

Sunningdale Park Residents' Operating Committee Meeting

Date: Wednesday 10th September 2025

Time: 17:00 – 19:00pm UK

Location: Private Dining Room, Northcote House, Sunningdale Park

ATTENDEES

- Stefano Elia (*ROC Chair*)
- Richard Snook (*ROC Vice Chair, Dairy Representative*)
- Jenifer Chaffey (*Holly Hill Drive Representative*)
- Oeschka Hefer (*Scholars Row Representative*)
- Julien Renaud (*Walled Garden Representative*)
- Katharine Wilson (*Steuart House Representative*)
- Charlotte Cooper (*Encore Estate Representative*)
- Ellie Freeman (*Berkeley Estate Management Representative*)

With apologies, did not attend:

- Sarah Beckitt (*Felstead Representative*)
- Charlotte Herring (*Gardeners Cottages Representative*)

AGENDA ITEMS

1. **Reminder of Actions Outstanding from Last Time**
2. **Upcoming OGM**
3. **Landscaping Maintenance Issues**
4. **Replanting Programme in the Estate**
5. **Walkthrough of Signage Proposal & update from Berkeley**
6. **Request for communication for onsite works or approved visitors**
7. **Possibility of estate defibrillator and post box**
8. **Walled Garden – Upgrade of WG EV supply to 7kW**
9. **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 a point from the previous ROC meeting regarding a pedestrian path that was supposed to be built from Silwood Road into the SANG parklands, East of Gardeners Cottage – Ellie F. confirmed that Berkeley intend to build the path when the contractors car park is removed from site (date TBC).

2. Upcoming OGM

- Stefano E. reiterated the proposed agenda items for the upcoming Owners General Meeting to be held the following Wednesday 17th September 2025.
- Richard S. had said the ROC should mention the Berkeley 'warranty' runs out on communal areas after 2 years, from when that area has been completed.

3. Landscaping Maintenance Issues

- Stefano E. spoke to several items around landscaping issues and plants that have died on the estate during the Summer.
- Charlotte C. went through how the garden maintenance is scheduled on a weekly basis throughout the estate.
- Katharine W. raised that LCS do use leaf blowing but only blow leaves into people's driveways or into the Steuart House garage area.
- **Action:** Julien R. to ask Walled Garden owners to watch out over the next few weeks to check the landscapers are spending a full 8 hours on Tuesdays in the Walled Garden.
- **Action:** Charlotte C. to confirm a date with LCS landscapers, where LCS are comfortable they can provide a 'full' service in line with their contract.
- **Action:** Charlotte C. to raise with LCS to avoid blowing leaves into properties/buildings, and to pick up leaves if possible.

4. Replanting Programme in the Estate

- Ellie F. confirmed again that Berkeley have asked LCS to provide a quote to undertake work to replace various dead plants around the estate (though primarily focussed on the Walled Garden).
- Berkeley is planning to hold a meeting in the Walled Garden in the next few weeks, inviting residents for feedback so they can share their thoughts on if everything is covered.
- Berkeley's timeline for replanting is around end of September or early October. Stefano E. asked for no later than early October and for Berkeley not to leave it too late in the year or postpone to next year.
- **Action:** Ellie F. (on Stefano E.'s request) to explore any commercially viable / discounted options/costs if Walled Garden owners were to pay a one-off fee for getting a professional irrigation system installed in the WG.

5. Walkthrough of Signage Proposal & update from Berkeley

- Stefano E. asked for an update from Berkeley around feedback on the recent estate signage proposal that the ROC has submitted.
- Ellie went through the proposal and explained Berkeley and willing to move forward with the majority of the proposals but would not be progressing with the 'Private' road markings suggestion, nor the faux gate / pillar suggestion at estate entrances.
- Ellie F. explained that Berkeley is open to discussing in further detail but at this stage are unaware of any costs involved and would have to review these costs with the ROC once ascertained.
- Richard S. asked Ellie F. to look at speed signs along Linnet Drive, and options for improving visibility at the junction with Archbury Walk and the SANG car park, as the road is relatively narrow and is difficult to see round corners.
- Richard S. pointed out that Berkeley has sold all properties along Linnet Drive, so if owners wanted and were willing to fund a faux gate, why would Berkeley Homes object to this.
- Stefano E. raised the idea of adding give way road marks at the junction on Linnet Drive with the SANG car park, to stop members of the public driving out into the estate road without giving priority to owners.
- **Action:** Ellie F. to take away comments.
- **Action:** Ellie F. to provide more information to Stefano E. on Berkeley's reason for not progressing with the faux gates' suggestion.

