membership.
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The previous AGM minutes could not be formally read approved at this meeting because several questions arising from those minutes still require clarification from Sandy Bay Management. It was agreed that the new committee would review the outstanding questions, seek answers from management and provide residents with further information.

3. **Chairman's Address – Vision and Priorities** Speaker: Dave Phillips – Chairman Dave Phillips outlined the new committee's vision for the coming year.

The committee aims:

“To be a strong and inclusive voice for the community, enhancing residents’ quality of life, promoting environmental responsibility, and fostering enjoyment, pride and responsibility within our neighbourhood.” The committee’s immediate priorities were outlined as:

Developing a stronger working relationship with Sandy Bay Management. - Arranging a meeting with Danny Duffy and Tracy Clark.

Continuing work with Castle Point Council Environmental Health and Anglian Water concerning sewage works odours and noise. - Encouraging residents to continue reporting odour and noise issues and completing odour sheets.

Addressing security concerns around the perimeter of Sandy Bay.

Following up maintenance and environmental concerns raised by residents.

[These priorities are consistent with the committee’s stated objectives and the matters discussed at the meeting.](#)



4. **NEW Committee Achievements and Community Issues** Speaker: Michael O'Brien – Vice Chairman provided an update on matters undertaken by the new committee.

Disabled Toilet Access Michael O'Brien, Vice chairman explained that concerns regarding access to the disabled toilet had been raised with Sandy Bay management and previous QRA.

The decision was made that a RADAR key would NOT be provided in minutes of meeting of former QRA and Tracy Clark dated Monday 17th August 2026

This decision was Challenged on the day of receiving minutes of meeting on Monday 17/8/26 at 09.53 via email with explanation why this was in fact needed, for respect, dignity and to meet residents' basic needs, given the demographics of residents now and into the future. Tracy Clark reviewed this and agreed on the same day to the works.

The RADAR key was fitted 4 days later, Thursday 20 August 2026 11:36 and residents were notified by Customer care Via email. This means that anyone with a Radar key will now be able to access the toilet directly, without needing to request the key from behind the bar.

We hope this makes access more convenient for those who require the facility.

Home Inspections. Speaker: Michael O'Brien - Concerns had been raised regarding the possible effect of heavy plant traffic associated with building works on residents' homes. The matter was offered to the wider community. Initially, six residents requested inspections. A discounted price was negotiated with The Home Park Chassis Company, reducing the cost from £200 plus VAT to £160 plus VAT where three residents booked together. The number of residents requesting inspections subsequently increased to sixteen Inspections and works were scheduled for 9th and 10th September 2026. Works started a day earlier than expected and completed a day earlier due to our committee working with the inspection company to create a schedule of works around residents preferred days and times and grouping residents according to streets for ease of works.

Perimeter Security. Speaker: Michael O'Brien The committee reported concerns regarding security breaches over the perimeter fence between Sandy Bay and the adjoining area of the Thorney Bay Beach. The Committee put forward three recommendations for possible temporary or permanent security measures. Castle point District Council are looking into this and will continue to monitor the matter and seek resolution – watch this space.

To clarify Anti climb paint on Sandy Bay perimeter gates were in fact a direct result of our QRA resident member who sourced and costed the materials and was instrumental in getting this outcome for us.

5. Financial Report Speaker: Julie Torrance – Treasurer Julie Torrance presented the Association’s current financial position. The balances reported were:

- **Bank balance: £9,233.96 - Petty cash: £352.15** Julie explained that the Association incurs monthly bank charges, together with routine expenditure relating to committee requirements and annual events. She explained that higher expenditure would be brought before members where appropriate.

Julie also advised that she was still awaiting full security access to the Association’s bank account, although committee members had been provided with the financial information currently available.

6. Purchase of New Laptop Speaker: Julie Torrance – Treasurer Julie explained that the previous Residents Association laptop had been compromised and was not considered suitable for maintaining a secure database. A proposal was therefore made to purchase a new laptop for Association use. The anticipated cost, including security and Microsoft licensing, was estimated at approximately £300–£500. A show of hands was taken.

Decision: **The purchase of a new laptop was approved unanimously, with no objections recorded.** The laptop will be used for Association business, with responsibility for its administration resting with the secretary.

7. Committee Members and Officer Roles. Speakers: Committee Members Committee members introduced themselves and explained their backgrounds, experience and roles within the Association.

