

Hilltop Park (Chippenham) Residents' Meeting

Meeting Minutes



Meeting Title	Residents' Meeting 1
Meeting Date	Fri 05 September 2025 @ 7pm
Meeting Location	The Cause, Chippenham

Attendees

Attendee	Status	Comments
[Redacted] (councillor) (MB)	Present	Acting chair at the start of the meeting
[Redacted] (councillor) (MO)	Present	
[Redacted] (councillor) (AM)	Present	
[Redacted] (resident) (MG)	Present	
[Redacted] (resident) (DS)	Present	
[Redacted] (resident) (JC)	Present	Took over as chair when elected
[Redacted] (resident) (GO)	Present	
[Redacted] (resident) (SM)	Present	
[Redacted] (resident) (KH)	Present	
[Redacted] (resident) (MP)	Present	
[Redacted] (resident) (EC)	Present	
[Redacted] (advisor) (NB)	Present	Representing Residents First

Minutes

Item	Title
	The meeting commenced @19:05.
1	Welcome and Introduction
	• MB welcomed everyone to the first Hilltop Park Residents' Meeting. • He announced he would be the acting chair for the meeting initially. • The primary objectives of the meeting were to secure support for the Residents' Association (RA) Constitution and to elect members of the RA Elected Committee.



Item	Title
2	Review and Approval of the Constitution
	- MG explained that the proposed RA Constitution had been published on the RA's website (https://hilltoppark.co.uk/the-ra/constitution/). - The meeting briefly debated the quorum number being relatively high (currently 10). MB suggested that we approve the Constitution as it stands subject to a review at a later point. - He also advised that those residents that had not been able to attend the meeting in person had been invited to vote in support of the Constitution online via the RA's website (https://hilltoppark.co.uk/resources/forms-and-votes/vote-for-the-ra-constitution/).
	- MG reported that a total of 22 votes had been received online. One of these was found to be a duplicate (on the basis that only one vote is allowed per household). - Of the verified votes: - Votes in support of the proposed Constitution: 21 - Votes against the proposed Constitution: 0 - MB asked the residents in attendance to say Aye in support of the proposed Constitution, and it was unanimously supported. The RA has now formally been established!
3	Nominations and Support for Elected Committee Members
	- MB explained that the RA was looking for volunteers to sit on the Elected Committee and work on various initiatives on behalf of all residents. - MG further clarified that all of the existing RA Provisional Committee members have agreed to continue in their roles, to provide continuity. This includes the following residents: [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] - MB asked the residents in attendance to say Aye in support of the existing RA Provisional Committee in continuing in their roles, and this was unanimously supported. - The RA Committee would continue to be supported by our three councillors and advised by Residents First.
	- MB invited nominations for three specific roles: - Chair - Vice-Chair - Secretary - For chair, [Redacted] was nominated, seconded and elected. [Redacted] took over chairing of the meeting, replacing MB as acting chair. - For vice-chair, [Redacted] was nominated, seconded and elected. - For Secretary, [Redacted] was nominated, seconded and elected.

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	- The meeting reviewed RA Committee representatives for each of the phases: - Phase 1 - [Redacted] - Phase 2 - [Redacted] - Phase 3 - [Redacted] - Phase 4 - no one identified as yet - Phase 5 - no one identified as yet - Taylor Wimpey (Phase 5b) - no one identified as yet - Phase 6 - no residents have moved in as yet Action: RARM/01/01: Elected Committee to ensure all phases are appropriately represented. Action: RARM/01/02: The Elected Committee to circulate a phase map of the estate.
4	General Updates
	- MG provided an update on the drainage issues on the estate. This is the RA's primary focus. - The gap in the tarmac at the entrance to the estate, at the location where old tarmac surface meets new Haystack Road construction surface in Haystack Avenue. Bloor Homes has accepted it needs to address this issue. - Issue with the TP1 and the number of unsold plots that Bloor Homes should be paying the Service Charge Fee for.
5	Questions & Answers
	- KH asked the following question about rebates on water bills. ➤ MG confirmed that rebates are available to residents because the estate is not yet adopted by Wessex Water. - GO asked who would pay for repairs if any item of infrastructure is not adopted by the relevant authority. ➤ NB confirmed it would likely be the ManCo. - Someone asked about when residents are likely be able to become directors of the ManCo. ➤ NB suggested it was likely to be a minimum of 5 years before residents would be able to take control of the ManCo, subject to adoptions etc. ➤ Bloor Homes will never allow residents to take control of the ManCo prior to all adoptions being completed.
6	AOB
	The meeting discussed the possibility of encouraging resident contributions to cover the cost of running the RA. The RA could consider setting up not-for-profit company (a Community Interest Company) via Companies House. The meeting closed @ 20:25.

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Attendance List

[Redacted]



Glossary of Acronyms

Term	Meaning
CHATS	Community Hub for Adoption & Transition Support
COPSE	Community Oversight of Planning & Section 106 Enforcement
ESG	Estate Steering Group
LEAP	Locally Equipped Area of Play
LPA	Local Planning Authority
ManCo	Management Company, namely Hilltop Park (Chippenham) Management Company Limited
MUGA	Multi-Use Games Area
NHBC	National House Building Council
RA	Residents' Association