



Volunteers to join us are sought; email hello@holboroughlakes.uk

Minutes of the HLRA Meeting 8th September 2025 (Abbreviated)

Present: Nicola Hughes (NH), (Meeting Chair), Liana Berkeley-Hill (LBH), Keith Bristow (KB), Annette Davies (AD), June Heslop (JH), Ross Hollingshead (RH), Paul Hoskins (PH), Melanie Johnson (MJ), Angela Ogbe (AO).

Apologies: Shelby Ellis (SE), Sam Hollingsworth (SHW), Lyn Roberts (LR), James Sturgeon (JaS), Claire Wych (CW).

RMG Report

Small Works Programme

Our appointed contractor continues to carry out minor works across Poynder Drive, Front of House, and Amisse Drive, ensuring ongoing maintenance and site presentation.

Parking Enforcement

UKPC, our parking enforcement contractor, is actively working with the Estate Manager to identify and address instances of illegal parking. Two non-roadworthy vehicles have been reported to TMBC for removal.

Contractor Coordination

The Estate Manager has facilitated access and oversight for various contractors, including:

- Fairwater (water features)
- Electrical contractors
- Gym maintenance specialists
- Weed & Feed services
- Gym Access Control

There have been multiple incidents of residents allowing unauthorised access to the gym facilities. **On six occasions, underage children were found using the gym and were removed by the Estate Manager. Residents are reminded that gym access is strictly for authorised users only.**

Remedial Works Planning

A monthly schedule of outstanding remedial tasks has been compiled. Quotations are being sought from relevant contractors to progress these works.

Site Security & Theft

The site team has reported plant thefts exceeding 100 units. Investigations are ongoing, and additional security measures are being considered.

Community & Facilities

Village Hall Usage - Income for July/August: £100

Demand for hall bookings is increasing, with the addition of a new class: Holborough Performing Arts.

New Amenities

A coffee and delicatessen station has opened near the village green. Residents are encouraged to visit and support this new local offering.

Vehicle Compliance Reminder

All vehicles parked on the estate must be roadworthy. Non-compliant vehicles will be reported to TMBC for potential removal.

Actions arising –

- 1) RMG to confirm removal of 3 non-compliant vehicles.
- 2) RMG to provide the monthly schedule of remedial works within their report.
- 3) RMG to provide further details of stolen plants.

Action 24/25 – Provide info ref RMG report as above. (RMG)

MJ

Southern Housing Group Update

Loose cobbles: Poynder Drive –Works have been completed to but referred for further making good due to loose paving and sand. Update on progress in these areas requested.

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Grounds Maintenance: SH have received one complaint this period concerning gardening not done at Poynder Drive. This complaint is currently being investigated at Stage One of SH complaints process. SH will escalate the matter to the Estate Manager and work with him to ensure a resolution. Southern Housing inspection booked for the 9th of September 2025.

Electrical Meter Audit. Following a committee audit carried out to identify the estate electrical meters (street lighting), excess charges and issue where some electrical meters are disconnected. To conclude this, could the full meter inventory for the estate be noted and the overall refund due documented for records.

Approval outside of the meeting: A gentle reminder that Southern have many residents living on the estate, which we represent on the HLRA Committee. SH would benefit from being notified of budget approval items outside of the meetings. This would include decisions and agreement on services. SH staff are more than willing to meet with committee member to collaborate on issues related to any service developments. SH believe it is important to be aware of any direct or indirect changes that might impact residents and properties.

Director Role Profile: Southern Housing has provided comments on the Director role profile. SH have included a draft letter for the committee's consideration. This letter will be sent to our residents during the upcoming consultation period.

Printing/Postage Service Charge: Southern Housing would like to review the postage and Printing costs with the committee. SH are requesting that these charges be removed from SH resident service charge, as it is not a service currently delivered by RMG.

Door entry 2-12 Poynder This project is managed by the Complex Case Team as there are more blocks under consideration. SH are still waiting for an update will provide an update on the programme of work and timeline once we have more information this will be shared.

Action 29/23 Door Entry Replacement Programme Update. (SH)

AO/JH

Actions arising

25/25 Check loose cobbles Poynder (RMG)

MJ

26/25 Address areas of concern garden maintenance. (RMG)

MJ

27/25 Forward info ref electric meter refunds to SH. (RMG)

JaS

28/25 Provide breakdown of printing & postage charges to SH. (RMG)

JaS

Ongoing Actions

8/20a Lake Sluice Gate Risk Assessment

Risk assessment completed – action required- BH will pay for remedial but not maintenance costs.

45/24 Wooded Area Rear LVC Risk Assessment

HLRA wish to see a survey which informs on the current safe state of the trees in this area.

