

Hilltop Park (Chippenham) Residents Association Constitution

Incorporating Hilltop Park, Hilltop View & Taylor Wimpey Developments

Since the Residents' Association (RA) is likely to be required for only the short-term, we are proposing to keep this simple! The Residents of The Hilltop Park Development need to be visibly organised and represented by a single voice, whilst we await handover of The Hilltop Park Development from Bloor Homes to Hilltop Park (Chippenham) Management Company (MC) and election of Resident Directors.

This Constitution needs to be approved at the first Residents' Meeting to be held on Fri 05 September 2025.

1. The Aims of the Residents Association

- To promote Residents' rights at every possible opportunity.
- To act on behalf of the Residents in consultation and negotiation with relevant agencies and organisations, specifically with Bloor Homes Ltd (Bloor), the incumbent Managing Agent (FirstPort) (MA) and the Local Planning Authority (LPA).
- To keep the Residents informed about important news and events in relation to handover.
- The RA will be non-political.

2. Membership

- Membership shall be open to all households, regardless of age, race, disability, colour, gender, political or religious beliefs, marital status, or sexuality.
- Each household will be counted as a single Member for the purposes of voting.

3. Code of Conduct

- It is a condition of membership that members at all times conduct themselves in an acceptable manner at Residents' Meetings or in premises used by the RA.

4. The Elected Committee

- A minimum of Five Elected Members will be required to represent the Residents: Chairman, Vice-Chairman and other roles as required. For clarity these positions are not remunerated.
- Further Elected Members can be nominated to represent one of the Eight (8) phases within the Development.
- Elected Members will be either full or part home-owning Residents.
- There can only be one Elected Member from any given household.
- Elections take place as part of a Residents' Meeting.
- Nominations need to be put forward prior to the Residents' Meeting at which elections will be held. Nominees need to be present at that Residents' Meeting.
- At the Residents' Meeting, each of the nominees need to present an overview of their potential contribution and be elected via a Vote.

- A change in the Elected Committee can be put forward as an item for discussion at any Residents' Meeting.

5. Residents' Meetings

- Will be organised by the Elected Committee as and when required.
- Items for discussion at Residents' Meetings need to be suggested before the meeting is held. There will be an opportunity at the start of each Residents' Meeting to raise small items for discussion as part of AOB.

6. Voting

- All Members shall have an equal vote, although the minimum age for voting purposes shall be 16.
- Voting at all Residents' Meetings shall be by a show of hands by members attending.
- There may be a need to hold a vote outside of a Residents' Meeting. The Elected Committee will consider the use of electronic voting systems for simple, uncontroversial decisions. This may be in the form of a Facebook or Website Poll.
- A simple majority of votes shall carry any decision.

7. Quorum

- The quorum for Elected Committee meetings shall be 3 voting Elected Committee members.
- The quorum for a Residents' Meeting shall be 10 voting Members.
- At all meetings, decisions shall be taken by a simple majority of all members present and voting. If there is an equal number of votes, the chairperson of the meeting shall have a casting vote but not in addition to his or her vote as a Member.

8. Alteration and Dissolution

- Any proposed alteration to, and dissolution of, this constitution shall be made in writing and circulated to all Members together with publicity for the Residents' Meeting at which it is to be discussed.
- Any proposed alteration and/or dissolution shall require the approval of a two-thirds majority of Voting Members present.
- Dissolution of the RA is expected to be proposed when the MC is up and running with Resident Directors duly elected. The assumption is that the MC will act as the single voice of the Residents moving forward.