The following positions were confirmed:

- Position | Committee Member Chairman / Health & Safety Lead | Dave Phillips
- Vice Chairman Joint Health & Safety Lead | Michael O’Brien
- Secretary | Amanda Bastable
- Treasurer | Julie Torrance

- Under Secretary| Kaz Duffield
- Smells / Environmental Issues / Resident Liaison| Suzy Harrington
- Membership Support / New Residents / Street Champion Support| Julie Crudgington
- IT Support| David Langstone
- Maintenance / Health & Safety Support| Simon Fox

The committee members explained their individual backgrounds and the areas in which they intended to support residents. The committee reiterated that it would work collectively and that significant matters affecting residents would be considered by the committee before action was taken.

8. **Qualified Residents Association Status.** Speaker: Dave Phillips – Chairman Dave Phillips confirmed that the Association had achieved Qualified Residents Association status, with approximately 71.7% of residents reported as members. The importance of maintaining qualified status and ensuring that the Association operates in accordance with the relevant requirements was explained.

9. **Constitution.** Speakers: Dave Phillips and Committee Members The proposed new Constitution was discussed. Residents asked questions about the Constitution, including its purpose, how it would govern the Residents Association, the process for adopting or changing it, and the role of residents in approving significant changes. Residents raised questions about the process for changing the Constitution and why management involvement had been referred to.

The committee explained its understanding of the statutory requirements and the proposed process. A resident questioned why Sandy Bay Management would need to approve changes to the Residents Association's Constitution. The committee explained that it was attempting to ensure that the Association continued to meet the requirements necessary to retain its Qualified Residents Association status. A further discussion took place regarding ensuring that residents themselves understood and agreed to any significant changes.

The committee confirmed its intention to consult residents on significant matters rather than making major decisions without resident involvement.

Clarification following the AGM

Following the AGM, Secretary Amanda Bastable investigated the statement made during the meeting regarding the need for Tracy Clark/Sandy Bay Management to agree to the Constitution.

The subsequent review established that management approval was not necessary for the Association to adopt its Constitution.

The Constitution will therefore be circulated to resident members for their consideration and vote. The existing minutes also record that the AGM recording does not clearly establish that a final resident vote approving the Constitution took place.

10. Outstanding Questions for Management. Speaker: Dave Phillips – Chairman Dave Phillips reminded residents that several questions had been submitted in advance of the AGM. As Tracy Clark had been away from work, the new committee had not yet been able to obtain answers to many of these questions.

It was agreed that the committee would:

- Review the outstanding questions.
- Raise the questions with Sandy Bay Management.
- Seek answers before reporting back to residents.
- Continue providing opportunities for residents to raise concerns and questions.

The Chairman explained that the committee wanted to meet with management before attempting to answer questions on management's behalf.

11. Tribunal Update. Speaker: Kaz Duffield – Under Secretary

Residents were advised that there was no update on the outcome at the time of the AGM. The Tribunal judges were still considering the evidence, and the Association had been advised that the decision could take up to four weeks. The committee confirmed that it would not speculate about the outcome and that residents should await the formal decision. Thanks were expressed to the residents who had represented Sandy Bay residents at the hearing, those who had supported them, and Jenny Humphries for taking minutes during the hearing and walk about.

12. **Matters Being Carried Forward.** Speaker: Dave Phillips – Chairman Dave Phillips confirmed that the committee would continue to monitor and pursue matters previously raised with the former Residents Association.

These included:

- Decking and glass issues.
- New chairs for the bar.
- Landscaping and green areas around Mermaid Drive and Shore Drive.
- Dog waste bins.
- Menu changes, including salad ingredients.
- Odours.
- Potholes.

The committee confirmed that these matters would continue to be followed up on behalf of residents.

13. **New Facilities and Planning.** Speaker: Kaz Duffield – Under Secretary stated that there is no further update on the proposed new facilities, or Plans, or further news on the possibility of new ownership (Aermont) at this current time.

Planning application 25/0816/FUL was referred to. This concerns works including the extension of the existing clubhouse, infilling of the outdoor swimming pool, erection of a pool house and associated landscaping. The application is recorded as having been approved on 13 April 2026. Kaz explained that further information would be sought from management and that residents would be updated when information became available.