8/20a Provide break down of costs (BH)

RH

8/20a Provide access to sluice gate instruction/maintenance booklets. (RMG)

MJ

45/24 Provide details of last tree survey. (BH)

RH

16/25 Schedule of gardening work.

New Action – place schedule on RMG portal. (RMG)

MJ

3/25 Gym equipment upgrade

Agreed Educated Body can do online inductions.

Action- provide 3 quotes for consideration. (RMG)

MJ

18/25 Security (No updates available on actions)

Update on budget spend & confirm arrangements for Halloween. (RMG)

MJ

Liaise Tris Osborne MP (HLRA)

SHW

Any info from CSTF (SH)

JH



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37/22 Management of Water and electricity meters

'Non Postal Feeder Pillar 2 Manley Boulevard ME6 5GB' (S12B220893)- refunds obtained and no further invoices will be issued in relation to this meter.

'Feeder Pillar A 48 Higham Ave ME6 5GE' (was D11W530144 now 24L3171085) – not connected to circuit but still subject to standing charges.

Action: Update on progress of removing meter 24L3171085 from national database & closing account. (RMG) MJ

15/25 Height Restriction Signs

Clarification sought on whether costs would be Estate or phase.

Action: Clarify allocation of costs for height signs. (RMG) MJ

16/21 Cracked Bonded Paving

RH report - Trim trail will be resurfaced. Barrow Hill Close will not be resurfaced. Primrose Close; BH offer to provide £15,000 to use to repair the surface near the T-junction. Surface has been in situ for ten years & this is its life expectancy.

Action: Further discussion to include SHW as rep. for residents in that area. (HLRA) SHW

6/25 Village Hall

RH advised - If hall was taken over completely by a commercial enterprise, then no maintenance costs would be passed through the service charge. But if it was partly used as a community provision then costs would be passed through service charge.

Dive school building costs would not be passed onto residents if Nemes vacate.

6/25: Confirm in writing above points. (BH) RH

6/25: Draft T&C for hire of hall. (HLRA) CW

25/22 Road Adoption Plan

RH advised that the road adoption plan is progressing although slower than anticipated due to changing demands from KCC. Likely to be another 6-12 months.

25/22: Provide update on adoption of roads. (BH) RH

12/25 Vendors

'Holborough Bakes' have begun their service and requested to open until 8pm (latest) on Halloween – consent given. Concerns were expressed regarding potential litter caused by non-resident patrons of the Linden Catering van. PH was thanked for his work on this.

Action: Monitor litter situation. (HLRA) PH

2/25 Leasehold Insurance

Several residents are reporting no insurance doc on the RMG portal- it is not an isolated incident.

Action: Update ref insurance certificate not on portal. (RMG) MJ

These actions were not discussed at the meeting due to lack of time.

13/25 6 Monthly CCTV Reports- MJ

The 6-monthly report detailing CCTV capture requests is expected to be due in September. A request has been submitted to the contractor to provide the latest report. Mel will forward this once it arrives.

Action: CCTV 6 monthly report. (RMG) MJ

19/25- Repairs Front Entrance Original quote was £1,900. Alternative quote from LT Dawes Fencing was £936. Committee agreed to this quote outside of meeting to implement urgent interim repairs. RMG to investigate/present options & costs for repairs/replacement/removal to front entrance gate & pillars & ensure these are identified in 2026/27 budget.

Action: Identify options for repairs/replacement/removal to front entrance. (RMG) MJ/JaS

19/22 Future Management of Estate. LR/NH – update to follow.

22/25 HLRA AGM – Hall & chairs booked. SE & LR preparing HLRA report & advert. (HLRA)



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Website: <https://holboroughlakes.uk/>

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The following actions were closed-

21/25 – Cyclical Redecoration Programme

The cyclical redecoration programme continues to follow the phased schedule outlined below:

- Phase 1 – 2028
- Phase 2 – 2028
- Phase 3 – 2024/2025 (*Completed*)
- Phase 5 – 2025
- Phase 6/7/11 – 2026
- Phase 8/9/10 – 2028

These dates represent the intended timeline for redecoration works. However, each phase will be subject to assessment closer to its scheduled time. Should the condition of the areas not warrant immediate redecoration, the works may be deferred to the following year. This approach ensures that resources are allocated responsibly and avoids unnecessary expenditure.

AOB

Concerns were expressed by AD & RB regarding persons fishing/biking in the woods at the rear of LVC. A lengthy discussion took place. It was agreed reports of ASB should be made to police.

Meeting Closed: 9.20pm

Next Meeting: 7pm Monday 13th October 2025

If you would like to be notified to your email inbox when Minutes & other HLRA news items are published, you can subscribe to our mailing list. Go to our website enter your email and click on 'subscribe'. www.holboroughlakes.uk

Roads on the estate are subject to 20mph; please drive with care for other road users.

Please dispose of your rubbish in a reasonable manner.