

Little Meadow Cranleigh Ltd (“LMC”)

Company No. 11426781

Meeting of Directors

on

Saturday 28th February 2026 at 16:00

at

20 Marjoram Avenue
Cranleigh
GU6 8GS

Minutes

Present:

Colin Harbour
Paul Haines
Trevor Scale
Talia Underhill
Justine Williams

1. Apologies for absence.

- Andrew Wordingham (Company Secretary).

2. Minutes of the last directors' meeting held on 17th August 2025.

- Approved.

3. Matters arising.

- Paul advised that Amber Parkside's management company is still not organised sufficiently to discuss the shared maintenance of our common boundary.
- The Heras fencing has now gone from the Knowle Park boundary and they have replaced it with a natural barrier of willow.
- Prior to the last meeting we had only just renewed our contract with Countrywide and Colin flagged that re-tendering for the next year's contract maybe needs to start in April/May. Colin will discuss timing with Tim. It should be easier this time as we can use the planned activity chart we now have. It was noted that Countrywide's winter frequency visits change to spring/summer frequency (monthly to weekly) from now onwards.
- The cost of the bridge works has now been settled in full by Bellway.
- Tim met with [REDACTED] (Resident A) back in September as planned.
- The surface water drainage now appears to be working properly - the work is complete apart from fitting the missing flap on the Yarrow outlet - it has been delayed due to the high water level in the stream.

4. Summary of current financial position

- LMC's balances at NatWest are: Current account £131.51 and Business Reserve (interest-bearing) £28,926.84. Tim is holding around £4k in his float and as usual he will be sending his reconciliation in early March.
- The March service charge bills will be sent out by Tim shortly.

- Discussions will take place at our next meeting regarding a budget for the next financial year and the level of ongoing reserves to keep for contingencies.

5. Grit/salt bins

- The possibility of installing grit bins was raised during the very cold spell in the second week of January when there was snow, followed by rain, followed by several nights of sub-zero temperatures.
- Paul mentioned particularly the vulnerability to vehicles of the low fencing on the bend at the end of the straight section of Marjoram Avenue along the northern boundary.
- Bins from Screwfix range from about £150 to £300 each, including VAT, for the size we would need, plus the cost of grit/salt.
- There was agreement that the bright yellow bins are quite unsightly and there would inevitably be an issue placing them acceptably.
- The point was made that Marjoram Avenue is adoptable/adopted by the Local Authority and so gritting/salting of most of Little Meadow is really their responsibility, not LMC's.
- Tim has shared his views on the proposal and thinks we should consider:
 - The (low) frequency of icy conditions in recent years.
 - The absence of any areas where water might accumulate and freeze.
 - Whether there have been any particular complaints or concerns about icy conditions.
 - That the site is flat which reduces the risk of slipping.
 - Who would spread grit/salt?
 - How the salt/grit might be kept in a usable condition.
- After some discussion the directors decided that gritting/salting should remain an informal/unofficial matter. Paul offered to keep some LMC salt/grit in his garage next winter that could be publicised as being available to use if anybody on the estate needed it.

6. Reinstatement Cost Assessment (“RCA”) and insurance review/renewal

- An RCA was commissioned by LMC after Tim referred us to a published article which said, in summary:

“Unadopted estates ... are a major insurance and reinstatement risk - one that is routinely underestimated until a claim happens.”
- The result of under-insurance could be that any claim might be “averaged”.
- Paul advised that he had made enquiries and his employer does not obtain an RCA for its properties, any insurance shortfalls would be passed on to its tenants/owners in their service charges.
- We obtained three quotes for the assessment ranging from £495.00 to £3,150.00 plus VAT and we chose the cheapest one.
- The RCA assessor came on Wednesday 25th February as arranged.
- The assessor took lots of photos and notes and said that it could be several weeks before we get his report.
- The report will value LMC's reinstatement costs but it will not assess risk and so it will be our decision whether to update our insurance cover based on our view of the risk.
- Our insurance renewal is due on 19th May 2026 so we will have time before then to consider the report, review our current cover and act if necessary.
- Currently we have £35k “Buildings” cover (bin stores, fences etc) and £10m Property Owners' Liability. This cover, plus inflationary increases, is what we inherited from Bellway.

7. Bellway update.

- The cost of the remediation of the surface water drainage system is to be claimed back from Bellway. **Paul** is still in touch with Ross Gillespie of Bellway and will be taking this up with him once the final part of the drainage work has been completed.
- The loose kerbstones Paul had previously highlighted have been re-set.

