

Melton Park Management Company Ltd
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Annual General Meeting held on Thursday 9th October 2025 at 6.30pm at
St Audry's Sports & Social Club, Lodge Farm Lane Melton Woodbridge

Present

Lin Homer – Chair
Richard Llewellyn – Director
David Kemp – Director
Jacqueline Cole – Director
Bee Holles-Perkes - Director

Shareholders 54 residents of 194 households in attendance, plus 1 resident who replied with a Proxy vote.

1. Apologies for Absence:

Mrs M Hollinworth, Mr & Mrs S Comish, Mr & Mrs B Baker-Alcock, David Allison of Stone Crest Homes, Mr & Mrs M Bettell, Mr J Page & Mr C Barnett, Simon Isaac, Matt Mills, Mr & Mrs N Wallis, Mr & Mrs Poole, Mrs G Newton, Ms H Marshall, Mrs L Sharman, Mr & Mrs I Turner, Mr & Mrs P Forrest, Mr M Kennedy, Mr J Lloyd, Mrs J Weston, Mr J Steward, Mrs M Page.

Welcome

Lin Homer opened the meeting thanking everyone for attending. Lin also mentioned that we had an open forum meeting beforehand in which she assured a number of people this was not a decision-making meeting but information for everyone to look at and hoped that they found it useful. If you would like to ask questions later the directors will be on hand to talk as we are keen to share as much information with you as we can. Our role as directors is to act on your behalf with as much efficiency and value for money as we can and with as much information as possible. We know that we do not please you all, all of the time but we are always open to talk and welcome anyone who wants to become a director. We have a vacancy, and if anyone at the end of today would be interested, please talk to us. You could initially join as a volunteer to see how we all work together and make decisions as a board before taking the step of actually becoming a director. We can appoint directors at any time, it does not have to be at our AGM meetings.

This is our 25th AGM and many of you have been here since the onset. We welcome you all as well as new shareholders here for the first time today.

We hand deliver the AGM papers at present, but we are thinking that in future we will use the email system. This will save time, printing costs, and the efforts of the volunteers who hand deliver this for you all. If we do not have your email address or you do not want to disclose this to us, you can access information and any news from our website.

For the first time this year we have included a Chair's report, and Lin wanted to thank all the

directors and volunteers and to make the shareholders aware of how much administration work takes place on behalf of everyone including behind-the-scenes communication and legal work, together with the woodlands and parklands administration.

We have shared information about the bowling green and the developer's plans for the offices. The developer is being communicative with us and is sharing his plans quite early. We hope this will continue and once he has a planning number and lets us know we can pass this on to you all. Every single resident as a homeowner has rights to comment on a planning application. We hope to let you know of the key stages in the development process and as soon as we have new information.

The bowling green has been a conversation piece all the time the development has been in existence. It formed part of the original community agreement that the district council required in order to approve the planning application, and it should have been transferred alongside other open spaces. It has finally come about by very sustained works from various residents' associations over the years. We have been able to acquire it without having to pay any money to Hopkins Homes because Judy Weston, one of the residents association's members, decided to make a donation. This was enough to make HH decide that they would give up their thoughts of selling it to developers. We have shared our plans for the area and will happily take questions on this later with Richard. It will be a low maintenance approach, and we plan to wild seed it, mow one or two paths through it, and strengthen the hedging. The other area under discussion although not so far advanced is the 'Magic Circle' or 'The Square' in Clements Road which many people think is already owned by the management company but is still owned by Hopkins Homes. We are in discussion with HH about whether that should also be transferred and will discuss this under AOB at the end of the meeting. Lin offered any questions open to the residents:

Duncan Simmons Thanked Lin for her chair's report but said it has been indicated that we had a choice to whether to accept the land as an asset and liability on transfer to MPMCL he said that this was his impression on listening to her report. At the earlier pre meeting discussion she stated that we had no option but to take it as we are legally obliged to do so. Please can you clarify whether we had a legal obligation to accept the legal liabilities or we had a choice to accept it.

