

Keaver Drive (Frimley) Management Company Limited

Minutes of the Annual General Meeting (AGM)

Date: 13 September 2026 | Time: 16:00 | Venue: The Old Wheatsheaf, Frimley Green

Attendance and Apologies

- 20 residents attended the meeting.
- Directors present: Simon Bewley, Matt Rees, Margaret Whitehead, Debbie Hage, Helen Monkhouse, Paul Collett and Jane Morgan.
- Apologies were received from Richard Sainsbury.

Welcome and Previous Minutes

- Helen (Chair) welcomed attendees and ran through the agenda, highlighting the sewer situation as the main item for discussion.
- The minutes of the previous AGM were approved by Paul and seconded by Simon.

Chair's Report

- Keaver Drive is now becoming a mature estate.
- Over the next 20 years, investment will be needed to keep it in its current condition.
- Some of the challenges facing the estate have become clearer over the past year or so.
- Historically, maintenance has been routine. Those responsibilities remain, but as the estate is now 14 years old, some of the infrastructure is beginning to age.
- The cost of tree work and fencing repairs has increased.
- The board needs to look at other assets, such as the foul pump, and review the condition of the estate's mature fencing.
- The most significant issue currently facing the estate is the sewer network.

Sewers

- The issue came to light while inspecting one of the sewers on the estate, when it was discovered that it is not maintained by Thames Water.
- Jane has carried out considerable work to establish what options are available to us.
- There is a formal adoption process we could pursue, but it is extremely arduous, technical and expensive — and Thames Water could still reject the application at the end of it.
- Doing nothing carries risk: the network is 14 years old, and the board needs to actively consider next steps rather than close its eyes to the issue.
- Options include commissioning a professional survey and mapping exercise, and building up a reserve specifically for the sewer.
- The board did not want to make this decision alone, which is why it has been brought to the AGM.

- Banner Homes had no legal obligation to build the sewers to Thames Water's specifications and have not done anything wrong. Many other estates are in a similar situation, as it is easier and cheaper for developers to meet Schedule H than the higher standard required for adoption.
- Water companies across the country all apply different standards.
- An up-front survey of the sewers, costing approximately £12k, would be needed before Thames Water would even consider an application, with no guarantee the results would be acceptable to them.
- Sewer networks generally have a 50-year lifespan.
- A British Geological Survey review shows the estate sits on Camberley Sands rather than clay, which is favourable, as clay-based ground tends to shift.
- Residents were reminded to be mindful of what is put down the drains — J-cloths and wet wipes were found attached to the pump when it was last raised.
- We will do a letter drop about what should and should not be put down the toilets and sinks
- Some repairs to the chain holding the foul pump will be needed at some point and it is likely to need replacing.
- The government is looking into the wider situation, as there is currently no incentive for developers to work with water companies on adoption.
- A resident suggested contacting the local MP to raise the issue; Paul agreed to contact Al Pinkerton.
- The board will look into contacting other estates to compare how they are managing similar risks.
- A resident asked about the potential costs if something went wrong with the sewers. We have some rough AI generated numbers, which wasn't to hand at the time to share in the meeting. We need to verify the actual accuracy of these, so although promised to be shared after meeting it will require further investigation before we can share as AI may not be accurate.
- The board will look into whether insurance is available to cover this risk.
- Some mortgage lenders may be reluctant to lend against properties with an unadopted sewerage system.
- The board will consider whether landlords should be included in these discussions.
- The management company is liaising with Vivid.
- The board will consider whether legal advice is needed.
- No vote was taken at the AGM; the board first needs to gather further information before a decision can be made.
- A follow-up meeting on the sewers will be held separately, rather than waiting for the next AGM. No date has been set yet, as this depends on engagement with other organisations.

Finances

- It has been a challenging year financially.
- Reserves fell from £25k at the start of the year to £9k by the end of March, partly due to a slight under-collection of revenue.
- The biggest items of expenditure were tree work and unbudgeted fence repairs.
- It is difficult to predict some of the costs involved in managing an estate like ours, and once tree inspectors identify necessary work, it is difficult not to proceed with their recommendations.
- The board will need to reflect on likely future costs.
- It was agreed to begin building a reserve for the sewerage system.

Trees, Woodland & Wildlife

- The woodland is the estate's biggest asset but also one of its biggest management responsibilities.
- Phase 2 of the current tree works commences on 19 October.

- Paul has been developing a woodland regeneration plan, working with various bodies to secure the necessary approvals.
- The annual Japanese knotweed inspection was carried out recently; nothing was found.
- Climate change is having an impact on the estate.
- The woodland is suffering: the Woodland Trust carried out a two-day survey in May and produced a report, which rated the condition of the woodland as critical, with losses not being replaced. Because the cost of addressing this is high, the work is being phased over 10 years.
- Work has started this year: the company now holds a licence and is authorised to fell the holly.
- Paul has liaised with Surrey Heath, as the woodland is protected, and they have given their consent.
- Paul has also worked with the Surrey Wildlife Trust, who will provide volunteers, since not all of the work has to be done by contractors. The Trust has also committed funding, which has covered some of the Year 1 work.
- This work can only be carried out in winter and will start in November.
- The woodland currently does not have the capacity to grow new saplings into mature trees, as not enough light is reaching the woodland floor.
- Paul has launched a project to clear the holly and reduce the sub-canopy as much as possible; this is being done selectively rather than all at once.
- Biodiversity on the estate has increased, with 1,212 species now recorded.
- The intention is to fund as much of this work as possible using external money.
- A safety review of all trees on the estate is carried out every three years.
- A resident raised that tree roots are pushing up one of the car parks; the board will review this.

Lighting

- On the path leading to St Catherine's Road, some of the current lights are damaged and will be replaced.
- On the path down to Buckingham Way, the lights are not currently working, due to an electrical issue related to wiring running into one of the bin sheds at the top of the estate.

Foul Pump

- The foul pump continues to be maintained under regular inspection.
- Thanks were given to Margaret and Simon for all the work they do towards this.

Risk Register

- The board needs to revisit the risk register, as it has not been looked at for a number of years.

Any Other Business

- Thanks were given to Jane and Richard for joining the board over the past year.
- The board would never turn away a resident who would like to get involved.
- The company manages a surprisingly wide range of responsibilities.
- Input from all residents on the estate is needed to help contribute to important decisions, so that the right ones are made.
- Helen thanked the directors for their hard work.
- An electrical contractor is expected on site this Friday to connect the lights on the woodland pathway and install the new lampposts.

- A resident asked for the shrubs by the flats at the top of the road to be replanted.
- The gardeners do not currently clear up under the oak tree; the board will contact Viking about this.
- At previous AGMs we have retired and reappointed 3 directors by rotation. The Board has reviewed the Articles and found no requirement for directors to retire by rotation, so this historic practice was discontinued.

Questions from Residents

- A resident asked about the lighting in the bin sheds; it was confirmed that this is Sennen's responsibility.
- The board clarified the difference between the foul pump and the sewerage network, and explained why the company had not previously realised the network is unadopted.
- There was an automatic adoption process in 2011. However, because the first residents moved in after that date, this automatic adoption did not apply to the estate's sewers.