

Dear

I am a member of a group of residents from (insert road name(s)).

We are concerned at the level of (describe the problem - fly-tipping, burglaries and other anti-social behaviour such as criminal damage, groups of youths loitering in the alley, drinking, drug misuse). To reduce these we want to start an alleygate project to secure the entrances to the alleyways.

The advantage of security gates is that all residents can still use the alleyway as before, since each house will be provided with a key. It is also possible your insurance company will reduce your home contents policy premium if we gain this extra security.

This project can only succeed if we gain the backing of those who live here, those that have the legal right of way and by all of us being prepared to share the cost involved.

There will be a public meeting regarding this project at (location) on (date and time). Please attend if you can.

We would like to know what support we have and of any concerns, so please complete, and return, the section at the end of this letter to me at the above address.

Please note that if you are a tenant we need the agreement of the owner of the property for the scheme to go ahead. In this case would you please send this letter to the owner today, as long delays can occur contacting landlords.

Please return your voting slip by (10 days time?) and do not hesitate to contact me with any queries.

I would also be very grateful if you will help us to promote this scheme.

Yours faithfully

(Name)

Please put a ring around the scheme you prefer and return to me by (date set).

1. Install wooden gates. Cost per household approx. £(?) (for pedestrian access only).
2. Install metal gates. Cost per household approx. £(?) (vehicular and pedestrian access)
3. I will/will not be willing to assist you with taking this scheme forward.
4. Leave alleyways without gates (please state reasons below or contact me direct) Use a separate sheet if necessary.

Your name

(Capitals please)

Address

Consent Form

Re: Alleygate scheme located at

If you are the owner of this property, please take some time to complete the form below in BLOCK CAPITALS and return it to us by following the instructions overleaf. If you are NOT the owner, please pass it on to the owner and ask them to complete it.

Name:

Address:

Telephone number:

Are you the owner of the property?

Yes

No

What is your main concern in the alleyway? (tick as many as appropriate)

Fly-tipping

Burglary

Anti Social Behaviour

Would you have any objections to having gates installed at the entrance to your alleyway?

Yes

No

Will you give your permission for the gates to be installed to protect other residents?

Yes

No

Would you be willing to put time and effort into helping a successful gating scheme?

Yes

No

If yes would you like to become a member of the alleygate residents association committee?

Yes

No

Are you willing to contribute towards the cost?

Yes

No

Signed

Please return to local resident co-ordinator at

or

Sample constitution

The Association shall be known as:

and shall have no affiliation to any political party and shall be non-sectarian.

Aims

The aims of the Association are:

- To install alleygates to protect and maintain the rear alleyway.
- To operate as key holders for the alleygates.
- And all other business relating to the alleygates.
- The association will not become involved in neighbour disputes.

Membership

Membership is open to all residents who back on to the alleyway, use it for garage purposes or have a legal right of way over it.

Management

The business of the Association shall be conducted by a Committee of Management consisting of Chairman, Secretary, Treasurer and not less than three of the residents.

AGM

All office bearers of the Committee shall retire at the Annual General Meeting. They shall then be eligible for re-election. Seven members are needed at the meeting for proceedings to be valid.

An Annual General Meeting will be held in each year to:

- Receive the report of the Committee of Management.
- Receive the financial statement to (Date).
- Elect office bearers.
- Carry out any other business.

The Committee of Management can call a Special General Meeting (SGM) at any time. An SGM can also be called if three voting members write to the Secretary to ask them to organise one. The Secretary will organise the meeting within 28 days of receiving the letter. Members will be told in writing when a SGM is being held at least (?) days beforehand. The letter must also state what business will be discussed.

Voting

Any member will be able to vote at General Meetings of the Association.

The Chairperson will sign the Minutes of Meeting when everyone attending has approved them. Seven members are needed at the meeting for proceedings to be valid.

Finance

All money will be banked in the name of the Association, less the amount necessary for current expenses. The Bank Account will be operated by two of the following -

Chair, Secretary or Treasurer.

Matters arising

If a member wants to raise something they must write to the Committee of Management.