14. **Remembrance Day.** Speaker: Kaz Duffield under Secretary The committee confirmed arrangements being made for Remembrance Day – Sunday 8 November 2026.

The arrangements discussed included:

- A vicar attending, arranged by Linda Lambert.
- Trevor acting as flag bearer.
- Jim reading a poem.

- Flags and flagpoles being supplied by Dave Atlee.
 - A poppy wreath having been ordered.
 - Management being asked whether it could provide food and refreshments.
 - Management being asked whether a singer could perform 1940s wartime songs. The committee thanked those residents involved in organising the event.
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15. Membership Subscription Speaker: Kaz Duffield – Under Secretary proposed that the annual Residents Association membership subscription should increase by £1 from the next membership year. The reason given was to strengthen the Association's funds, particularly to ensure that sufficient funds would be available should further legal support be required. The proposal was discussed with members.

Decision: The proposed £1 increase was confirmed and agreed unanimously by residents and recorded in the meeting's record.

Residents were encouraged to share ideas and suggestions on a post it note provided on each chair and place on the designated areas on the wall – these will be collated and recorded with a view to take forward where possible by the new committee.

16. Social Activities. Speakers: Committee Members and Residents discussed whether the Residents Association should become involved in organising social activities.

The committee explained that its primary purpose was to represent and support residents and deal with residents' concerns, rather than organise a programme of social events.

Residents suggested that a separate social group or social committee could be established by residents who wished to organise activities. The committee confirmed that it would be supportive of residents organising their own community activities independently of the QRA. It was also discussed that residents could organise informal activities among themselves using existing facilities, subject to any applicable requirements or agreement via management.

17. Odour and Noise Issues. Speakers: Kaz Duffield and Suzy Harrington Discussed the continuing sewage odour and noise issues affecting residents. Residents were asked to

continue completing odour and noise records. The committee explained that these records provide important evidence for the ongoing investigations involving Castle Point Council Environmental Health and Anglian Water. Residents were reminded that odour sheets could be obtained from Suzy Harrington and returned for onward submission. Black box 19 pearl Drive.

The committee acknowledged that continuing to record incidents can be frustrating and time-consuming but stressed that the information is important in supporting the investigation. Residents were encouraged to continue recording both the odour and associated noise, as the evidence may assist the Environmental Health investigation.

18. Future Resident Engagement. Speaker: Dave Phillips – Chairman

Residents were advised that Dave Phillips, Chairman, would be available in the bar on Mondays from 21 September 2026, between 11:00 am and 12:00 noon, for residents who wished to raise questions or concerns.

The Vice Chairman would also be available on Monday evenings from 7:00 pm to 8:00 pm.

The next QRA committee meeting will take place on: Wednesday 23 September 2026. Residents were asked to submit questions or concerns by Thursday 17 September 2026 using the Association's new email address.

19. Any Other Business. Speakers: Committee Members and Residents

Residents were given an opportunity to raise additional matters. Further discussion took place regarding:

- The possibility of holding additional general meetings during the year.
- Resident led social activities.
- The importance of following the Association's Constitution and statutory requirements.
- The importance of the committee working collectively rather than decisions being made by individual members.
- The continuing importance of the environmental odour and noise investigation.
- The possibility of improving the microphone/sound system for future meetings.

The committee reiterated that its members are volunteers and that its purpose is to support and represent the residents of Sandy Bay.

20. Closing Remarks. Speaker: Dave Phillips – Chairman Dave Phillips thanked all residents for attending the AGM and for their continued support.

The committee reiterated its commitment to representing residents' concerns, working collectively and seeking to improve the quality of life for residents at Sandy Bay.

The meeting was formally closed.

ACTIONS ARISING

Action - Responsible

Arrange meeting with Sandy Bay Management – Chairman - Secretary

Obtain answers to outstanding resident questions - Committee

Continue liaison with Castle Point Environmental Health and Anglian Water - Suzy Harrington
Continue monitoring perimeter security proposals - Committee

Progress home inspections for participating residents - Committee

Purchase new Association laptop - Treasurer

Continue monitoring outstanding maintenance issues - Committee

Progress Remembrance Day arrangements - Committee

Provide residents with the new Association email address - Secretary

Hold next QRA committee meeting on 23 September 2026 - Committee

Circulate the Constitution to resident members for consideration and vote - Secretary
The recorded actions are also set out in the existing AGM minutes.