

Little Meadow Cranleigh Ltd (“LMC”)

Company No. 11426781

Meeting of Directors

on

Wednesday 1st July 2026 at 17:00

at

20 Marjoram Avenue
Cranleigh
GU6 8GS

Minutes

Present:

Colin Harbour
Paul Haines
Talia Underhill
Justine Williams

1. Apologies for absence.

- Trevor Scale
- Mike Williams
- Andrew Wordingham (Company Secretary).

2. Minutes of the last directors' meeting held on 28th February 2026.

- Approved.

3. Matters arising.

- The renewal of LMC's insurance has now been completed with a minimal increase in premium. The level of general cover has been slightly raised in line with the Reinstatement Cost Assessment (“RCA”) we commissioned earlier in the year using an RICS qualified assessor, which will prevent any claim being “averaged” as a result of possible under-insurance. The RCA will be renewed in three years' time - March 2029
- The drainage work still requires the fitting of a missing flap on the Yarrow outlet. Tim is chasing as the water level in the stream is now low enough to proceed and this should be completed shortly.

4. Summary of current financial position

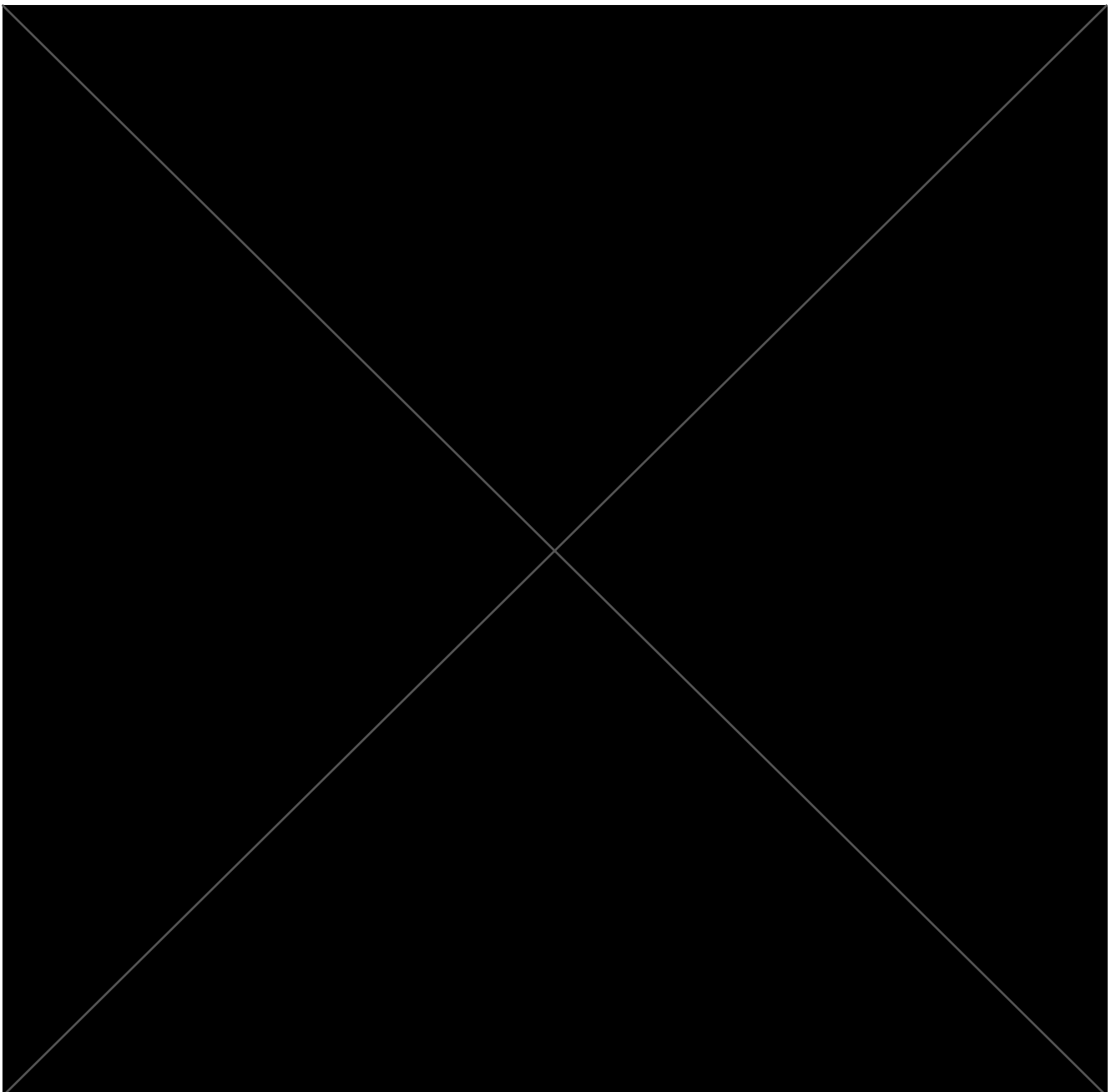
- LMC's balances at NatWest are: Current account £104.91 and Business Reserve (interest-bearing) £39,063.09. Tim is holding around £4,737.77 in his float and his latest reconciliation was distributed for information. The total is £43,905.77.
- There are still fixed expenses of around £8k to be paid in the current financial year plus any incidental expenses which may arise and so our year end reserves should finish at about £6k to £7k more than last year.

