

Little Meadow Cranleigh Ltd

Company No. 11426781

Meeting of Directors

on
Sunday 11th May 2025 at 10:00

at
20 Marjoram Avenue
Cranleigh
GU6 8GS

Minutes

Present:

Terry Carter
Colin Harbour
Paul Haines
Justine Williams
Mike Williams

Before the meeting commenced, Terry Carter confirmed his resignation as a director to be effective at the end of the meeting. He was thanked by all for the significant contribution he has made since late 2020.

1. Apologies for absence

- Trevor Scale, Talia Underhill, Andrew Wordingham (Company Secretary).

2. Minutes of the last directors' meeting held on 11th January 2025

- Approved.

3. Matters arising

- The planned planting in Primrose and Yarrow has been completed. Somebody living in Amber Parkside has donated some surplus laurel bushes which are to be planted to fill gaps around the pumping station.
- Paul has been in touch with a contact in Amber Parkside and hopes for an invitation to a residents' meeting to establish a shared approach to the maintenance of our common boundary.
- The Heras fencing at the boundary with Knowle Park was not removed in March as scheduled, apparently because the Trust has not received the funds that were expected to cover the work. **Trevor** to be asked to obtain a further update from his contact at the Trust, Martin Bamford.
- The area at the base of the slide mound steps has become more established with the spring growth of grass and it was decided that no further action needs to be taken.
- The next RoSPA playground inspection has been booked by Tim Townsend for June to take advantage of an early booking discount. Paul and/or Justine, who between them continue to do the weekly playground inspection have noted this. Paul confirmed that the weekly inspections now include the wooden bridge and as an aside he reminded everyone that the slide mound steps would need re-treating with preservative, probably next year.

4. Summary of current LMC financial position and forecast

- All service charges due have been received.
- Tim Townsend continues to hold a small balance on LMC's behalf for day-to-day use
- LMC's balances with Nat West are: Business Current £1,500.84 and Business Reserve £33,527.08.
- The forecast for the remainder of the financial year shows a currently estimated surplus for the year of £4,091, very close to budget; however the bridge non-slip remedial work still needs to be completed and paid for (almost £600) and inevitably there will be other unexpected expenses that arise so it'll undoubtedly be less than that, resulting in a lower carry-forward figure to 2025-26.
- Regarding the bridge work, reimbursement has been sought from Bellway since they fitted non-slip strips only to about one-third of the crossing. Terry raised the question of whether the bridge might fall under Bellway's Section 106 agreement with Waverley and this possibility will be borne in mind in our dealings with them.
- Paul asked about the timing of the production of next year's budget. This will be prepared by Tim Townsend, like last year, in good time for us to discuss and agree it before the next service charge payments become due.

5. 2025-26 Insurance renewals

- The renewal summary was circulated before the meeting but the full package was available to view if required.
- The directors were asked to consider the declarations made on page 14 and to update these if necessary.
- Property Owners' insurance Yutree: 2024-25 was £890.00 - 2025-26 is £932.00
- Directors' and Officers' cover Allianz: 2024-25 was £459.20 - 2025-26 is £459.20
- Broker's fee £80.00.
- Tim Townsend does not receive any commissions.
- Total £1471.20 for the year's cover.
- The brokers, A-One Insurance Group (who have provided the quote via Tim Townsend) are an independent firm and they deal with a wide range of insurers. They recommend renewal based on our requirement for the most competitive price whilst not compromising on cover.
- It was unanimously agreed to renew both policies for another year and Colin will instruct Tim Townsend.

6. Continuing maintenance of areas cleared

- It was highlighted that landscape maintenance is the most visible part of what LMC does and so it's what residents notice the most. It is also LMC's largest outlay.
- The Yarrow swale area is to be discussed under Agenda item 8.
- Resident A [REDACTED] has asked for information regarding regular maintenance of the front swale (along Alfold Road) which was cleared by Countrywide in mid-October last year.
- A continuing maintenance need has become apparent because it would probably be better, and cheaper, to keep any cleared areas reasonably tidy on an ongoing basis so that no major one-off clearance is needed in future:
 - The front swale as mentioned in the third bullet point. We should keep in mind that this is beyond the Little Meadow boundary and not in our legal ownership, so we will never formally accept responsibility for it.
 - The swale by the play area which needs to be kept clear for drainage.
 - The newly planted boundary between Primrose and Amber Parkside where weeds are already springing up.
 - The area along the northern boundary of Marjoram where the grass near the road is cut (in accordance with the planning approval) but the so-called wildflower meadow along the boundary just consists of unsightly weeds.
 - The boundary between Betony and Amber Parkside where new growth of weeds, brambles and nettles needs to be stopped.

