

# **Little Meadow Cranleigh Ltd (“LMC”)**

Company No. 11426781

## **Meeting of Directors**

on

Sunday 17th August 2025 at 16:00

at

20 Marjoram Avenue

Cranleigh

GU6 8GS

## **Minutes**

### **Present:**

Colin Harbour

Paul Haines

Trevor Scale (remotely by phone)

Talia Underhill

Justine Williams

### **1. Apologies for absence.**

- Mike Williams, Andrew Wordingham (Company Secretary).

### **2. Minutes of the last directors' meeting held on 11th May 2025.**

- Approved.

### **3. Matters arising.**

- Paul's contact in Amber Parkside has advised that the owners there still do not have control of their management company and until this happens they will not be able to progress any joint maintenance arrangements for our shared boundary. LMC will be kept advised.
- The Heras fencing on Little Meadow's eastern boundary has still not been removed; however, one of the main reasons is that the nesting season won't be over until September and it is hoped that action will be taken then. A quantity of chestnut paling fencing was donated by Berkeley Homes and is stored in the park ready for installation.
- Our landscape maintenance contract with Countrywide has been renewed and should now include many of the tasks which cost us extra before. Tim has been asked to arrange for Countrywide to schedule some catch-up work to start the

contract and Colin will ask Tim this week how things are progressing. There may still be some modest extra costs for disposal of a backlog of cuttings etc., for example after cutting back the overgrown swale along Alfold Road which is now blocking drivers' vision when leaving Little Meadow.

- Aster haven't yet advised Tim whether they are accepting the Countrywide quote to maintain their Betony residents' front gardens; however, this does not affect LMC.
- All our Firstport files are now closed.
- Tim is meeting with Resident A (mentioned in the last Minutes) on 12th September.

#### 4. Drainage survey findings.

The main points are:

1. There are fine roots in most of the pipes which need to be cleared now otherwise the roots will become larger and more numerous, causing blockages. It is recommended that this is done periodically in future, maybe every five years (see later).
2. There are concrete deposits in several of the pipe runs which could only have got there during construction.
3. There is a broken section of 450mm pipe which requires a structural patch repair to restore the pipe's integrity and to prevent further damage or leakage. Again, this must have been broken at the construction stage.
4. There is a missing non-return valve on a 225mm pipe which discharges into the stream near Yarrow. This is detailed on the drainage plans but has been missed completely at the construction stage. When the stream has been in flood this has meant a back flow into the Little Meadow system and in the past this will undoubtedly have contained sewage discharge/spillage by Thames Water.
5. There is silt in the runs where there is perforated drainage pipe, mainly along the north side of Marjoram. This is an issue because no geo-textile barrier was installed during construction and so periodic maintenance will be needed here too.
6. There is a missing chain in the hydro-break just before it discharges into the swale at the front of Little Meadow.

Further consultations with some groundworks contractors were recommended and these have revealed:

7. The level of the ground in the swale behind the play area is too high and it needs to be dug out by about 450mm so that it drains from the eastern end through to the western end. Shingle or cobbles need to be laid in the bottom with a geo-textile membrane to prevent silt rising from the bottom of the swale. This is how it should have been constructed originally.
  8. The level of the ground in front of the outlet to the Alfold Road swale is too high preventing drainage from the pipe. The removal of a relatively small mound of rubble in front of the outlet, which has been there since the estate was completed, will put this right and this can be done by the contractor temporarily removing one of the knee rails to allow access.
- The quote we have received from the drainage contractor for items 1-6 is confusing because of the use of the past tense in places - for example “we used” rather than “we need to use”; however, they have confirmed that all the matters listed are tasks that still need to be done. The quoted cost inc VAT comes to £4,461.60.
  - The lowest of two quotes for the groundworks referred to in items 7 & 8, inc VAT, comes to £3,360.00.
  - We have already spent £6,192.00 inc VAT for pumping out the system and jetting everywhere to allow the CCTV survey to be carried out.
  - LMC’s current financial position allows us to proceed with this work, mainly because of the receipt of the monies owed to LMC by Firstport.
  - It was agreed that we should ask **Tim** to accept the quote from the drainage contractor and also the lowest quote for the groundworks since we will then have corrected all the current issues - hopefully to avoid more serious and costly problems in the future.
  - Photographs to be taken at all stages as evidence of the work. We already have photo and video evidence of the issues identified so far.
  - Both contractors are to be asked by **Tim** about any warranties/guarantees for their work.
  - **Trevor** will get a clearer quote from the drainage contractor and reference the listed items to his plan, then he will put together a summary for **Paul** to approach Bellway regarding the matters that are underlined in the list above since it was agreed by the directors that Bellway must be held fully responsible for these shortcomings

and should therefore pay for them to be put right. Furthermore, since Bellway refused to implement the necessary investigations, we will also seek reimbursement of the cost of the CCTV survey and the initial pumping and jetting which was required to allow the survey to take place.

