

Minutes of the HLRA Meeting 10th June 2024

Present: Sarah Hands (SJH) (Chair), Keith Bristow (KB), Karen Brown (KaB), Annette Davies (AD), Melanie Johnson (MJ), Ross Hollingshead (RH), Lyn Roberts (LR), Angela Ogbe (AO), Claire Wych (CW).

Apologies: Ashley Hasler (AH), June Heslop (JH), Sam Hollingsworth (SHW), Nicola Hughes (NH), Matthew Shaw (MS), James Sturgeon (JaS), Claire-Louise Turnham (CT).

1. Welcome As no-one has yet volunteered to take on the role of Secretary LR agreed to take the minutes for this meeting.

2. Minutes of meeting held 13th May 2024- minutes agreed & are available on HL notice boards & RMG Living London. (**Action 7/24 Closed**)

3. Berkeley Homes Report

RH provided several updates which are recorded under the relevant actions in Section 6 'Ongoing Actions'. Additionally, he reported on the following issues.

3.1 The area near the front of the estate has been seeded and work has finalised but requires time for grass & foliage to grow. The estate team will be watering the area to encourage this to happen. BH noted that the foliage within the South East Water substation appeared very neglected. He asked that RMG contact the company & request them to maintain the area appropriately.

24/24 Action: Contact SE Water to ask to tidy up substation foliage. (RMG)

MJ

3.2 A meeting had taken place between BH Directors & Police Inspector Newman to discuss ASB preventative measures. BH Directors professed that several of the proposals made by the Kent Police Design Out Crime Department were impractical for BH to carry out either due to legal or financial restrictions. In particular, the removal of the viewing area would leave the foundations exposed which would not only be aesthetically unpleasing but would also present H&S risks. The erection of additional fencing was restricted by legal constraints, but discussions are taking place with Nemes Diving Academy to see if the jetty area can be made more secure. The fence along the southern perimeter had been inspected and BH deemed it fit for purpose & are of the view that whilst it is regrettable that person's unknown use a mechanical means to facilitate entry through the fence it is not possible to prevent this. SJH expressed frustration that BH would not consider placing metal sheeting alongside this fence to prevent such damage/egress occurring. MJ agreed to ask the contractor to provide a quote for addressing this issue & also the erection of a fence at the rear of LVC.

25/24 Action: Update ref fencing. (BH/RMG)

RH/MJ

4. RMG Report

- The site team have been issued three new grass cutting machines. There are two self-propelled hand mowers and a ride on mower that disperses the waste when it cuts. This will reduce the generated waste by over fifty percent.
- There is an infestation of caterpillars on the hedging by the bandstand path up to the two wooden benches. RMG has treated the hedging with a non-toxic solution and are pleased so far with the results.
- RMG has instructed our fencing contractor to repair fencing that was the subject of acts of vandalism.
- The rubber flooring on the Poynder play park has been repaired.
- Roger Groves has resigned from his position as gardener and the site team wished him well for the future. Action is being taken to recruit a replacement team member.
- Estate manager facilitated the electrical contractors to conduct PAT testing on various buildings.
- There is an increase of residents who smoke who are disposing of their cigarette ends into communal areas from their properties. This is illegal and RMG ask these residents to stop this behaviour and would encourage residents who witness this behaviour to report the incident to Tonbridge and Malling Borough Council.

- Estate Manager facilitated a Fire Risk Assessment with Osterna on various buildings on 27 May.
- Contractors inspected and replaced UPVC cladding on an underpass in Booth Close.
- There have been recent examples where residents are allowing or giving access to their friends or family to enter the gym and using the facilities; this is not permitted.
- Estate manager has produced a monthly list of outstanding remedial works that requires various contractors to quote for each of the tasks.
- Fly Tipping in the bin stores remains a problem; residents are advised that if their waste cannot fit in the bin provided then it should be disposed of by taking it to the recycling centre.
- The team have saved costs by moving fly tipping to managed bin stores and arranging collection from the Council.

The village hall income for the month of May was £225. (*Residents can hire hall. Cost of hire is £12.50 an hour and can be booked via the Estate Manager john.shaw@rmg.london*)

5. SH Report

Bin Store Reinstatement & Fly Tipping

SH are experiencing a delay in the reinstatement of the bin store as discussions with the insurance company are ongoing; they will provide an update on the programme of work and timeline once they have more information.

Southern Housing bin stores remain a problem. Southern Housing will continue to deal with this via written contact to residents to advise that if their waste cannot fit in the bin provided then it should be disposed of by taking it to the recycling centre.

157 Poynder Drive and 150-170 Poynder Drive - combustible items or waste materials.

The barbecue has been removed & the area will be tidied up by the SH team. