

# Leybourne Grange Management CIC Annual General Meeting

Date: Wednesday 23 September 2026

Venue: The Pavillion, Bannister Way, West Malling, ME19 5SA

Start Time: 18:30

Scheduled meeting time: 18:30–20:30

## Attendees

### CIC Board of Directors

Nic Bowler — LGM CIC Director; chair of the meeting

Clare Leyden — LGM CIC Director

Malcom White — LGM CIC Director

Manoj Koothur — LGM CIC Director

Greg Ward — LGM CIC Director

### Other Attendees

Mark Dodson — Interim Management Finance Consultant

SallyAnne Logan — Independent Chair of the Board

Dave Harcourt — Swale Community Leisure (SCL)

Andy Booth — SCL

Bernadette Faulker — SCL

Ben Ryder — SCL

Brad Wylie, Leybourne Youth Football Club

Nine resident members were present.

### Managing Agent Attendees

Preim — Danielle Woodford, Estate Manager

Preim — Andrew Winstanley, Team Leader

Preim — Cameron Maguire, Regional Manager

# 1. Introductions, Meeting Status, LGM CIC Responsibilities & 2025 Progress

Nic Bowler opened the meeting, introduced those present and outlined the agenda. Apologies were received from Clarion.

The required quorum (28 members) was unfortunately not achieved (14 resident & director members attended), so the meeting could not proceed as a formal AGM. No formal voting took place, and the event continued as an informal community meeting.

Nic invited Swale Community Leisure to introduce their team and the detail of their temporary contract with the CIC.

The meeting progressed with taking those present through the AGM slide deck (which are published alongside these minutes on the LGM CIC website).

Nic Bowler presented the roles and responsibilities of Leybourne Grange Management Community Interest Company (LGM CIC) and spoke about the achievements of the CIC in 2025.

**The notes which follow are a summary of the key points discussed at the meeting, not a formal minute. These notes should therefore be read in conjunction with the slide deck.**

## 2. Financial Overview, Service Charges and Income Strategy

Mark Dodson presented the financial overview and strategy, explaining how service charges are allocated between LGM CIC core costs, the estate, the Pavillion, sports pitches and Community Centre. Income from the Pavillion, Community Centre and pitches contribute towards offsetting the estate service charge.

In response to a resident's query about CIC tenancy costs and how they are set, Mark Dodson confirmed that marketplace benchmarking is undertaken.

He reported that service charges decreased in 2025, despite inflation.

The accounts review covered income and losses, long-term plans, tenants and opportunities to increase income. The strategy is to secure anchor tenants providing steady income rather than relying on scheduled bookings. Existing income sources include the Stables, football clubs, Pippins, Average Dough Café, the SOMA Studio & SkinCo Beauty Room. There is balance to strike between ensuring the CIC has a diversity of offer to our residents through hire opportunities and income from long term tenancies (which also provide community benefit).

Mark Dodson described 2024 as a period of significant change, 2025 as a period of stabilisation and 2026 as offering potential for profit, financial balance and improvement.

### 3. Biodiversity Net Gain, Land Use and Proposed Survey

An explanation of Biodiversity Net Gain (BNG) was held, covering potential biodiversity improvements, planting and potential collaboration with developer/s to deliver long-term income and environmental benefits for the community. Consideration would be required as to what any profit (which could be upwards of £900k, market dependent) could be used to support but it could include helping to manage the Service Charge level, pay for additional community development or replace any assets which need renewing.

SallyAnne Logan explained the Homes England clawback policy (covenant on our land imposed by Homes England) as a mechanism intended to safeguard the Public Purse by ensuring that where land is **sold** on the Chase for profit or a change of use is required through the Local Planning Authority, that a share of any profit is paid to national government. Homes England take a diminishing percentage over 50 years from 20/12/2021 which at the moment stands at 90% and will reduce 2% every year until 20/12/2071. Homes England's advice and input is already being sought on the potential of any sums to be paid to Homes England should BNG go ahead.

A resident asked whether the land would be sold or retained and whether Homes England would be entitled to claw back income. Cameron Maguire confirmed that the land would not be sold. The CIC will still be in control of the land but that the CIC would take income from developers in return for managing the land as specified through the BNG legal agreements. No further response on the clawback question was recorded.