Lin replied that the position when the development was first put forward to the planning authorities, was that they set out some stringent conditions for the S106 for the planning development to be permitted. One of those conditions was the transfer of what they called community assets, to what was variously called a resident's association and subsequently a management committee. Those terms were put in place by the local authority to protect the site from intensive development and the Bowling Green was specifically a part of that community agreement and thus HH could have obliged us to take it any time. So, we were required under the S106 to take it, and it is to our advantage because it avoids an intensification of the development. Under the terms and articles of memorandum of the company the directors are legally entitled to take decisions on behalf of the Company. We owe you an obligation to account for our actions and to give you good value for money. and of course, at any time you could decide to put up an alternative board of directors which is a good thing to turn over. Any shareholder has the right to stand as a director and say we want to do things differently but whilst we are your board of directors, we are responsible for taking decisions. We raised it at last year's AGM with overwhelming support from shareholders to progress acquisition if we could. Jon Lloyd who has led the resident's association and spoke last year has asked Lin to thank everyone who has been involved over the years, and his letter is appended to this minute.

Stuart Fallis Asked why the land was transferred straight to the Management Company not the Residents Association. The simple reason for that is just to avoid the cost of the transfer of title twice.

Nigel Brown Stated that the whilst the mind is on cost and management of the liability of the piece of land it is actually an additional asset for us which surely we would have liked to acquire, as it is a piece of land in the middle of our development that didn't really belong to anybody and it's great that we have acquired it and it looks as though we will be able to use it usefully and without much cost so he thought that it was wonderful.

2. To approve the minutes of the 24th meeting held on 22nd October 2024

The Shareholders approved the minutes of 22nd October 2024. There was a spelling error noticed on the paperwork on the Christian name of Mr Roland Anderson, we assured him that this would be rectified for the future.

All shareholders voted on accepting the minutes of last year.

3. To receive and consider the Report of the Director on Woodlands

Richard Llewellyn – Woodlands An update was given by Richard on the survey that was undertaken by Haydens this year on Area B for our health and safety survey. Our previous arboriculturist Alice had sadly passed away recently. The report back from Haydens is very good most of the trees from St Audrys Park Road, Garrod Approach roundabout the large Oak tree there, and along Burrows Road and Calder Road are in good health. There are a few trees close to the golf course and cricket club that are dead or diseased, and Jason will be working on those or may have already removed or cut these down. The biggest issue we have is two large horse chestnut trees in Burrows Road that are showing signs of disease and Haydens are advising further tests, we are first planning on contacting the local tree officer to get their view on that. The view from myself and Jason is that these trees are severely diseased and sadly they may have to be taken down. There will be some work lifting crowns, managing excess ivy, and removing dead wood in trees and some of you have reached out to me on individual issues which we will deal with if we feel it is necessary to do that. There are a couple of trees along St Audrys Park and Burrows Road junction that have become very thick, and we will be taking these down to ease congestion and allow others to mature. The woodland working party are in Hospital Grove for the Autumn/Winter programme which is now in progress. Bill and Francis are running that and we now work on Tuesdays and Wednesday on alternate weeks. This has proved very successful and we have had new people come in but we are still looking for new members to join us and I will ask Bill to comment on that. I have managed to get another grant of saplings from the Woodland Trust. They are small whips to plant throughout the woods some will survive but others will not.

Bill Haywood – Briefly one of the reasons we have a working party is that it helps reduce the cost of maintaining our woods in a healthy condition. Second, I would like to thank the board for their support in the last twelve months in providing additional tools to help us do the work and to thank my fellow volunteers. The reason for standing tonight is to encourage others to volunteer as we are all getting older and we cannot afford to lose a person through retirement to enable us to manage the work more easily. We offer refreshments and it has become an important social occasion for people to meet and chat which they might not otherwise do. I would also like to thank Jason our woodsman from whom I personally have learned a lot over the years I have known him. Melton Park is a beautiful place to live and by working within our woodland we want to ensure it remains that way.

Richard Llewellyn-Woodlands reiterated that we work and adhere to the woodland plan and then moved on to the bowls green 'Weston Grove.' A draft drawing has been done for everyone to look at tonight. It is a low maintenance plan with a path through the area, a few benches, some fruit trees, and flowering trees good for wildlife. We will replant a new hedgerow at the back of the area with two new entrances and have a mown path from there with an annual cut so it becomes a wild meadow, other thoughts we have are people sponsoring trees, or planting a tree for a loved one, adding benches for people to sit and have a chat, again low impact not too much cost involved but what we are looking for is people offering to help and form a group and if people are interested in becoming involved please send him an email and he will put together a meeting.

