Minutes of the Annual General Meeting of

Hurst Riverside Lands Ltd

Held at St Peters Church Hall, Walton Road, West Molesey on

Wednesday 14th October 2026 at 7pm

Present	**Property**	**Apologies**	**Property**
John Clarke (JC)	Victoria Close	Mikaela Jones (director)	Bedster Gardens
Ann & Ron Bailey (ARB)	Bedster Gdns	Georgina Meeres	Sadlers Ride
Jenn Petch (JP)	Tufton Gdns	Pamela Janjua	Tufton Gdns
Katina Wilson (KW)	Bedster Gdns	Lynn Hunt	Tufton Gdns
Primrose & Richard Arthur-Woods (PAW / RAW)	Tufton Gdns	Claire Hynd	Carlyle Close
Andrew Bartlett (director) (AB)	Bedster Gdns	Roberts Zarins & Kristine Locmele	Carlyle Close
Estelle Laybourne (EL)	Tufton Gdns	Jane Ewart	Victoria Close
Sally McCaffrey (SM)	Tufton Gdns	Mr Stokes	Bedster Gdns
John & Anne Clay (JAC)	Tufton Gdns	Anne-Marie Abell	Victoria Close
Jill Pendlebury (director) (JP)	Buckingham Ave	Jamie Coombs	Tufton Gdns
Fiona Griffin & Karish Moodley (FG/KM)	Buckingham Ave	Nick Gray	Victoria Close
Pam Lockhart-Mure & David Armishaw (PLM & DA)	Tufton Gdns		
Felix Ollerearnshaw (FO)	Bedster Gdns		
Richard Armistead (RA)	Bedster Gdns		
Karen Arthurs (KA)	Tufton Gdns		
Emma Gillitt (EG)	Bedster Gdns		
Lise Roode (LR)	Buckingham Ave		
Ann Hillman & Richard Brown (AH/RB)	Bedster Gdns		
Stella Johnston (SJ)	Victoria Close		
Elisa Sanjuan-Bouza & Richard Tudge (ESB / RT)	Victoria Close		
Stephen Sweeting (SS)	Company Secretary & Management Agent		
Jeremy Schomberg (JS)	Gardening Contractor		

1. Welcome and apologies

AB welcomed everyone to the meeting and thanked them for attending. AB, SS, JS and JP introduced themselves. SS gave apologies for those unable to attend.

2. Approval of the minutes of the 2025 AGM and matters arising

The minutes of the 2025 AGM were approved.

Proposed: JP
Seconded: AB

There were no matters arising.

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3. Approval of the Company Accounts for the year ended 31 March 2025

SS presented the year-end accounts and explained that the increase in turnover was primarily attributable to the service charge increasing from £300 to £330 per property for the year, together with the successful collection of historic service charge arrears.

SS explained that the debtors balance of approximately £50,000 comprised approximately £8,400 in outstanding service charge arrears and £42,000 in service charge funds held on account. The additional cash balance of approximately £55,000 related to the reserve fund.

In reviewing the detailed profit and loss account, SS explained that other direct costs comprised the gardeners' compound annual council rates and electricity costs, together with tree surgery and pest control works.

Administrative expenses were broadly as expected and were almost identical to the previous year.

There were no further questions, and the accounts were approved.

Proposed: AB
Seconded: JP

4. Garden Maintenance

This item was discussed at length, with a number of residents raising queries and concerns with the Board, SS and JS.

Some residents expressed concern that certain areas of the estate did not appear to receive the same level of attention as others. It was explained that the gardening contract provides for 1,300 hours of work annually, equivalent to approximately 25 hours per week, with the allocation of hours varying according to seasonal requirements. It was generally acknowledged that the gardens were well maintained given the hours available.

JS confirmed that he and four part-time gardeners undertake the work and that the contracted hours were being met. All areas of the estate are attended to on a cyclical basis and as required. Given the size of the estate and the effect of adverse weather conditions, some flexibility is necessary to address the estate's requirements at any given time.

JS confirmed that requests raised with SS were generally addressed within 24 hours. SS explained that he remained in regular contact with JS and received photographs via WhatsApp showing work undertaken by JS and his team.

It was agreed that a redacted copy of the gardeners' contract would be made available to any member requesting it from SS, to provide greater transparency and clarify the duties included within the contract.

It was agreed that a number of areas across the estate would be considered for replanting and regeneration, as some plants and shrubs appeared to have died over the summer and required replacement. The Board and SS would discuss and agree the areas and planting before proceeding. Any replacement plants and shrubs should be suitably hardy and capable of withstanding increasingly extreme weather conditions.

To improve communication with residents, it was agreed that quarterly reports on work undertaken and planned would be prepared and uploaded to the HRLL website.

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It was also agreed that an up-to-date tree report would be beneficial to assist with planning a suitable programme of works and to retain on file for future reference.

EL explained that the young tree near her garage had recently been cut back, but she continued to be advised that the nearby tree was the cause of damp within her garage. JS agreed to meet with EL to inspect the tree and garage.

AH raised concerns regarding the ongoing problem with ermine moth affecting the community tree behind 36 Tufton Gardens. JS explained that the moth larvae could strip the tree of leaves and leave web-like silk across it. He would endeavour to remove the larvae when time permitted and explained that the leaves generally regrew once the moths had left the tree.

AH requested that the tree be removed, as the webbing and larvae were blowing into her property and damaging her belongings. The Board agreed to discuss the matter at its next meeting and decide how to proceed.

KA enquired whether the tree surgeons had been instructed to cut back the tree alongside her property. She expressed concern that squirrels continued to gain access to her roof space, with the proximity of the tree providing them with a means of access. SS confirmed that it was intended for the tree to be cut back at the same time as the removal of the two dead cherry trees on Sadlers Rise, scheduled for the end of October.

5. Any Other Business

JP noted that the insurance certificate displayed on the HRLL website appeared to show only the Employers' Liability certificate. SS agreed to investigate and upload the relevant insurance certificates held for the estate.

SS was asked about the measures being taken to pursue outstanding service charge arrears. He confirmed that collection efforts continued through reminders, liaison with letting agents, Land Registry searches and correspondence with owners' mortgage lenders, where appropriate.

SS explained that the majority of the arrears currently outstanding related either to service charges for the current year or to members paying by instalments who remained on track to settle their accounts by the end of the financial year. Given the number of properties on the estate, some arrears were inevitable at any given time, for reasons including forgotten payments, out-of-date contact details, refusal to pay or inability to pay.

6. Election of Company Directors

In accordance with the Company's Articles of Association, all existing directors retired at the AGM and were eligible for re-election. AB, MJ and JP confirmed that they were willing to stand for re-election.

SS confirmed that he had received nominations for SM and PAW to join the Board. FG also expressed an interest in becoming a director. SM, PAW and FG each addressed the meeting and provided some information about themselves.

The re-election of AB, MJ and JP and the appointment of SM, PAW and FG were put to a vote by a show of hands. An overwhelming majority voted in favour, and all six individuals were duly elected as directors of the Company.

7. Close of Meeting

There being no further business, the meeting closed at 8.20 pm.

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