

Sunningdale Park Residents' Operating Committee Meeting

Date: Tuesday 19th May 2026

Time: 16:00 – 18:00pm UK

Location: Private Dining Room, Northcote House, Sunningdale Park

ATTENDEES:

Stefano Elia	Chair
Richard Snook	Vice Chair, Dairy Rep.
Sarah Beckett	Felstead Co-Rep.
Oeschka Hefer	Scholars Row Co-Rep.
Anthony Hooey	Steuart House Co-Rep.
Iyad Omari	Felstead Co-Rep.
Harry Wilkinson	Mackenzie Court Rep.
Katharine Wilson	Steuart House Co-Rep.
Charlotte Cooper	Encore Estate Mgmt.
Sam Forth	Encore Estate Mgmt.
Toby Felton	Encore Estate Mgmt.
Ellie Freeman	Berkeley Estate Mgmt.

WITH APOLOGIES:

Charlotte Herring	Gardeners Cottages Rep.
Diana Tren	Scholars Row Co-Rep.


ABSENT:

Jenifer Chaffey	Holly Hill Drive Rep.
Julien Renaud	Walled Garden Rep.

AGENDA ITEMS:

#	CATEGORY	TOPIC	TABLED BY
1	General	Introductions & New Estate Manager	Charlotte C., Sam F.
2	General	Rat Problems Across The Estate	Stefano E., Charlotte C.
3	General	How the Estate Deals with TP1 Transgressions	Oeschka H.
4	General	Other Items for Minuting	Various
5	General	Estate Budget Walkthrough 2026-2027	Charlotte C.
6	General	AOB	Stefano E.

MEETING MINUTES:

<p>1. Introductions & New Estate Manager</p>	<ul style="list-style-type: none">• There were brief introductions from Sam Forth, who attended the first half of the meeting, and will be replacing Charlotte C. as the estate manager from next week.
<p>2. Rat Problems Across The Estate</p>	<ul style="list-style-type: none">• Stefano E. and Oeschka H. raised that rat problems continue to persist in the Walled Garden and have now started to appear on Scholars Row.• Charlotte C. said there was a delay since the last ROC meeting due to the service provider sending a counter contract which required internal review at Encore.• Charlotte C. confirmed the contract is in place as of today, and bait stations have been installed in the Walled Garden, Felstead bin store, and a couple of locations outside of Steuart House.• Charlotte C. confirmed that the bait stations are located as per the following:  <ul style="list-style-type: none">• Action: Charlotte C. to look at small signs at estate entrances or via the Land Trust, to warn dog walkers that rat poison is in use in the area.• Charlotte C. has issued Estate Notice via Places on 20th May 2026 regarding dogs on leads and has shared a copy of this notice with The Lands Trust to advise them of them same in case they wish to install signage to their entrances to the SANG .

<p>3. How the Estate Deals with TP1 Transgressions</p>	<ul style="list-style-type: none"> • Oeschka H. asked how estate management deals with instances of TP1 transgressions. • Charlotte C. stated that once an issue is raised to estate management, the estate team confirm if a transgression has taken place against the TP1. If there has been a breach, this then goes to the estate owner (in this case Berkeley), who will make a decision whether to engage with a solicitor. If so, a legal letter is then drafted (the cost of which is then charged back to the property in breach via the estate service charge). Charlotte C. added that there is a clause both the Transfers and Leases at Sunningdale Park which allows for recovery through the Estate Service Charge of costs and expenses incurred in the "running and management of the Estate", including collection of sums due and "the enforcement of the covenants and conditions in the transfer or lease of any Residential Unit and any Estate Regulations".
<p>4. Other Items for Minuting</p>	<p>(i) The rate per kWh for charging an electric vehicle was increased from 27P to 36P - average cost in the UK is around 23P per kWh - update needed from Encore</p> <ul style="list-style-type: none"> • Charlotte C. advises an update was communicated to residents of Steuart House on Friday (22/05/2026): The landlord EV supply has now been formally handed over to Encore to manage. Following this, our utility broker has recently placed the supply into a contract with Crown Gas and Power. As a result, residents who have EV chargers managed via Roam should now see the updated tariff reflected in the Roam app. The new contracted electricity rate is circa 23p per kWh. Please note that Roam may apply its own charging/management fees in addition to the contracted electricity rate. These should be set out in your individual service user agreement with Roam. <p>-----</p> <p>(ii) The formulation of estate rules/regulations e.g., the protection of buildings during a tenant / owner moves</p> <ul style="list-style-type: none"> • Ellie F. updated that estate regulations have been drafted by Encore and are with Berkeley for review. <p>-----</p> <p>(iii) Update on Estate Signage Proposal</p> <ul style="list-style-type: none"> • Ellie F. provided an update that 3 designs have been received from our signage contractors, we have shared these with Stefano who have provided some comments that incorporate some suggestions from the original signage proposal. These have been passed back to the contractors to provide a second draft of designs so we can approve and arrange install and delivery. We will then move onto the second phase of signage by Holly Hill Drive/Maderia Walk. <p>-----</p> <p>(iv) Gardeners Cottages - Large delivery for unknown person</p> <ul style="list-style-type: none"> • Charlotte C. provided an update briefly in the meeting that this has now been dealt with and has been moved to Scholars Row where it was supposed to have been delivered. <p>-----</p>