4. To receive and consider the report of the Director on Parklands

David Kemp - Parklands Hopefully you have managed to read the parkland report in the AGM papers. I just wanted to add a few words about the grounds maintenance contract which as you know is carried out for us by Robert Cuthbert. This contract comes to an end in January of next year, but Robert has submitted a competitive fixed price quotation for the next three years and the board are minded to award that to him. That will take him close to retirement age and he will have a choice about how long he continues to work. What we do know is that he is already scaling back his business operations. In the past he used to employ a number of staff to help him deal with workload. He now does most of the work himself and the advantage in that for us is that he can give personal service and can ensure quality and attention to detail. He walks the development and often notices things that may need looking at and informs the directors as necessary, which is a level of personal service that you probably would not get with a contractor sending in teams to do the work. The other side of this is the fact that when there are busy times in the seasons, it does take Robert a little bit longer to get through the work, so we do ask for your patience and understanding at those times of the year. We feel very strongly that overall he gives us a very good service on the estate for a very good price.

5. To receive and consider the reports of the Directors Statement of Accounts and Balance Sheet for the year ended 31st January 2025.

We bring the audited accounts to you for your agreement, and we include the relevant pages in the AGM documentation. The full accounts are on our website. We now place our money in an interest-bearing account, and we have gained some interest on the monies which helps make a contribution to our resources and helps us keep down the service charge.

6a and 6b. To approve the proposed Budget and Service Charge as from 1st February 2026 to 31st January 2027 of £400.00 per annum General service charge and to approve an additional £50 per annum for the road and infrastructure fund raising it to £100 per annum

The proposed budget for 26/27 is in the same format that you have been used to for many years, and I hope that you have found this both reassuringly the same and explanatory. We thought it would be useful to try to share our thinking behind this year's proposals. First, we are proposing that the general service charge be held at £400.00 per annum for what will be for the fourth year in a row. We can do this because we are managing to make some efficiencies as we go. Our main contractors Jason and Robert give excellent value for money, and we benefit from a really significant understanding of our development which keeps the costs really reasonable for us. We have created savings in our administration,

reducing our printing costs and use of legal letters for non-payers of the service charge. We now chase these ourselves by using the small claims process which is very cheap and effective. Of the last year I am very pleased to have had all the payments in within a matter of a couple of weeks of the due date. In addition, we are doing more online rather than printing.

Second, we are proposing, as we outlined last year is that we will add a second £50.00 to our Road and Infrastructure Fund. As set out in the report our plan is to start some roadworks from 26/27 and then every two to four years use the fund to do a section of the roadworks or other infrastructure on the development. Our view is that this will mean we will cover the estate every fifteen to twenty-five years. Each time we have a road done we will treat potholes at the same time. We will seek as we have done in other areas to get competitive bids but to use a regular contractor who gets to know the development and potentially can then work with us to get even better value for money.

We think we should start on Burrows Road which is one of the original hospital roads and it is pretty potholed along the length of it because otherwise we will see serious degradation. The other road which is similar is Calder Road, but we have some drainage issues which we need to resolve before we do that road so that we don't resurface a road and then dig it up.

We will consult with each area before we commence works to minimise inconvenience and we will involve the area at the time. You will then see works happen every few years as the fund is utilised.

This is important as we answer purchasers' enquiries and as the development gets older purchasers' solicitor asks whether there are outstanding obligations which are not covered. The introduction of the road and infrastructure fund allows us to accurately answer that the future maintenance costs are covered and that we are not anticipating or expecting to have to raise an extraordinary bill against shareholders because of unforeseen problems. We can assure people that they are buying into a well-managed environment where they won't be facing unexpected or extraordinary costs.

