

# **Sunningdale Park Residents' Operating Committee Meeting**

**Date: Wednesday 25<sup>th</sup> June 2025**

**Time: 17:00 – 19:00pm UK**

Location: Residents Lounge, Felstead Building, Sunningdale Park

## **ATTENDEES**

- Stefano Elia (*ROC Chair*)
- Richard Snook (*ROC Vice Chair, Dairy Representative*)
- Sarah Beckitt (*Felstead Representative*)
- Jenifer Chaffey (*Holly Hill Drive Representative*)
- Charlotte Herring (*Gardeners Cottages Representative*)
- Julien Renaud (*Walled Garden Representative*)
- Charlotte Cooper (*Encore Estate Representative*)
- Ellie Freeman (*Berkeley Estate Management Representative*)

Additional Guests:

- Oeschka Hefer (*from Scholars Row*)
- Katharine Wilson (*from Steuart House*)

## **AGENDA ITEMS**

1. **Reminder of Actions Outstanding from Last Time**
2. **Debrief from the Residents' Summer Picnic Event**
3. **2025-2026 Estate Budget**
4. **Audley Village Scrap Metal Pile**
5. **Proposed Discussion Topics for Upcoming AGM**
6. **Estate Signage Proposal**
7. **Walled Garden – Replacement Plants**
8. **Walled Garden – Time Spent by LCS landscapers**
9. **Walled Garden – EV Charger Infrastructure Upgrade**
10. **Walled Garden – Issue with South Pedestrian Gate**
11. **AOB**

## **MEETING MINUTES**

### **1. Reminder of actions outstanding from last time (where not brought forward to this meeting's agenda)**

- Stefano E. followed up with Berkeley on outcome of discussion in painting the Walled Garden 1-6 parking pergola.
- Berkeley have stated they feel as though the maintenance and upkeep of painting the wooden structure would become a hindrance on the service charge - raising the cost significantly. Ellie F. confirmed Berkeley declined to commit to any further work on the parking pergola except for fixing the varnish on the bin store doors.
- Stefano E. to raise separate discussion with WG 1-6 residents, if there's interest in paying privately for the parking pergola to be painted.

### **2. Debrief from the Residents' Summer Picnic Event**

- Stefano E. shared an update to the ROC on how the residents picnic went the previous weekend. 44 people attended, with 2 no shows. Stefano mentioned photos would be shared in the next ROC newsletter and on the website.

### **3. 2025-2026 Estate Budget**

- Charlotte C. and Ellie F. confirmed that as of the ROC meeting, a final draft of the 2025-2026 estate management budget hasn't been completed yet.
- Stefano E. emphasised the ROC's previous ask that a final draft be shared with the ROC ahead of time, so a couple of weeks could be spent for members to review and provide feedback if relevant.
- Charlotte C. anticipated that owners will likely get an invoice before the end of July.

### **4. Audley Village Scrap Metal Pile**

- Stefano E. again raised the fact that a scrap metal and soil pile remains in the Audley area at the bottom of Linnet Drive.
- Charlotte C. mentioned that she was having trouble getting email responses from Kevin Green, the Audley General Manager for the site.
- **Action:** Ellie F. to share with Charlotte C. any additional contacts at Audley to bypass Kevin G.
- **Action:** Charlotte C. to continue to chase Audley to pressure to remove the visible pile.

### **5. Proposed Discussion Topics for Upcoming General Residents Meeting**

- The ROC discussed potential discussion topics for the General Residents Meeting scheduled for later this year.
- Topics will likely include a 5-minute summary of the Sunningdale Park estate, presentation on budget and the communal areas. 5 minutes on LCS landscapers.
- May also include a slot to present how ownership of the estate will be passed to property owners in a few years' time. Overview of Sunningdale Park (5 mins)

## **6. Estate Signage Proposal**

- Stefano updated the ROC with the latest on the signage proposal. He stated it is near complete, but is awaiting unannotated maps from Berkeley, so they can be used in the proposal.
- Jenifer C. raised again the requirement for clearer signage on the junction between Madeira Walk and Holly Hill Drive.
- **Action:** Ellie F. to chase the Berkeley technical team tomorrow (26<sup>th</sup> June) on getting the redacted maps distributed.