6. Request for communication for onsite works or approved visitors

- Stefano E. described a recent incident where several bat surveyors arrived one evening unexpectedly on Archbury Walk, with camping gear and bat survey equipment.
- Stefano E. reaffirmed an ask of Berkeley to notify all affected and nearby owners of any visitors from any company that is expected to take place out of normal business hours.
- Ellie F. confirmed what had happened during the previously mentioned incident and that the communications process has been updated to ensure notice is given to owners well in advance via Encore.
- A question was raised on the rules if an owner must notify neighbours before carrying out major works.
- On a separate note, Katharine W. raised an issue with bins overflowing in Steuart House.
- **Action:** Charlotte C. to speak to Katharine W. about getting a communal garden waste bin, and how to ensure they're collected each week by the binmen.
- **Action:** Charlotte C. to send out a note to all owners on process for informing Encore and fellow neighbours before carrying out major works.

7. Possibility of estate defibrillator and post box

- Stefano E. asked Berkeley and Encore on the possibility of getting an estate defibrillator made available for the community, and chances of getting a Royal Mail letterbox installed for the estate.
- Ellie F. confirmed that Berkeley will donate a defibrillator to the estate when they leave site in 2027-2028. Berkeley currently has a defibrillator installed in the Sales Suite, and this will be moved to outside the estate's concierge office (once it's built).

8. Walled Garden – Upgrade of WG EV supply to 7kW

- Julien R. once again raised the topic for upgrading of the EV charging infrastructure in the Walled Garden to allow for 7kW charging.
- Ellie F. provided a verbal update that Berkeley is still waiting on more details from HIL contractors and UKPN.
- **Action:** Ellie F. to chase up.

9. AOB

(i) Update on Estate Security Patrol costing

- Stefano E. asked Charlotte C. to provide a quick update on a recent ask that went to Audley. Charlotte C. had gone to the Audley site manager to ask if there was willingness from Audley owners to pay towards an estate security patrol scheme, thereby bringing the cost down per household.
- Charlotte C. had said that Audley have a night porter service and so wouldn't see additional need to pay for another estate security patrol service.
- Stefano E. then mentioned that this (excluding Audley properties) meant per household, the cost would be around £200 per year, which is felt to be unamenable.
- **Action:** Stefano E. will be posting about the security costing onto the ROC online discussion forum to gather feedback from owners. Unless there was a significant response either way from owners, the ROC will then close the matter.

(ii) Walled Garden Bike Storage Room Door Issue

- Stefano E. raised an issue with the Walled Garden bike storage room doors, as a neighbour was recently trapped inside for over 30 minutes. It's suggested it's been caused by the wooden doors warping during the year, and now when closing the lock latch goes 'beyond' what it should, causing it to become stuck.
- **Action:** Charlotte to look at options for installing metal frames around the Walled Garden wooden doors to prevent the warping.

(iii) Audley Dilapidated Summerhouse-

- Stefano E. asked the question if Berkeley and Encore can raise with Audley on what is happening to the dilapidated Summerhouse, located just off of Linnet Drive beside the Walled Garden.
- **Action:** Charlotte C. to engage with Audley to ask what their plans are for the outbuilding.

(iv) Walled Garden Extra Green Bin

- Stefano E. raised that a resident in the Walled Garden had recently come forward to ask for an additional green bin (garden waste).
- **Action:** Charlotte C. to look into options for getting another communal garden waste bin for Walled Garden 7-12 properties.

(v) Ongoing Audley Lake maintenance

- Julien R. provided a summary of the ongoing lack of maintenance in the main lake, having also mentioned he's been having an offline email conversation with Ellie F. (Berkeley).
- Julien R. mentioned various issues based on observations including the blocking of the lake outlet pipe.
- **Action:** Ellie F. to speak again with Audley to get further assurances on their lake management approach and consult with Berkeley's technical team.

(vi) Gate Timings

- Charlotte C. provided a verbal update on a recent vote that took place between all Walled Garden residents on the gate locking timings of the pedestrian gates.
- Charlotte C. mentioned that there was a voting tie, meaning no change in gate timings. However, an idea has been brought forward which wasn't initially presented, and Stefano E. suggested it be put forward to the WG owners.
- **Action:** Charlotte C. to send follow-up communications to Walled Garden owners.

(vii) South Lodge

- Ellie F. confirmed that South Lodge is currently going through the process of being sold to a buyer.

(viii) Next ROC meeting date

- It's been proposed that the next ROC meeting will be scheduled for Wednesday 12th November at 17:00pm.