	<p>(v) Gardeners Cottages - lack of weed control on grass area near parking area</p> <ul style="list-style-type: none"> Charlotte C. confirmed this has been raised twice with LCS- they have treated the accessible areas again however some cars present have provided fill straying of block paving and will therefore attempt to finish weed spraying over next few visits as and when the remaining parking bays are vacant. <p>-----</p> <p>(vi) Gardeners Cottages - bike ramps in car parking area</p> <ul style="list-style-type: none"> Charlotte C. confirmed that Encore wrote to the letting agent managing this property on the 20th May to advise that the estate covenants state that nothing should be done on the property so as to create a nuisance, annoyance or inconvenience to neighbouring owners or occupiers, and that no obstruction should be caused to parking bays. As such, the agent has been informed that their tenants are not to use the parking area as a play area and that any ramps, play equipment, or similar items are removed from the parking area.
<p>5. Estate Budget Walkthrough 2026-2027</p>	<ul style="list-style-type: none"> Charlotte C. provided a comprehensive overview of the proposed 2026 to 2027 budget. These meeting minutes do not cover every topic or question given the pace of discussion; however, a few key items were noted: Charlotte C. walked through a set of proposals from grounds maintenance contractors as the contract with LCS was coming up for renewal. Charlotte C. asked the ROC for feedback on which contractor / proposal would be most preferable, comparing between Pinner Park Gardens and SJM. The general agreement in the room was to go with SJM due to their larger company size, most comprehensive proposal and most competitively priced. Sarah B. suggested putting in place a process where residents can provide regular feedback on how they feel the grounds team are doing. Richard S. suggested holding a dedicated meeting with the new grounds maintenance contractor (once they're in place), to do a walk around of the estate and call out problem areas. It was noted the estate is now going to be 189 properties once completed instead of 190 – as Berkeley have reallocated space of one property in Larch Court to be a communal gym instead. Charlotte C. mentioned that part of the proposed budget for the next financial year is still to be agreed related to the communal gym, due to feedback from some residents. Ellie F. said via meeting minutes afterwards that this schedule also includes staffing costs that are to be finalised.

	<ul style="list-style-type: none"> • lyad O. mentioned he and others had provided feedback a few weeks ago at a Concierge/Gym introductory meeting, over concerns about the proposed gym equipment. People at the meeting had made suggestions/recommendations but feel these haven't been taken into consideration or account. • Action: Ellie F. to come back with further information on the water pump station on Madeira Walk as it's stated in the budget this will be owned and maintained by the estate (was previously stated this was to be adopted by the local water company). • Action: Ellie F. to confirm, for clarity, any reasons why the buildings insurance has gone down this year (which is beneficial to owners). • After the meeting, Ellie F. has come back to say Berkeley Homes have a large insurance interest and work with Marsh, their broker, to secure the most competitive premiums utilising the economy of scale across the portfolio. Specifically, for Sunningdale Park, the insurable assets have very low/minimal claims history which is also favourable when retendering and negotiating premiums for the next year. • Action: Ellie F. and Charlotte C. to come back to lyad O. and Sarah B. on the latest regarding the tree felling and replacement on the patch of land between Felstead and Holly Hill Drive, as this is still ongoing. • After the meeting via these minutes, Ellie F. has come back to say We are waiting for Encore to secure costs for the most suitable trees to be planted that are quickly to grow and provide suitable screening. • Action: Charlotte C. to come back to Stefano E. to provide more detail on what makes up the Reserve Fund amount, what is being budgeted for / constituting a reserve fund contribution increase next year from ~£11,000 to ~£17,000. • After the meeting via the minutes, Charlotte C. has come back to say that the Estate Reserve has since been reviewed again with Berkeley and a lowered provision has now been included in the draft budget on the basis that the reserves collected to date will be put towards the replanting/mulching/bulb allowance for the next year.
<p>6. AOB</p>	<ul style="list-style-type: none"> • Stefano E. confirmed that the date for the next ROC meeting (likely in July) will be agreed over email, as when the meeting concluded some ROC members had left.