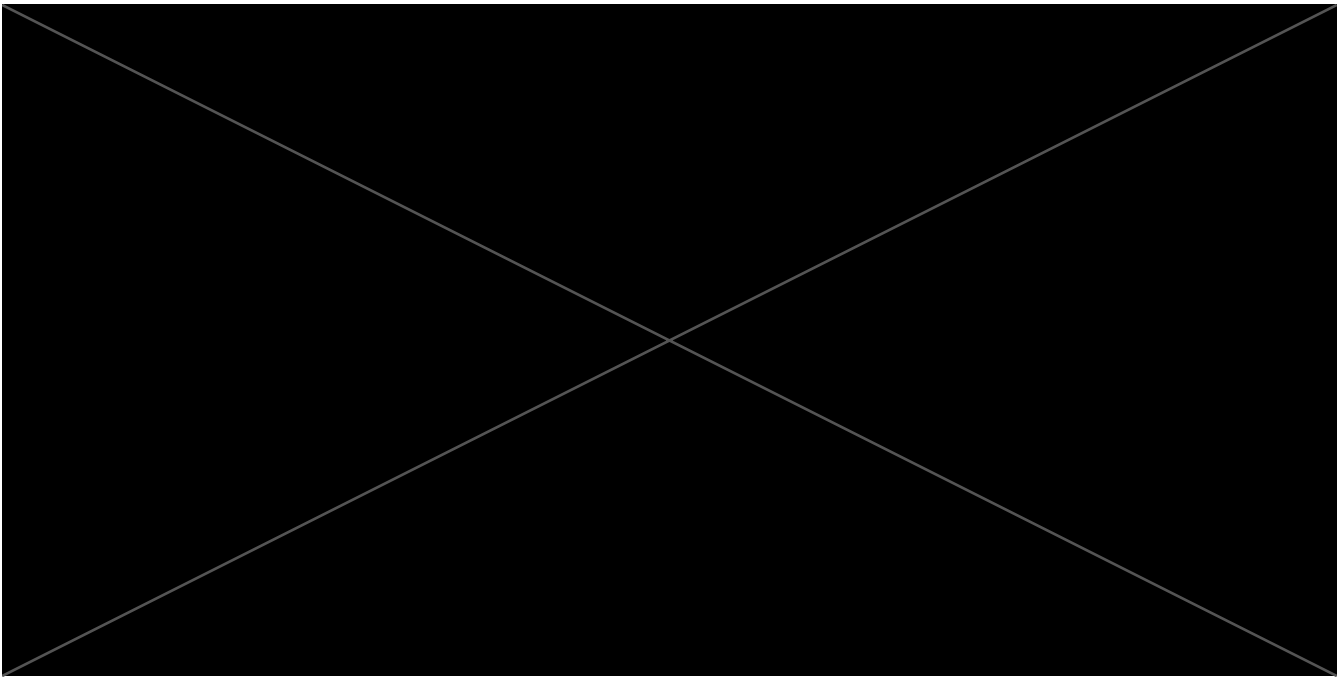
5. General discussion about the the required level of reserves for contingencies in the forthcoming 2026-27 budget.

