

# CONSTITUTION OF THE NURSERY DRIVE RESIDENTS ASSOCIATION

Nursery Drive, Brimscombe, Stroud GL5 2RL

1st September 2026

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## 1. Purpose and Status

Nursery Drive is a private road serving 24 Houses.

1.1 The Nursery Drive Residents Association (the Association) is an unincorporated, not-for-profit body managed by resident volunteers.

1.2 Property owners acknowledge that they are jointly responsible for the maintenance and upkeep of the road known as Nursery Drive, Brimscombe. The Residents Association remit is limited to the common road serving all residents. The branches of the road are excluded from the association, as shown Figure 1.

1.3 The purpose of the Association is to ensure:

- A) The road surface is in good condition
- B) The drains serving the road surface are maintained and cleared annually.
- C) The residents are covered by public liability insurance for any third party financial claims arising in the area shown in Fig 1.
- D) The maintenance, repair, and long-term care of the shared main artery of Nursery Drive (including the main entrance from London Road). This ensures the road surface remains in good repair and costs are shared equitably between residences. See the hatched area in the attached map - Figure 1.

## 2. Membership and Voting

2.1 All households relying on Nursery Drive for vehicle access are eligible to be members of the Association.

2.2 Major decisions (such as approving ad hoc repair contracts or changing annual contribution amounts) will be decided via an email ballot.

2.3 Voting is limited to one vote per household.

## 3. The Committee

3.1 Members will elect a Secretary, Treasurer and Chair to run the committee. The Secretary and Treasurer and one other member will be joint signatories of the Association bank account.

3.2 Committee roles are strictly voluntary; no member shall receive payment or honoraria for their time.

3.3 Committee members will serve an initial term of one year. Anyone resident can volunteer to serve and a simple election will be held if there are more volunteers than roles.

## 4. Finance

4.1 The Committee will establish and maintain a dedicated community bank account for the road fund. All electronic payments or cheques from the account require authorisation from two signatories.

4.2 Each household bears an equal share.

4.2 The standard contribution per household is primarily to cover the Public liability insurance premium and annual drain cleaning.

4.3 Road surface repairs will be charged to households as they arise. The Committee will seek a minimum of two competitive quotes for any single repair.

4.4 A request for payment will be issued via email, with details of the planned work, before any work is contracted or commences.

4.5 The Treasurer will keep transparent, accurate financial records and present a simple financial summary to the residents annually.

4.6 The administration of the Association will be paperless where possible.

4.7 No liability will be accepted by the Chair or any elected member of the Association, either jointly or individually, in respect of any actions taken, or advice or information given by them in good faith while performing functions on behalf of the Association in accordance with this Constitution.

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Additional information:

### **Committee Roles**

The Association will be dormant other than for necessary administration and when repair and maintenance projects are underway. The intention will be to maintain a minimal administrative burden to fulfill its responsibility.

- The Treasurer oversees the bank account, insurance purchase and renewals, and payments to contractors. They issue requests for payments and ensure funds are available before work commences, and prepare annual accounts.
- The Secretary maintains and updates the record of residents' email addresses, issues residents a concise annual report and accounts, and acts as the point of contact for formal email communications.
- The Chair leads the running of the Committee and deals with organizations and companies on road-related matters, such as utility companies and local authorities, particularly where disruption to road access is likely.

### **Facebook and Website**

The committee will also run the *private* Facebook page 'Nursery Drive Residents Association'. This is an informal social media platform to allow direct communication between neighbours, it will not be used for any formal or financial matter and membership is voluntary.

There is a website [www.nurserydrive.co.uk](http://www.nurserydrive.co.uk) — it is a local history website and archive of maps, documents, and photographs. To contribute, please contact [thowe26@googlemail.com](mailto:thowe26@googlemail.com) (Tim lives at No. 2 Golden Valley).

### **Appendix 1**

*Map showing proposed boundaries of the Association's remit.*

*Date: [19/07/2026]*