That is what is set out in item 6a which is asking for you to vote on continuation of the general service fund charge of £400.00 for our general spend and 6b which is proposing the second amount of £50.00 now those two things together will mean that you will be paying us £500.00 per year. We are confident that other than another storm which takes all of our trees down, or a massive sink hole appearing in our roads we are confident with general inflation added to those figures so whatever CPI is each year that we are on a steady state position and therefore that position with regards to shareholders should be sustainable for the long term.

Both items were opened for debate for conversation. No questions were asked by the shareholders and a vote with a show of hands was requested. The vote was carried with no dissenting vote.

We had one proxy vote against the £50.00 increase for the road and infrastructure fund from Mr Holloway of 16 Burrows Road.

7.To consider any application received to stand as a director and to consider re-election of the following as Directors of the Company

Lin Homer
Jacqueline Cole

Richard Llewellyn
David Kemp
Bee Holles-Perkes

Vacancy for a Director

Simon Issac has had to stand down as director due to his work commitments. He has done a tremendous amount for us in these two years and has helped us transform our comms so that we now have directors emails as opposed to utilising our own which means as we change over there will be a record of actions to assist those taking over the role.

We have had no applications and are down to five now. We would be happy to receive any nominations tonight, we would ask if someone does want to join us, they would introduce themselves so that everyone knows who they are voting for. We would also be delighted if anyone feels they can help to talk to us at the end of the meeting or in the next few days.

We do understand that people have varying skills and time commitments and we can work around that, so if anyone can help with technological, banking, communication, or administration skills we would be happy to speak with you.

Likewise, both David and Richard in the woodlands and parklands would like the opportunity to start having someone alongside them that might take over the role in the future to create smooth transitions. It can be at any time of the year, and the directors can co-opt someone until the next AGM.

Lin then asked all shareholders at the meeting if they would like to re-elect the current board this vote was carried without anyone voting against.

AOB

Stuart Fallis Stated that he and other homeowners welcomed the management committee renewed commitment to the maintenance of the shared hedge forming the boundary to the rear of a number of properties on Calder and Burrows Road but he and other homeowners were disappointed that the board did not feel it appropriate or invite or include the impact to homeowners as part of the discussion on either the height of the hedge or the ongoing maintenance of the hedge. Can the board please comment on why there has been no consultation in the significant impact of the hedge height on the homes that bound that hedge?

Lin If you come up Calder Road a very large hedge starts before the first houses in Calder Road and continues all the way round to Burrows Road with the latter half of it being a pedestrianised section which is gravelled. This was part of the original planning application, and it was a continuation of an ancient hedgerow, that is, in places, several hundred years old with many varied species of hedges and bushes within it. In the planning application this hedge was put in, not as a boundary hedge to the properties that abut it to but as a country style hedge to run alongside the whole length of that road. It was an important part of 'the green plan' that went in. Obviously, some parts of the hedge suffered during the development and certainly there are some parts that are thinner and newer than others however the plan was always that it would be grown as one continuous hedge managed and maintained by the management company. Over the years people have kindly felt it would be helpful if they cut it but there have also been different views about what the height should be, with I want mine six ft, over time we ended up with a hedge that was different heights all the way along and was also cut at different times.

We took the view as a management company that we should maintain it for the whole length to one level height. There has also been legislative change in recent years brought in to

protect wildlife and the Hedgerow Act and the Wildlife Act both make it an offence to cut hedges during bird nesting season. Whilst they don't apply to every hedge, they do require you not to cut certain hedges and so we took the view we should seek to comply with that and so we plan not to cut it from April until the end of July. We don't consult everybody on everything we do as we are taking decisions quite rapidly for all of you. We got feedback from a number of residents who would prefer the hedge lower than the eight feet we were proposing. We had a site meeting and decided to settle for the next few years on 7ft 6in. Having heard from a number of residents we have said that we will keep it under discussion and talk with local residents as the growing season proceeds. We will have another site during the year to meet and continue the discussion. We hope people will understand there is a balance to be struck between the levels of consultation that we can achieve as five directors versus the regular decisions and actions that we are taking on your behalf.

Stuart Fallis replied that his question was really lack of consultation and not about the hedge height etc, having recognised the many discussions and actions which the board has to deal with on our behalf which everybody appreciates but where those things directly impact the houses with the back hedge that forms a boundary to those houses and gardens, it impacts the amount of light into those gardens, and not only that it's the visual appearance of the surrounding area so my plea to the board is certainly to consult those homeowners that are directly affected.