- It was felt that the expected level of reserves at the year end will give us a comfortable cushion (considering the size and complexity of Little Meadow) in the event of major unexpected expenses arising, thereby minimising the possible need to make a financial call upon owners.
- Costs will inevitably increase over time and the landscape maintenance costs for 2026-27 will certainly be more (see next Agenda item).
- We will discuss the level of 2026/27 service charges to owners in more detail when Tim has drawn up next year's budget for approval, probably in late August/early September ready for invoices to be sent out.

6. Review of landscape maintenance contract.

- Most of this section will be redacted when published because the information is commercially sensitive. Owners at Little Meadow, as company Members of LMC, are entitled to obtain a copy of this part of the Minutes together with the quotes obtained and summary thereof. They should be requested using the following email address: contact@littlemeadowcranleigh.co.uk





7. Discussion of RoSPA report on play area safety.

- Mostly the ratings are “green” and many of the same minor issues as before have been highlighted.
- Loose bolts - these are checked weekly by Paul and tightened where necessary. Often they loosen with use and with different weather conditions over a short period of time
- Strimmer damage - we may consider putting sleeving around the main wooden supports.
- The moss on the pathway needs to be treated. This was done by our landscape maintenance contractor earlier in the year, but it would have been washed away by heavy rain. The resin bonded path is most likely unsuitable for jet-washing.
- We need to make conscious decisions about some of the issues highlighted, for example the suggestion that we have a bin which isn't really feasible since it would quickly fill up and there is nobody to empty it. Also whether we need a lifebelt and “deep water” signs bearing in mind the water in the swale near the play area is never deep even after heavy rain.
- Finally there is a close-up photo of the slide mound steps with the comment that a support is not secure; however our own check has confirmed that it is in fact completely secure.
- Report to be discussed further on Monday with Tim, [Colin](#) and [Paul](#)

8. Bellway update.

- The cost of the remediation of the surface water drainage system is still to be claimed back from Bellway. [Paul](#) will pursue this with [Trevor's](#) input once the final part of the drainage work has been completed.

9. Land transfer update.

- Colin reported that there is absolutely no progress because the land transfer cannot proceed until Bellway completes the road adoption agreement under Section 38 of the Highways Act 1980 which Surrey Highways are still waiting for.
- LMC's solicitors seem to be going in circles with their enquiries but they continue to press for information, none of which has yet been forthcoming.
- This matter needs to continue to be pursued because of some regular questions about road adoption that are being raised in relation to some ongoing purchase/sale transactions; however, it is entirely Bellway's responsibility to make it happen and nothing changes LMC's maintenance responsibilities.
- [Paul](#) will speak directly with his contact at Bellway to try to get an update of some sort.

10. Any other business.

- Paul mentioned that the drainage flap in the swale in Yarrow Close is blocked by debris. This is something to be dealt with by our landscape maintenance contractor and Colin will ask Tim to arrange it.
- The front swale has not been cut fully to the Amber Parkside boundary which again needs to be raised with Tim. Paul will get an update from his contact in Amber Parkside.

11. Next directors' meeting

- The next directors' meeting will be arranged for mid-November with a view to holding the AGM at the end of November or early December like last year.

There being no further business, the meeting ended at 17:37