Mark Dodson outlined a proposed survey to help the CIC understand the next steps and potential for income from BNG. This would identify areas of land to be used as well as types of areas such as orchards or meadows to be planted, alongside the current market potential. The survey is estimated to cost £1,500 plus VAT. This equates to £2.50 per property and would not be an additional charge to the 2026 Service Charge. It would come from existing budgeted costs. If the outcome of this survey is positive, a further piece of work will be commissioned at circa £15K, equating to a further £20 per property over two financial years.

Following these pieces of work, the CIC committed to residents having the opportunity to view and comment on proposals before the Board makes a final decision about progressing. In response to a question about whether there may be reduced or no access to some areas chosen, it was confirmed that unlimited community access will reduce the potential income achieved from the developer and therefore, this will need consideration at the appropriate stage.

Residents indicated support for proceeding with the survey by a show of hands with an overwhelming vote of eight in support and one person not (CIC directors did not vote). This was an expression of support at the community meeting, not a formal AGM vote.

**1. Action:** CIC Directors to discuss next steps and vote on whether to progress with the survey; estimated cost £1,500 plus VAT.

**2. Action:** Following the two stages of work, present the findings to residents and seek their input on whether to proceed further.

**Timescale:** Potential for first stage feedback/communication in Spring/Summer 2027 with full consultation following stage 2 which may not be until 2028. These timelines are not confirmed at this time.

## 4. Preim Presentation and Estate Management

Andrew Winstanley presented on behalf of Preim and introduced the team: Andrew Winstanley as Team Leader, Danielle Woodford as Estate Manager and Cameron Maguire as Regional Manager. The presentation explained Preim's role, works undertaken in 2026 and plans for 2027.

### Works completed in 2026;

- Planting – Extensive new planting to the walled garden enhancing the appearance of this communal space, providing greater seasonal interest for residents
- Fencing – A significant programme of repairs/replacements completed improving the overall appearance of the estate and maintaining the condition of boundary fencing
- Trees – Works have been completed in accordance with the recommendations within the 2025 tree survey. Helping to maintain the health, safety and long-term management of the estates tree stock
- Lighting – Replacement of lighting in the sports hall, improving illumination and energy efficiency. In addition, ongoing management of the street lighting network including the coordination of repairs ensuring safety and reliability
- Play areas -Continued inspections, maintenance and management, ensuring safety and compliance.

In addition to regular maintenance and inspections, Preim will be coordinating the following priorities for 2027;

- Further planting to the walled garden
- Repairs to the perimeter footpath around the site (it is a hogging surface that needs a number of areas relaying where there is excessive puddling in a number of areas)
- New signage for the trim trail
- Replanting of the smaller dead trees around the development
- Investigate options for replacing the low-level wooden fencing that is costly to replace.

## 5. Achievements, Progress and Quarter 4 Priorities

Nic Bowler concluded with an overview of achievements, progress and operations. Quarter 4 priorities included pond signage and the introduction of director surgeries alongside estate

manager surgeries. Danielle Woodford would set up an estate manager surgery once familiar with the development.

Nic Bowler advised that the road adoption process involving Taylor Wimpey remained ongoing, with no clear timescales. There was much discussion about road safety and particularly parking on some streets.

**3. Action:** Progress Pond signage

**Owner:** Priem

**Timescale:** Quarter 4, 2026

**4. Action:** Introduce director surgeries alongside estate manager surgeries

**Owner:** LGM CIC Directors

**Timescale:** Quarter 4, 2026

**5. Action:** Set up an estate manager surgery

**Owner:** Danielle Woodford

**Timescale:** Once familiar with the development; Quarter 4 priority, 2026

**6. Action:** Write to owners in Teddington Drive to remind them of the purpose and use of visitors bays

**Owner:** Danielle Woodford

**Timescale:** Quarter 4 2026

**7. Action:** Write to TW (CC KCC) re inconsiderate parking on Hawley Drive causing H & S concerns to residents

**Owner:** Danielle Woodford

**Timescale:** Quarter 4 2026

**Meeting closed at: 20.30**