

**Redgrove Park Management Co. Ltd**  
Minutes of a meeting of the Board of Directors  
Held at 7 Redgrove Park, 6pm 10th November 2025.

*Present:* Geoff Watts (Chair), Iain Moore, Sarah Brooklyn, Sarah Nichols, Steve Harris, Ben Graham of Ash & Co

## Introduction

The board welcomed SN to her first meeting and thanked for her joining the Board. We also thanked IM for hosting. There were no questions from SN or SB regarding the directors pack, residents pack or Ash & Co agreement. GW explained that the role of Chair is to be determined on a meeting by meeting basis as per the Company Memorandum of Association. It was decided that GW would chair this meeting.

GW explained that since Grant and Peter had resigned three changes had been made that needed sharing with the Board:

1. RPMC documentation had been passed to GW and is currently sitting in his Dropbox storage with a USB backup. IM would investigate best practice for storage and access of this. **ACTION IM**
2. Admin rights for the website had been transferred to GW from Peter Mansion though hosting will stay with Peter Mansion until the current hosting contract we had paid for runs out.
3. Signatories for the Buckinghamshire Building Society account had been transferred from Grant and Peter to GW and SH. Directors agreed no further action was required here.

## MINUTES OF THE PREVIOUS MEETING.

- PW to create procedure for hedges encroachment **COMPLETE**

Peter's draft procedure for addressing hedge encroachment was reviewed and approved for inclusion in the resident pack. Discussion on communication approach for resident issues (dogs, hedges, speeding). Standard process agreed: encourage residents to speak directly to neighbours first before involving the management company. If residents feel uncomfortable, the directors can assist. Generic reminders may still be used for general awareness, but targeted approaches are preferred when the source is known.

- GW to add "Processes and policies review" as agenda item **COMPLETE**
- BG to confirm with Harper Sheldon that audited figures have been submitted to HMRC **COMPLETE...these were uploaded on the 5th of September**
- BG to instruct Verdant to do full drainage "rat inspection" and create prioritised report **Verdant are due to come out in the next couple of weeks and report will be circulated via email.**
- PW to liaise with Tim Evans about safety of hedge near #7 **COMPLETE**
- SH to liaise with Cheltenham Tree Services about assessing trees on the boundary **COMPLETE**
- BG to propose options for ensuring appropriate watering of future planting **COMPLETE**

- Two viable routes are available for providing a water source to the estate grounds:

Option A – Permanent Standpipe Connection

A fixed tap or standpipe can be installed and connected to the main water supply. This requires permission from Severn Trent Water, who will need to undertake a survey and approve the connection. The estate would be responsible for all associated costs, including the survey, connection works, and any reinstatement required. Indicative costs are typically in the region of £2,000 to £5,000, plus ongoing charges for water usage based on metered consumption.

#### Option B – Licensed Hydrant Standpipe (Temporary Use)

Alternatively, a licensed metered standpipe can be hired from Severn Trent's approved supplier for use with designated hydrants. This incurs a weekly or monthly hire charge (typically £35–£70 per week) plus **water usage costs** at approximately £1.50–£2.70 per cubic metre. While lower in initial outlay, this option can quickly exceed the cost of a permanent connection if used frequently or over an extended period.

It was decided that Option B (or a temporary bowser) would be utilised next time and then a decision would be made on a permanent connection if needed at a later date.

- GC to action appointment of SB **COMPLETE**
- BG to provide paperwork for applying to become director for AGM **COMPLETE**
- SH to provide wording for Directors report re: trees/woodland **COMPLETE**

*GW, with his inexperience in the role forgot to ask for proposal and seconding for the acceptance of these minutes.*

## Woodland And Trees

SH would draft an updated agreement with Tim Evans covering his services and more precisely specifying what we are asking him to do and when. **ACTION SH**

SH to speak to Tim about hedge cutting on drive. **ACTION SH**

SH to speak to David Coke about wording of plaque, type of tree and siting of tree for Liz. **ACTION SH**

BG to sound out Nature First for tree for Liz and investigate a plaque supplier. **ACTION BG**

## Infrastructure

Crack in paving near substation was passed on from resident at AGM. IM has spare filler and will attend to that soon. **ACTION IM**

IM raised some issues with the block paving in one area of the estate. IM & SH would walk the estate to identify any other potential areas before BG sources quotes for repairs. **ACTION IM, SH and BG**

Keys to the CCTV box have been returned by Grant and Peter. GW will give one each to SB and SN at the next convenient opportunity. GW will also change the password so as to ensure only current directors can access the footage remotely. **ACTION GW**

## Finance

BG circulated the latest figures. Nothing out of the ordinary or needing attention was noted. There are no big projects planned for the next financial year so no large increase to service charge is planned. Directors were asked to run their eyes over the figures in advance of February's meeting where budgets will be set and service charge increase decided. **ACTION ALL**

While the option of Direct Debit was deemed to be not an option with banks like Lloyds or Barclays, IM suggested that GoCardless could be. The feeling at the AGM was that this would be welcomed by residents. BG would investigate. **ACTION BG**

## Community

BG drafted a letter that could potentially be sent to all residents about road safety. It was debated how to approach this subject in the least confrontational way. GW suggested posting a letter canvassing opinion from residents on how best to increase road safety as an experiment. **ACTION GW**

SB offered to take over responsibility of the newsletter. **ACTION SB**

GW would share Michaela's template. **ACTION GW**

IM would create a Redgrove Park WhatsApp group with specific "channels" for various areas of interest and share the QR code for inclusion in the newsletter. **ACTION IM**

IM would source a volunteer to organise an estate social event e.g. Easter Egg Hunt to build more of a sense of community. **ACTION IM**

GW would ensure all directors have admin rights to the Redgrove Park website. **ACTION GW**

## Processes & Policies

SN proposed that we adopt a stance of "invite residents to talk to one another" as a first step in any disagreements. Only then would RPMC take a proactive stance or intervention. This would be added to the Residents' Pack. **ACTION GW**

Peter West drafted a "Boundaries policy" that would be added to the Residents' Pack. **ACTION GW**

Peter West was still yet to create a swim lane document for the planning and approval process. GW would chase. **ACTION GW**

## Dates of next Board Meetings

Dates of next Board Meetings were set for:

Monday 9<sup>th</sup> February 2026

Monday 11<sup>th</sup> May 2026

Monday 10<sup>th</sup> August 2026

Monday 9<sup>th</sup> November 2026

BG would book the Pavilion for the AGM on Wednesday 14<sup>th</sup> October 2025. **ACTION BG**

Meeting closed 7:40pm.

Geoff Watts

Chair