Lin replied that she understood but asked that thought be given about the board challenges as all our decisions are like that. Every year the arboriculturist looks at a third of our trees and every big tree we have affects somebody's house. We try to have general conversations about these things including having open meetings. We are happy to meet with residents in any area to discuss something that is concerning them, but we can't always guess which are really going to be contentious ones and which are not.

Roger Harrison Wanted to say the responsibility of the board is to maintain the original planting scheme for the benefit of all members or shareholders and that involves often a call of judgement and I think the board got this exactly right, and as somebody who uses that lane very frequently I find the aesthetic of the higher hedge means that you are experiencing walking through a countryside setting rather than a housing estate and I really appreciate that. The audience gave loud applause.

Lin Whilst we are on this sort of subject I would like to talk about 'the square' or as some others might know it as 'the magic circle.' This area is immediately adjacent to the offices and was always held onto by HH although many of us may have thought that we already owned it and it belonged to the parkland. I understand that James Hopkin's office looked out over 'the square' as he enjoyed the view and he therefore made the maintenance of this paramount to him. It became clear to me earlier this year that they had not transferred it to the developer which I thought they might. We are likely to be offered that site, and that site unlike the bowling green will cost us a little bit but I have made it plain that we will not take it over unless it is put into good condition.

Robert is at the moment trying to bring it back to scratch at Hopkins cost. If we take it on, we will ask the developer to donate some funding for new planting.

Can I ask if there are views on us holding an 'open event' on this subject and is this something that people have an appetite to do so?

Nigel Brown I would say that it seems a pretty obvious decision to me to that if we have got the chance to acquire that piece of land, we should acquire it because if we don't acquire this then the likelihood is that somehow that will be left in the ownership of the people who

inhabit what was the former head office.

Lin The developer is very happy for us to put it our ownership, he is proposing slightly more houses than HH originally planned for the offices. HH originally talked about having four big houses. If the developer gets planning permission for nine houses, we will be looking at nine service charges which would be quite a significant contribution towards additional costs.

Nigel Brown My concern would be if for example that if those people or the developer thought that there weren't sufficient parking spaces for the flat works that are going to be built in the former head office could they convert the square or part of the square into additional parking?

Lin Replied that is not a risk at the moment because HH have offered it to us and it not his preference because he thinks he is building nine nice properties and he thinks the community garden is part of it. I think it is a bigger risk that HH will keep it but not maintain it.

Duncan Simmons Can I just ask that we are very clear that this will be gifted to MPMCL or legal costs to pay.

Lin Replied to say that absolutely there is no suggestion that we will pay, and we believe that we can avoid legal costs by doing the work ourselves because we know the titles so well, but we would have some small charges to register our title.

I am not seeing an overwhelming desire for another public meeting on this.

Pam Hanton I live in Rixon Crescent right next to the churchyard and I just wanted to raise the issue of the churchyard which I understand has been acquired by another developer and not the original developer who has acquired the offices.

Quite a few residents whose properties are right up against the churchyard are genuinely concerned as to what the developer proposes to do, not just with the church but the churchyard itself. I have heard that he is proposing to convert it into four flats but my particular concern is that he will be expecting those four future owners to take responsibility for the care and maintenance of the churchyard particularly the trees and the previous owner who bought the site from HH never did anything in that churchyard in all the years of owning it. It has been very neglected and the trees I suspect have not been surveyed from some considerable time, I have repeatedly asked them in writing to give me a chance to see the report but they have just ignored my letters and those trees now are very tall and neglected and we have had incidents of branches falling onto peoples property and actually falling within the churchyard. I just wanted to know if you had any dialogue with this developer and what he proposes.