- Probably every five years or so, there will be a need for fairly minor jetting to remove fine roots and possibly a CCTV check. The drainage contractor is to be asked by **Tim** to provide a best estimate for this future work so that LMC can build up a reserve in the intervening period.
- With regard to the swale along Alfold Road south of Marjoram Avenue, it was decided to leave this until Countrywide have cleared the vegetation and then to check the drainage into the swale - this comes from the roof gutters of only three houses (2, 4 & 6 Marjoram) and so it is relatively minor compared to the north side which drains almost the whole length of the estate.
- It was again highlighted that the swale at the front of Little Meadow along Alfold Road is “no-man’s-land”, having no registered owner; however, LMC must do whatever is necessary to ensure that the surface water drainage system of the estate does what it is supposed to do. Interestingly, the part of the swale which runs from Little Meadow’s boundary across the front of Leighwood Fields to the narrow road bridge and the stream is adopted/adoptable and therefore the responsibility of Waverley and/or Thames Water.
- **Colin** to instruct Tim as above.

## **5. Discussion and approval of budget for 2025-26.**

- LMC’s cash reserves at the end of the current financial year 2024-25 will be about the same as they were at the start, since the significant extra expenditure we have incurred in 2024-25 has been mitigated by the receipt of the monies from Firstport.
- It was agreed that LMC’s reserves should be built up gradually over the next five years to ensure that we are able to continue the routine maintenance of the surface water drainage system.
- The play area equipment could become a costly matter as it ages and needs to be replaced. Attention was drawn to the fact that it is entirely LMC’s responsibility, despite it being available for use by the public.
- For 2025-26 it was agreed that service charges should be kept at exactly the same figure as last time despite landscape maintenance costs having increased. There is still a contribution to reserves of £2,000.
- **Tim** to be instructed to circulate the budget with invoices about a month ahead of the due date (which is 1st October 2025).

## 6. Bellway update.

- Paul has just chased Bellway again to get them to settle our invoice for the agreed reimbursement of the corrective works to the bridge non-slip strips
- Bellway still have to deal with the loose kerbstones on the corner outside 16 Marjoram.
- Bellway still have to build up the soil level in the boundary area in Betony.
- As far as we know there has been no progress on finalising road adoption by Surrey County Council, which is surprising because Bellway must still be bound by a significant financial bond in place between them and Waverley/SCC.

## 7. Land transfer update.

- Colin would be happy to take over responsibility for the land transfer; however it will not be actively pursued while discussions continue with Bellway about the drainage remediation costs and the other outstanding matters mentioned above.
- In Colin's absence for almost the next four weeks, Paul will speak with Terry about a possible handover.

## 8. Any other business.

- It was reported that Thames Water were working last week on a water main outside the Aster block near Betony. Upon enquiring, they said that "the builders used the wrong fitting for this type of pipe and the main was leaking". They added that there may also be issues elsewhere on the estate (which Thames Water would have to deal with). As an aside, they should have sought LMC permission to excavate on our land.
- Trevor reported that there is a fire hydrant sunk into his front garden at 4 Yarrow. It is not on the construction plan and clearly it should have been placed outside the boundary but accepting its current position, there is no yellow "H" signage to enable emergency vehicles to find it. It is probably the responsibility of Thames Water but for expediency Trevor will order a sign from <https://www.signomatic.co.uk/> and place it appropriately.

- Paul mentioned the minor outstanding items from the RoSPA playground inspection report which was carried out a short while ago. **Justine** will ask her brother if he would be willing to take on these jobs so that he can provide a quote:
  - The balance beams are slightly loose - the plastic covers for the bolts are very hard to remove but this needs to be done so that the bolts can be tightened.
  - The rope climbing frame also has some loose bolts which need to be tightened, but again the plastic covers need to be removed and are firmly in place.
  - Some bolt covers on the top bar of the swing are missing and need to be replaced.
  - There is worn grass on the slide mound beside the slide itself which needs to be renewed.

There being no further business the meeting ended at 17:00