## **7. Walled Garden – Replacement Plants**

- Julien R. raised again the topic of replacement plants that owners have requested in the Walled Garden, that died in the first year after completion.
- Ellie F. provided an update that she met with Thomas from Berkeley's landscaping management team.
- Berkeley have received a quote from LCS on what it would cost to replace the dead plants.
- Stefano E. raised that Berkeley should share the list of plants to be replaced with at least one WG resident, to check nothing has been missed.
- Berkeley to continue to plan to replace the plants in August/September time.
- Oeschka H. raised that Berkeley should prepare a plant replacement plan that is estate-wide, given existence of patchy flower beds on Scholars Row as well.
- **Action:** Ellie F. to share list of plants expected to be replaced with Julien R.
- **Action:** Charlotte C to send Katharine W. the estate landscaping management plan with maps.
- **Action:** Richard S. to share photos of the lamp post damage in the Dairy caused by the previous landscapers.

## **8. Walled Garden – Time Spent by LCS landscapers**

- Julien R. had raised that since LCS have taken over remaining parts of the estate maintenance, that it's been noticed by residents they're spending less time in the Walled Garden.
- Charlotte C. reassured that LCS performance will be monitored to ensure all areas get covered effectively.

## **9. Walled Garden – EV Charger Infrastructure Upgrade**

- Julien R. asked for an update from Berkeley on the upgrade to EV charging infrastructure for the Walled Garden.
- Ellie F. mentioned a Berkeley team is currently in contact / liaising with the UK Power Network to confirm that local electricity supply is sufficient to support increased charging demand.

## **10. Walled Garden – Issue with South Pedestrian Gate**

- Julien R. raised that there's an issue once again with the South pedestrian gate in the Walled Garden, where it remains locked 24/7 and doesn't even accept key fob access.
- Action: Charlotte C. to investigate and resolve.

## **10. AOB**

### **(i) Status of South Lodge**

- Richard S. asked a question on the status of South Lodge.
- Ellie F. confirmed that South Lodge is back on the market, as a previous offer has since fallen through.

### **(ii) Question on Leasehold Buildings and Selling of Freehold**

- Richard S. asked a question on Berkeley's future intentions (if any) for the selling of the freehold to the apartment buildings on the estate.
- Ellie F. stated that Berkeley currently plans to retain the freehold of the apartment buildings and is unaware of any conversations happening relating to Sunningdale Park.

### **(iii) Dangerous Parking on Silwood Road & Larch Avenue Double Yellow**

- Richard S. asked a question on Berkeley's view relating to recent double yellow lines placed along Larch Avenue and thoughts around a section of Silwood Road where vehicles regularly park around a bend in the road.
- **Action:** Ellie F. to share plans on breakdown of visitor car parking spaces for each phase of the development.
- **Action:** Richard S. to reach out to Charlotte C. regarding best approach for potentially reaching out to the local council on how best to get double yellow lines installed in certain sections of roads.

### **(iv) The Dairy – LCS Dweeding Flower Beds**

- Richard S. was very happy with the way LCS have taken over the maintenance of The Dairy driveway and lawns but has asked for greater application to de-weeding the communal flower beds.
- Katharine W. had asked about green garden waste and how a bin could be arranged for Steuart House.
- **Action:** Charlotte C. to monitor the state of the Dairy flower beds, similar to the Walled Garden action above.
- **Action:** Charlotte C. to look into arranging for a green waste bin for Steuart House.

### **(v) The Dairy – Comment on Parking Spaces**

- Richard S. had mentioned that parking spaces at The Dairy are painted onto the road surface and are fading away over time resulting in the need to regularly repaint them.
- Richard S. asked if Berkeley would consider a more lasting and aesthetically pleasing solution by installing numbered wooden or slate signs at the rear of each parking space?
- **Action:** Ellie F. to go away and check what might be possible.

### **(vi) New Pedestrian Path Between Silwood Road into the SANG**

- Stefano E. asked a question on whether Berkeley still intends to build a pedestrian path from Silwood Road into the SANG, adjacent to No. 5 Pulham Cottage, on Linnet Drive.
- **Action:** Ellie F. had said she would go away and check plans.

### **(vii) Residents' Own CCTV Cameras**

- A question was raised around what to do where a resident may have installed their own CCTV camera that faces onto an estate street or looking onto other people's properties.
- Charlotte C. confirmed that whilst it's not always legal, it's difficult for Encore to act as legal enforcement in such matters.
- **Action:** Charlotte C. to send out a note to all properties on the estate to remind owners of rules around placement of their own CCTV cameras.

**(viii) Enforcement of Deed Conditions on Owners' Land**

- A question was raised about who enforces the specific deeds for each individual property on the estate.
- Charlotte C. and Ellie F. confirmed that the estate owner (currently Berkeley Homes) is responsible for chasing and enforcing property deeds, where there are any issues on someone's private property. They confirmed it's not something Encore have jurisdiction over.

**(ix) Next ROC meeting date**

- It's been proposed that the next ROC meeting will be scheduled for Wednesday 10<sup>th</sup> September at 17:00pm.