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Minutes of the HLRA meeting on the 21st March 2022 (Via Zoom)

Present: Jon Kanareck (JK) (chair), Annette Davies (AD), Sarah Hands (SH), Sam Hollingsworth (SW), Nicola Hughes (NH), Claire Wych (CW), Melanie Johnson (MJ), Heli Sarin-Yates (HSY), Sarah Fisher (SF), Keith Bristow (KF)

Apologies: Adrian Soper (AS), James Sturgeon (JaS) Alan Brooks (AB), June Heslop (JH), Angela Ogbe (AO), Christina Moir (CM)

1. Welcome

The Chair welcomed Keith Bristow as a new member to the committee.

Minutes from the last meeting were agreed. RMG are to circulate missing minutes to residents.

2. Actions Outstanding From Previous Meetings

1/20 Flood Repairs to Area Near The 'Bandstand'.

The contractors undertaking these works have gone into liquidation. A new contractor has been appointed and BH are awaiting confirmation of material delivery to install new (French) drains. It was noted that companies across the construction industry are experiencing delays in securing materials. The committee sought confirmation that BH would return to revise the repair should the issue not be resolved and this only become apparent when rainfall increases again in autumn.

1/20 Action: Completion expected by end of April subject to materials. SF to track. SF

3/20 Proposed TRO Jeffrey's Lane & Pedestrian Crossing

Approval for the pedestrian crossing is being sought under a section 38, BH are confident that it will be approved.

The original TRO was voted against meaning amendments were required. Revisions have been discussed with residents in affected areas (namely Maccowan Avenue, Annes Gardens and Adams Lane). A traffic consultant has been instructed to resubmit a revised TRO on BH's behalf. A consultation will follow, and residents have been asked to show their support of the resubmission to KCC. No timeline for finalisation was given but it is expected to complete within months rather than weeks.

8/20 & 1/21 Lake Maintenance & Hand-over Process

Due to industrywide issues in securing materials, the installation of the sluice gates is now expected to take place by the end of April. SF explained the new gates will have a sensor that will notify the estates team of the lake levels. The gate will still need to be opened/closed manually. An O&M manual will be provided to RMG on handover. The committee enquired regarding the standard warranty period and whether it could be extended.

8/20 & 1/21 Action: Warranty / guarantee information to be gathered from BH and enquiry to be made regarding cost of warranty extension.

MJ

9/21 Amisse Drive car park handover

Costs for landscaping have now been approved by BH. They are awaiting confirmation from the contractor as to when they can attend on site.

16/21 Flooding on Trim Trail

The damage to the east trim trail caused by building of the final phase on Matthews Close will be addressed when construction work comes to an end (around April 2022). Cracking to the west trim trail has been tested to understand the underlying causes. BH will liaise with the contractor to reach a resolution ahead of winter 2022.

17/21 Cobbles Booth/Alisander/Poynder

The surveyor's report has not been shared with the committee however BH have scheduled a meeting between the contractor Landmark and its technical team for w/c 21st March to review the issues. It was noted that the cobbles on the adopted roads continue to deteriorate and are becoming hazardous.

17/21 Action: BH to update following the meeting and chase KCC regarding adopted road repairs.

SF/MJ/JaS

23/21 Details of Communal Satellite Dishes.

No update – awaiting quote and confirmation from BH for electricity sub meter for Lakeview Court.

23/21 Action: Quote to be provided to the HLRA for review

MJ

35/21 Fiber Broadband Installation

Wayleave has been agreed in principle and BH are awaiting copies from solicitors for signature. The wayleave has been split into three to accommodate different block ownerships. Once the wayleave has been signed, Hyperoptic can commence installation.

35/21 Action: SF to track.

SF

48/21 Overgrowing Plants From Tarmac Land Alisander Close/Booth Close

Savills (managing agent for Tarmac) has now instructed a contractor to cut back the bushes as required on a six-monthly basis.

48/21 Action: Estate team to perform quality checks on the work.

RMG

51/21 CCTV quotes

The committee agreed that there is a preference to lease rather than purchase the CCTV so as to benefit from future technical upgrades.

51/21 Action: MJ/AS to report back on any difference in costs. Residents to be consulted on the cost / remit of the installations.

MJ/AS

55/21 'Holborough Lakes Welcomes Safe Drivers' Sign.

Final agreement from BH to be sought in writing.

55/21 Action: Gain written agreement from BH via email.

MJ

57/21 and 67/21 Estate Maintenance

RMG have been working on the estate-wide maintenance plan and tender documents but were unable to circulate ahead of the March meeting.

57/21 Action: RMG to create plan for grounds team to implement RE priorities and a schedule of estate-wide checks/walk arounds. To be circulated by the 28th April.

MJ/JaS

71/21 Fish in Poynder pond

The committee noted that the number of fish appear to have multiplied again. MJ confirmed that the water is tested monthly to ensure that ammonia remains at safe levels. The Just Giving funds raised will part-finance a new pump and the estate team will check and maintain it. The total pump running cost is £80 a year. The committee discussed the ongoing cost of maintaining fish health and contracting specialist fish care and agreed to continue to monitor the situation.

