

The Orchard (Banstead) Residents Association inaugural Meeting Minutes

Date: 28th August 2025

Time: 6.30pm

Venue: Banstead Community Centre, Lambert Room

Chairman: Keith Harrison

Treasurer: Jane Goffin

Secretary: Diana Green

1. Chairman to welcome attendees

Keith Harrison opened the meeting by introducing himself to the attendees, and by saying how encouraging it is that all 17 residents of The Orchard welcomed and agreed the formation of a legal residents' association and to share co-ownership of the road and infrastructure.

1.1 Apologies for absence

Apologies were received from residents; no. 6, no. 16, no. 17 & no. 18

1.2 Welcome and Thanks

Thanks were extended to George Seaborn of no.6, who took on the financial responsibilities and maintenance of The Orchard from the previous committee, which was run on an informal and non-legal basis. For some time, Mr Seaborn had expressed his wish for someone else to take over from him. This was fulfilled when The Orchard (Banstead) Company Limited was formed on 27th May 2025.

In regards to the formation of a legal residents' association and the purchase of land offered for sale by Conifer court Limited, we would like to thank Steve Cook of Copley Clark Solicitors for his invaluable assistance throughout the process. We also thank Valerie Rogers of Conifer court for the opportunity to purchase the remaining freehold land associated with The Orchard (Title number S Y 4 4 0 8 6 0).

Thanks were also extended to Brian Adamson and Banstead Village Football Club for the upkeep and maintaining Garton Field to a high standard.

1.3 Chairman's report and statement

The Chairman concluded his report and statement by drawing attention to the Constitution, which highlights the responsibilities and regulations associated with the residents and owners of The Orchard. In particular, the infrastructure and maintenance of the common areas and the 3 'Rights of Way' along the rear of numbers 4-10, 12-14 and 16-18 to be maintained and kept clear at all times for authorised access.

2. Treasurer's Report

Jane Goffin congratulated everyone on the purchase of the land. The total cost for the land and solicitors fees came to £5,908.04. We received 17 payments from members, amounting to £347.53 each, making a total of £5,908.01.

Currently, just one house is not included in the membership and this is no 12 which is empty. For now we are not including this house in the membership or fee collection. However, when the time comes, membership will be offered to the new owners and we will issue the 18th membership certificate.

We investigated opening a new bank account for the newly formed limited company, however, HSBC made the process extremely difficult. Therefore, we decided to keep the same account. If, in the future, we need to change our bank account, we will address this at the time.

2.1 Current Financial Status

When the bank account was handed over in April 2025, there was £1,720 in the account with £320 to collect from 2nd instalments of the residents' fees for 2025, giving a total of £2,040 in the account.

2.2 Recent expenditures and income

The expenditure since April, and estimated until the end of 2025, will be around £660. This is made up of £301 for public liability insurance; Website £61; Room hire £54, estimated bank fees £50 and estimated Gardener invoices (5 visits at £38) £190. Therefore, we will start 2026 with approximately £1,380 in the bank account. (£2040-£660)

2.3 Future Membership fees

Budgeted annual expenditure will be around £2,650, this is made up of the hedge cutting at £1,500, Insurance £330, Website: £142, Room hire £60, Gardeners £500, bank fees £120. Unless something unexpected happens, it is anticipated that the 2026 fee will be £100 per household, in order to reduce the account to a surplus of less than £450.

Please note that this is a one off reduction in order to reduce the bank balance and the 2027 fees are estimated to be around £160 per household in order to cover the annual expenses of around £2,800 and leave no more than £500 in the bank.

The Treasurer concluded the financial reporting and a copy of the budget will be available to view on the website. If you have any queries, please email us and we will be happy to help.

3. Secretary's Report

3.1 Community website

Diana Green presented the new residents' association website, which is designed to be a central community resource for sharing information and where you can find key documents, such as legal information, our Constitution, as well as any maintenance updates. It enables members to have access to the same information, allowing communication to be fully transparent.

Our website is GDPR compliant. Residents were kindly asked to sign the consent form provided at the meeting, so that information can continue to be shared with them. The consent form was also to acknowledge they have read and understood the Constitution. Those absent from the meeting will need to provide their consent and acknowledgement.

It was requested that residents encourage family and friends to assist those without access to the internet or email, to view the information provided on the website (theorchardbansteadra.com) and perhaps receive emails on residents' behalf, so they can be kept informed of future meetings and to allow communication of any matters arising. This will greatly help in keeping the cost of printing paper copies to a minimum.

3.2 Distribution of meeting minutes

The Minutes from the inaugural meeting will be available to view on our website. A copy will also be emailed to residents. *The Information page on our website has been password protected to maintain confidentiality. The password should not be shared and is for the sole use of residents (or family/friends who are assisting residents with access to the website).*

4. Maintenance updates; including communal gardening

4.1 It was agreed that we will continue to use the services of the existing gardener and will contact Tom Wyatt of Lawns and More to agree the costs for 2026 and confirm a date and cost for the annual hedge trimming.

5. Any Other Business (AOB)

5.1 The floor was opened for residents to raise any questions:

5.1.1 The annual fees were raised and it was suggested that a surplus should be kept in the bank account to cover any unexpected maintenance costs. However, as we are a non-profit organisation, the bank account balance should be kept to a minimum. Any expenditure will be put to a vote, with quotations obtained and a majority vote required to proceed. Members will then be required to pay the proportionate sum, at the time of works being agreed.

5.1.2 It was raised that some residents had not contributed fully to past residents fees. It was pointed out that previously there was no formal or legal residents association in place, so the fees were deemed as voluntary. Going forward, it is now a legal and enforceable requirement to settle any pre-agreed and voted for residents fees. Those fees that are not settled and remain outstanding will be required on sale of property or through a court of law.

5.1.3 It was asked if the new owners of no.12 would be asked to pay the full membership fee, as per that made by the other 17 residents (i.e. £347.53). It was agreed that the new owners would have to contribute the same sum or a sum which has been agreed by the members, which will be put to a vote when the time comes.

5.2 Suggestions, proposals and general discussion

5.2.1 It was asked that we communicate the formation of The Orchard (Banstead) Company Limited and the Residents' Association to David Goldsack, Trustee of Garton Field Trust.

5.2.2 One of the residents mentioned they had also been approached by David Goldsack, asking if he could have a key to gain access to The Orchard from Garton Field. It was unanimously agreed that this would not be appropriate. The policy is to ensure that The Orchard remains secure by not sharing access to the gates.

5.2.3 After the meeting had concluded, a resident asked if we could consider installing a smooth surface to a section at the entrance to The Orchard, on part of the granite setts paving, to make it easier for residents to navigate, especially for those using walking aids.

6. Date of Next Meeting Confirm next meeting date and venue

6.1 The date of the next meeting will be arranged for August 2026. Exact date to be confirmed nearer to the time. We will also book a different room, due to the poor acoustics of the Lambert Room.