Lin We have shared with you that we have got so far, and you are absolutely right Dalham Properties bought all three sites: the retail units, the church, and the offices entirely. They then sold on both the church and the retail units quite quickly although those sales are not yet complete. The retail units have been taken over by the architects who are doing the architectural work on the office building and they are a local firm of architects and they have told us that for now they will keep the current users in those units and to use the offices that HH used to occupy for themselves, so we will have an architectural design studio on the development. The church site was sold on to a developer again with close contacts with the main developer whom we have met, and he has assured us he has experience in ecclesiastical buildings. He hasn't been specific on numbers but has told us that he plans to renovate the building as is, into a number of big flats. He is well aware of the complication of the graveyard and he is not going to rush the application and he is going to talk to the

planners. He has assured us that he will tell us when he has got to planning stage. He does not believe that there is a requirement to build anything else on the site and therefore he would propose that what we call the churchyard would stay more or less as is subject to tidying up. We have made the point to him very strongly about the trees and our belief that a number of them need urgent surveying. We have a strong relationship with the tree officers, and we will be very keen to secure the health of all those trees but obviously to be pragmatic about those that need work for safety reasons.

The comments from him have been positive so far but we are dealing with three different parties and will do our best to maintain strong relationships with all of them. We will try to make sure that there is a firm understanding that we expect that site to be treated thoughtfully because of the mess that was made before. You said one thing which I do not think is right. HH owned that site until they sold it wasn't 'ever passed on to anyone else. Previous directors as well as the current ones have lobbied HH very hard to get them to undertake their responsibilities with varying success. We will seek to ensure that necessary works to the trees are higher up the developers agenda, there is also a little garden that tucks into the site and we have talked to him about whether we could possibly enlarge it a little bit so that people with affection for the churchyard might have more of a view in. We are seeking to give you information soon after we get it.

A resident in Calder Road has a very large Oak tree against her fence that has got very big and earlier this year it lost a very big branch which fell on her and a neighbour's fence and her shed and narrowly missed her garage by an inch. If that tree fell or even one branch just fell towards her house that would be her house very badly damaged and given all these storms we are having she would be a lot happier if Jason could have a look at this tree and just check its safe.

Lin Can I suggest that any of you with concerns do continue to let us know. We don't have locus on that land, but we can encourage them to take their responsibility seriously.

Duncan Simmons I don't want the board to think that I am very anti board in fact I do thank the board for all the hard work they do not only on our grounds, all the work they do and I think we should send Robert a word of thanks from the meeting tonight to say we are very grateful for the work he does and we are very happy with it. Overall I think the board does a great job for the accountabilities it has, however, I do think very strongly and you are probably aware of my views as I have written to the board that sometimes the board over stretches it's reach. The board is responsible for the articles of association the duties are mentioned on the website and sometimes I feel the personal views of the directors get translated into communications from a management company which should not be communicated by the management but should be communicated by the members of the board personally. I particularly raise the case of the circular that went round to everybody which I felt was very much a lecture it was dressed up as 'good neighbourliness' but it was very much seen by me and others as being a lecture on how to behave ourselves on the estate with matters that did not show accountability of the board. I have received no apology. The item of particular concern was the board felt it appropriate to tell me to empty my garage so that I can put my car in it and I do not feel that this is appropriate and I found it quite offensive what I do with my garage is my business and I think the board oversteps it's reach sometimes.

Lin Replied I am very sorry that you feel like that but the open event we held absolutely mirrors our post box so none of those issues are issues generated by individual directors. The issues raised in the open event form the majority of our inbox, and we get letters every week on those kinds of things. We held the open event to try to allow a discussion. I wrote the 'open event' summary so I apologise personally if you found it offensive. What we tried

to do at the event was to say; the majority of these issues should be resolved neighbour to neighbour. If you have a problem with your neighbour's hedge or about your neighbour parking their car outside your house, we'd really much prefer that you talk to each other. Parking in particular is a growing anxiety for people. We don't want to make restrictions on our roads and cover the whole development with signs. However, we did ask for and got ideas and tried to summarise some of those ideas in the note. They were things that people thought might make a difference. They are genuinely things that we spend quite a lot of time being asked to mediate. They are best resolved by a neighbour talking to a neighbour. My apologies if my language did not catch that. I had hoped it did but clearly, I failed.

Lin thanked everyone for turning out and we look forward to seeing you at future events, Richard looks forward to having you as a volunteer and we look forward to all the future directors who are smiling back at us right now.

Meeting Closed at 7.50pm