72/21 Defibrillator.

The defibrillator is being delivered this week and is expected to be installed by next month. The committee agreed that it would be beneficial to display instructions for use / contact details on trained residents in the gym (where the defibrillator will be located) to support proper use.

72/21 Action: RMG to organise installation with Paul Taylor.

MJ

72/21 Action: HLRA to organise training for interested residents.

XX

75/21 Marking of Visitor Parking Bays Behind 60-70 Manley Boulevard Gate

Vs are to be painted by the end of May and a sign installed to warn against parking in the turning circle.

75/21 Action: Mark visitor bays behind Manley Boulevard gate.

MJ

80/21 Cleaning of the Gym

RMG felt that the gym had been satisfactory on recent visits based on the time allocated (30 minutes Mon, Tues, Thurs, Fri and 1 hour on Weds). However, HSY expressed ongoing concern and will photograph issues for RMG to discuss with the contractor. It was discussed that this contractor, and several others, may not be offering the best value for money and should be reviewed / retendered. RMG confirms they should be reviewed every 3-5 years and some contractors have been in place a lot longer than this.

80/21 Action: Chase for alternative cleaning company quote.

MJ

05/22 Repairs to Water Feature at front of estate

05/22 Action: A timetable/ deadline for the repair is to be agreed with BH.

MJ

07/22 - 2019 & 2020 Accounts

RMG is reviewing the various enquiries with its accounts team to resolve those that are outstanding. NH reiterated the need for RMG to supply the electricity and water bills for 2017/18 so that the HLRA can understand the spike in costs during 2019 and determine whether it is related to contractor work.

07/22 Action: 2017-2018 electricity and water bills to be provided.

MJ

07/22 Action: Outstanding queries to be resolved.

JaS

08/22 Storm damage

- Cladding: Several buildings have suffered cladding damage. SHG are progressing repairs to their buildings.
- Fences: RMG are progressing repairs to the fences.
- Tiles: RMG are progressing repairs to lost roof tiles.

09/22 Queen's jubilee

Following a vote held via the community Facebook page, the jubilee will now take place on Friday 3rd June. Caterers have been secured to attend the event along with a DJ from 4-8pm. Residents are invited to bring their own picnic and lawn games. The festivities are for HL residents only, residents are asked to vacate the green by 9.30pm and to take their rubbish home. The committee investigated a road closure for Manley Boulevard, but the location did not meet the KCC's requirements.

15/22 Rill cleaning

The committee discussed ongoing concern over the rills and whether it would be preferable for them to be left dry and not incur the cost of repeated repair and maintenance. Currently the pump on the left-hand side as you exit the estate is broken.

16/22 Dog droppings found regularly on the village green

Extra bins were promised last year but have not been installed.

16/22 Action: RMG to progress.

MJ

3. RMG Organisation Report

1. The rills and water features were serviced on 16 March. During the service a leak has been found in the Lambe Close rill and the contractors were invited to return to investigate and repair.
2. The lifts at Lakeview and 2 Walters Close were serviced on 15 March.
3. The estate was reviewed and inspected by the Osterna Health and Safety team on 17 March.
4. The estates team have begun re-planting identified areas that did not survive the winter period. They have begun with the Pachysandra on the rills and the beds at 2 Walters Close.
5. Residents are politely reminded to clean up their dog waste whilst exercising their pets.
6. Residents are encouraged to call the Police on the non-emergency number 101 should they witness anti-social behaviour.
7. Residents are kindly reminded that visitor parking bays must only be used for 24hours and no return within 48hours.
8. Inconsiderate and dangerous parking should be reported to the Police on 101 or file a report online to Kent Police. The PCSO for Holborough Lakes can also be contacted via email Samir.Patangwa@kent.police.uk. The estate manager can also assist with non-urgent matters on parking and can instruct UKPC to serve parking charge notices on un-adopted roads.

9. Berkeley Homes in conjunction with RoSPA have installed additional safety measures by way of safety lines on the customer experience areas on the lake.
10. The alarm contractors for the gymnasium have inspected and serviced the alarms on 01 March.
11. Fly tipping in the bin stores is preventing the waste contractors to remove the waste. Residents are politely reminded that there is a cost to remove the fly tipping waste and the costs are recovered via the service charge.

4. SHG Report

No report received.

5. AOB

17/22 AGM

The AGM will be held in the village hall and it will also be streamed on Zoom. RMG will chair the event. HLRA will assist with writing the report to outline activities from the last year.

17/22 RMG to write report.

JaS

20/22 Matthews Close road signs

Road signs and markings are missing from Matthews Close causing confusion to road users.

20/22 Action: BH to install signs.

MJ/SF

Easter scavenger hunt

Residents are invited to participate in the hunt on Easter Sunday (17th April) starting from the village hall with a route around the lake. The Travelling Bean will be offering goodies to those partaking. £3 per ticket – please [check Facebook](#) for more details.

Next meeting

The committee agreed to forgo the April meeting as it falls on the Easter weekend, therefore the next meeting will be the AGM.

Closure

Next meeting on Monday 16th May 2022 – 7pm.

Meeting closed 8.48pm