

Sunningdale Park Residents' Operating Committee Meeting

Date: Wednesday 12th November 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 Co-Representative*)
- Iyad Omari (*Felstead Co-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:

- Charlotte Herring (*Gardeners Cottages Representative*)
- Diana Tren (*Scholars Row Co-Representative*)
- Nick Walker (*Felstead Co-Representative*)

AGENDA ITEMS

1. **Reminder of Actions Outstanding from Last Time**
2. **Update on Estate Financial Accounts 2024-2025**
3. **Status of Tenants in Mackenzie Court**
4. **Update on Estate Signage Proposal**
5. **Update on ongoing Landscaping items & Replacement Plants**
6. **SANG Walkways & Landscaping**
7. **Freehold Ownership Going Forward**
8. **Felstead - Parking Enforcement Update**
9. **The Dairy - Update on Linnet Drive Refurbishment**
10. **Walled Garden - Gate Fixings and Bike Room Doors**
11. **Walled Garden - EV Charger Infrastructure Upgrade**
12. **AOB**

MEETING MINUTES

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

- Stefano E. followed up on an action from last time, where Berkeley needed to come back with a cost option, should Walled Garden owners wish to invest in an irrigation system.
- Ellie F. shared that an ongoing annual maintenance cost would be needed for Walled Garden residents to pay, if a system was to be installed.
- Ellie F. further stated that the terms of the transfer sometimes do not allow improvements or enhanced alterations to be made, and as a result it could effect the ongoing maintenance costs, if they are not deemed appropriate to put through the service charge.
- Several ROC members pointed out that the Walled Garden has its own budget line item which an ongoing maintenance could be applied, if all owners of the Walled Garden agreed etc.
- **Action:** Ellie F. to follow up and provide a cost in time for the next ROC meeting in January.

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- Stefano E. & Katharine W. followed up on an action from last time regarding lack of space for additional bins in Steuart House.
 - **Action:** Ellie F. and Charlotte C. to review Steuart House bin situation and come back to Katharine W. in the next 2 weeks on allocated bin space and ordering of a garden waste bin.

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- Stefano E. asked if there was an update on what Audley's future plans were for the Victorian-era summer pavilion that sits at the bottom of Linnet Drive, near the SANG car park.
 - Charlotte C. shared that she had spoken with the Audley Site Manager, who confirmed that Audley's current development works had been completed, and is now a future project on the Audley residents' committee. The Audley manager admitted that it is low down on their priority list for future Capex spend.

2. Update on Estate Financial Accounts 2024-2025

- Stefano E. asked Charlotte C. to provide an update on how Encore's auditing of the 2024-2025 financial accounts is going.
- Charlotte C. provided an update that auditing of accounts is still ongoing, and Encore is slightly behind with the review.
- The second set of year-end financial accounts have gone through initial drafting and internal view, where it is now with an external accounting agency to then review. The outcome is expected in the next 2 weeks, where it will then go to Berkeley for review and signature.
- The aim is for Encore to distribute the year-end accounts by end of December 2025, which would fall within Encore's stated objective of issuing accounts within 6 months of the financial year end.
- Ellie F. said Berkeley Homes will work with Encore to encourage the deadline to be met.

3. Status of Tenants in Mackenzie Court

- Ellie F. and Charlotte C. provided an update on Mackenzie Court residents and their legal status with respect to the Sunningdale Park Residents Management Company (RMC).
- Ellie F. shared that all apartments in Mackenzie Court, also have 1 voting share each in the RMC, meaning that the RMC is comprised of around 190 properties, and not 150 properties as was previously thought.
- Ellie F. read through the specific references in the Memorandum and Articles of Association for the Company – further detail on this including clauses and FAQs will be published soon on the ROC portal.
- **Action:** Stefano E. is going to follow up with Ellie F. and Charlotte C. with some more specific questions, so that the ROC has full understanding going forward.

4. Update on Estate Signage Proposal

- Stefano E. asked Ellie F. for an update on what was happening with Berkeley's response to the signage proposal, originally submitted in August 2025, where Berkeley had then presented back in September 2025, which specific proposals they were willing to progress further.
- Ellie F. shared Berkeley's current plan is to start the signage design process in February 2026, when the next phase of Larch Court commences (the building currently under construction).
- Several members of the ROC asked for Berkeley to speed up the design process, and to explain why the process cannot start until February next year.
- Ellie F. didn't have a timeline of when signs would be placed in the ground, but likely at some point next year in 2026.
- **Action:** Ellie F. to find out why the signage design process cannot start until February next year and find opportunities where some work can start sooner (e.g., deciding exact wording to be placed on signs).
- **Action:** Ellie F. to follow up to provide more information to Stefano E. on Berkeley's reason for not progressing with the faux gates' suggestion, noting that the entrance to the marketing suite on Larch Avenue has a faux gate / pillar.
- **Action:** Ellie F. to look at option for 1-2 temporary signs to be placed in the most urgent areas (e.g., Felstead Car Park & Archbury Walk).