- Tim Townsend happens to be visiting Little Meadow tomorrow and **Mike** (and possibly **Paul**) will discuss with him what needs to be done. Tim Townsend will be asked to arrange an on-site meeting with Countrywide with a view to re-negotiating their contract (which is due for review anyway on 1st August) to include these areas. The contract should have much more specific detail than the last one to ensure that there is no doubt what is included and what isn't. Next year we should again put the contract out to tender.
- Paul pointed out that while the Countrywide contract states they will cut the grass every week at this time of year, it doesn't always need to be done and so there should be time available for them to do some other jobs; however it was accepted that it would be difficult for them to operate in that way.
- Resident A has also mentioned "the verge area near the Hyperoptic cabinet" and **Tim Townsend** will look at this during his visit tomorrow. It is thought that this concerns the bare ground next to the road caused by the concrete haunching making the ground too shallow for grass to grow, but this will be confirmed.
- The hedging along the front of Little Meadow is to be replanted where necessary towards the end of the year when the conditions for planting are ideal and when hedging becomes available to purchase. It was noted that following our recent Health & Safety inspection it was clarified that provided there was some sort of vegetative barrier, no warning signage was required for the swale.
- The brambles behind the play area are to continue to be trimmed like a hedge as part of Countrywide's normal tasks. Consideration may be given later to clearing and planting there.
- The area in front of the Aster bin store for 13-21 Marjoram appears to have been missed by Countrywide as it's untidy with weeds. **Colin** to ask **Tim Townsend** to remind them.
- The lack of maintenance to the gardens of some Aster houses (the land not being LMC's responsibility) was raised. Aster previously asked if LMC would include those in our landscape maintenance and it was refused on the grounds that if anybody was to do it, it should be Aster's maintenance team. If LMC was to consider taking on the job, there would need to be a proper agreement between Aster, its residents and LMC. **Mike** will discuss the possibilities with Tim Townsend who has had experience with other estates.

7. Land transfer update

- Although Terry will no longer be a director he is happy to continue dealing with the land transfer for now and will gradually hand over.
- A Land Registry plan of Little Meadow was circulated confirming LMC's area of responsibility. It also confirms that as the owner of three distinct freehold titles (27 dwellings) Aster forms three Members of LMC with forty-eight private owners/Members being the rest.
- Regarding road adoption, a recent email reply from Surrey County Council was also circulated saying that they had written to Bellway's solicitors regarding the Section 38 adoption agreement over a year ago and had only just had their comments. They hope that the adoption will be "signed off in the next few months"
- We have a draft TP1 transfer that has been examined by [REDACTED] and marked-up with comments/amendments. Clearly we will not sign until we are happy with the final document and Terry has confirmed this with Red Kite Law (our solicitors) - particularly regarding Bellway's attempt to make LMC responsible for their obligations under the Section 106 and Section 38 agreements Bellway signed with Waverley/Surrey council(s).
- Until adoption has been completed, Bellway remains responsible for any repairs and upkeep to Marjoram Avenue.
- **Terry** will email Bellway again this week to chase them up regarding the land transfer.

8. Bellway update

- Paul continues to press Bellway, including a whole range of their personnel in his emails, including, occasionally, Jason Honeyman the Chief Executive of Bellway Plc.
- The relocation of the lampposts along the front of Little Meadow has finally been completed. These were originally placed in the roadway but are now on the verge. It was mentioned that Resident A wished to see repairs done to the lamppost itself which is slightly dented and the paint scratched but the directors agreed that these defects were insignificant.

- There are just a few more items remaining for Bellway to deal with:
 - The Yarrow swale remains untouched despite LMC being promised, twice, that the rotovating and re-seeding work would be carried out in the week commencing 14th April.
 - Surface water drainage - confirmation of good condition by a survey at handover. A drainage contractor has told us that flushing is necessary but Bellway claims that any sediment has formed post-handover, so it is not their responsibility. The drainage contractor advises us otherwise, it's mostly rubble and must have been there before.
 - The area of hedging that has been planted in Betony needs to be built up with more soil.
 - We have asked Bellway to pay for the bridge non-slip surface work.
 - There are loose kerbs on the corner of Marjoram near the play area for which Bellway remains responsible until adoption.
- Tim Townsend is suggesting a further discussion with the drainage contractor to get more details so that we can establish exactly what is needed regarding the surface water drainage.
- Resident B [REDACTED] messaged on Friday via the website seeking information on the work to be carried out on the Yarrow swale. At this stage we can only advise that it remains in Bellway's hands. The suggestion to provide Resident B with Ross Gillespie's contact details so that they can apply further pressure themselves was felt to be a good one.
- [REDACTED] pressure will continue to be applied.

9. FirstPort update

- Following the County Court Hearing and Summary Judgment in LMC's favour, LMC received funds from Firstport for its costs, just within the Court deadline
- The next stage (this week) is for Colin to liaise with [REDACTED] so that a further Witness Statement can be submitted to the Court.
- Firstport's next deadline is 26th May 2025 for the provision of:
 - Accounts for the years 2020, 2021, 2022 and 2023.
 - Source and application of funds.
 - Income and expenditure to the termination date.
 - All their records and papers to be in LMC's possession.

10. Any other business

- Resident A has also suggested that LMC releases the Minutes of directors' meetings for the information of all Members in the interest of transparency. This was agreed unanimously, although some personal, confidential, sensitive or commercial information may need to be redacted at times.
- Progress in the remediation of the slippery surface on the wooden bridge to Leighwood Fields has been slow. Two quotes were obtained from [REDACTED] and [REDACTED] and the former was chosen. They were asked by Tim Townsend for their Health & Safety policies and insurance details on 14th April and despite chasing there has been no response to date. It was agreed that as our backup plan the other quote should be accepted, should the delay continue.
- Colin requested approval for the reimbursement of costs relating to the Little Meadow website. He has carried the full cost himself in the two years since it was launched but the "littlemeadowcranleigh.co.uk" domain name is due for renewal now for two years at £23.98 (£11.99 a year). In addition the "https" security certificate will expire within days and needs to be renewed at £78.00 for the year. The total now due is £101.98 and this was approved for reimbursement by Tim Townsend - all figures include VAT. Web hosting costs a further £26.00 a month but Colin will continue to cover this himself because the hosting fee is included with four personal websites which he administers.
- Justine advised that there are plans being formed for another summer social event on the green.

There being no further business the meeting terminated at 11:35.