- Bellway still have to build up the soil on the Betony boundary and again Paul will pursue this

8. Land transfer update.

- Colin is now following this but there is nothing to report because the transfer can't proceed until Bellway completes the road adoption agreement under Section 38 of the Highways Act 1980 which Surrey Highways are still waiting for. Meantime, Bellway remains responsible for the upkeep of Marjoram Avenue. The three Closes and a few other areas are private and therefore not adoptable.
- The land transfer will continue to be pursued but it is entirely up to Bellway to make it happen and it doesn't change LMC's responsibility for maintenance.

9. Any other business.

- Paul spoke about the quite low quality of the weeding work done by Countrywide on the green and also around the estate. Although weeding has been done it's not been very thorough and so Colin will mention this to Tim and he will also suggest that some more mulch needs to be laid to help prevent further weeds growing.
- The Yarrow swale and the open grass area running along the north boundary of Little Meadow are now both scheduled for a rough cut every two months during the summer.
- Progress has been made with some of the matters noted from Tim's site visit back in December:
 - The low fence repair round the green is still to be finished and this will be done once we have some drier weather.
 - There is moss on the path across the green. It was apparently treated by Countrywide but this was immediately rendered ineffective because of heavy rain. Colin has raised a concern with Tim about using chemicals near to the play area (if indeed that's what was done) and alternatives will be explored.
 - The aggressive wild rose on the Betony boundary has been cut down to the ground and will now be kept under control.
 - The overgrown conifer next to 6 Marjoram has been cut to ground level and is not expected to grow again.
- Colin has advised Tim of two additional items following his walk-around recently:
 - There is a jammed outlet flap on the south side of the Marjoram front swale - mainly it's caused by leaves and so Countrywide have been asked to clear it
 - A lamp near the Aster 44-47 car park exit has been pushed from upright. It will be straightened (again) at minimal cost without concrete to avoid costly damage if/when it happens again. Unfortunately it is in a vulnerable position.
- Paul mentioned that he continues to check the playground equipment every week as was suggested/required by the RoSPA inspector. All the bolts are secure currently, but as the weather dries out the wooden beams will probably shrink and the bolts will most likely become loose again.
- Colin referred to the missing bolt covers on the swing and it was confirmed that we have decided that these are at a height and location which is completely inaccessible and therefore when the next playground inspection is done the inspector will be advised that after due consideration we will not be replacing them as we do not consider the absence of the bolt covers to represent any safety risk.
- We need to keep an eye on the ground under the swing where the grass is becoming quite worn and a dip has formed. It was decided to consider dealing with this by filling and re-seeding, probably at the end of the summer.
- Tim has been keeping us advised about a number of communications from (and to) [REDACTED] [REDACTED] (Resident A). The directors discussed the whole situation at some length and noted the following:
 - The directors do not agree with Resident A about the cost-effectiveness of carrying out work on a private road verge to deepen the soil which Bellway originally constructed too shallow - a potentially costly project that in the directors' view will provide little benefit.

We consider it would require a skilled contractor and the advice and supervision of a qualified civil engineer because the verge supports the road.

- Also, the directors do not agree with Resident A about what the resident regards as the poor maintenance standard of one of the drainage swales which we have on a six-monthly schedule to benefit the general appearance of Little Meadow, but for which we technically have no responsibility since the area has no registered legal owner and is effectively no-man's-land.
- It is comforting to know that, to the directors' knowledge, Resident A is the only private owner out of forty-eight (plus Aster Housing Association representing twenty-seven properties) who is clearly unhappy with some of our decisions and, it seems, the way that we prioritise and finance maintenance tasks at Little Meadow, both for the present and in our future planning.
- The directors are in total agreement that they believe they always act in the best interests of all owners to keep Little Meadow looking good; that it's up to date with its legal obligations and to make sure that the estate is secure and safe while also keeping the costs to owners as low as practicable.
- Tim Townsend, our managing agent, had a meeting with Resident A last September and it was thought that a compromise had been reached but more recent communications indicate that this was not the case.
- Collectively, all the owners at Little Meadow have ultimate control - unlike many similar freehold estates - and they are perfectly entitled to call for a vote in accordance with our company statutes with three owners in total being required to support such a call.
- The last we heard on 5th February was that Resident A had raised the possibility of calling for an Extraordinary General Meeting to vote for "a motion of no confidence" and to ask the directors to resign.
- There is nothing further to report since then and no action is proposed unless the matter is taken to a conclusion by Resident A.

10. Next directors' meeting

- It was agreed that the next meeting will be held on Wednesday 1st July 2026 at 17:00 at 20 Marjoram Avenue.

There being no further business, the meeting ended at 17:01