5. Update on ongoing Landscaping items & Replacement Plants

- Stefano E. raised a topic from last time on how LCS landscapers were performing and if LCS landscapers are now comfortable they can provide a 'full' service in line with their contract.
- Charlotte C. shared that LCS now feel comfortable with regards to estate boundaries and what their obligations are week on week.
- Charlotte C. observed that the recent swap to fortnightly maintenance (the winter schedule) is too soon due to the amount of leaves. Charlotte has arranged for it to be weekly visits until the end of November going forward.
- Charlotte C. also updated the group that LCS are on site this week replacing plants across the estate, including the Walled Garden, Holly Hill Drive, Scholars Row and in the Felstead car parking area.
- **Action:** Charlotte C. to discuss with LCS the plant replacement policy which currently is only to replace plants like for like.

6. SANG Walkways & Landscaping

- Richard S. asked if anyone was aware why the Land Trust have recently cut a grass path (which members of the public are using) directly next to the Dairy houses.
- **Action:** Charlotte C. to reach out to the Land Trust to ask why a new grass path has been cut that is so close to our estate, and to ask them to avoid doing so in the future, and stick to maintaining the existing established walkways.

7. Freehold Ownership Going Forward

- Richard S. raised the question again on if it's Berkeley's intention to retain the freehold on the apartment buildings, and to explain possible motives why they wish to retain the freeholds.
- Ellie F. had stated that owners can sometimes benefit from Berkeley Homes retaining the Freehold on buildings, as leaseholders can benefit from competitive insurance rates that can be acquired under group policies.
- **Action:** Ellie F. to come back to the next ROC meeting with an update.

8. Felstead - Parking Enforcement Update

- lyad O. raised an ongoing issue in the Felstead car park, members of the public are parking their vehicles in residents' spaces and Berkeley contractors are continuing to park their vehicles in residents' Visitor spaces.
- There was discussion on whether parking enforcement could be a viable option for Felstead residents and potentially Steuart House also. Though in order to implement parking enforcement, all owners of a building would have to agree to it. There was also discussion that having additional enforcement measures could also hinder some residents who have last minute guests or spontaneous plans.
- **Action:** Charlotte C. to send out a reminder on places, to ensure residents are aware of where to park, and to ensure their visitors park in allocated bays.
- **Action:** Charlotte C. to come back with more formal details on parking enforcement options.
- **Action:** Ellie F. to look at installing an additional (or moving an existing) sign in the Felstead car park, to make it clearer it is private, residents only parking.

9. The Dairy - Update on Linnet Drive Refurbishment

- Richard S. asked for an update from Berkeley and Encore on refurbishment of Linnet Drive leading up to the Dairy, as the stone gravel and plastic matting has sagged/dipped in places.
- Ellie F. provided an updating that an investigation is ongoing as to if the green matting needs to be lifted and investigated in some areas. Once the investigation is complete, they will then decide on if matting replacement is needed in some areas and then ask LCS landscapers to top up the gravel along the drive.
- **Action:** Ellie F. to come back to Richard S. with an update.

10. Walled Garden - Gate Fixings and Bike Room Doors

- Julien R. raised the issue of the East pedestrian gate in the Walled Garden, and the bike room doors (where a resident had previously become trapped inside).
- Charlotte C. stated that both gate / bike door fixings have now been repaired.

11. Walled Garden - EV Charger Infrastructure Upgrade

- Julien R. asked for an update from Berkeley on how the investigation was going for upgrading the EV charger infrastructure in the Walled Garden.
- Ellie F. said the issue was still with the Berkeley Utilities Manager and local electricity network supplier.
- **Action:** Ellie F. to chase up again.

12. AOB

(i) Status of South Lodge

- Richard S. asked for an update on if the sale of South Lodge had gone through. Ellie F. confirmed that the sale was still going through to a buyer.

(ii) Status of Berkeley Marketing Suite

- Stefano E. asked on the upcoming plans for the Berkeley marketing suite and when it might be moved / decommissioned.
- Ellie F. confirmed that the suite will remain in situ until at least the Summer of 2026.

(iii) Offering of Gutter Cleaning to Residents on the Estate

- Oeschka H. offered fellow residents to 'join in' with gutter cleaning that's currently being organised.
- **Action:** Charlotte C. to include the offer of gutter cleaning onto the Places platform, and for people to get in touch with Oeschka.

(iv) Next ROC meeting date

- It's been proposed that the next ROC meeting will be scheduled for Wednesday 21st January at 17:00pm.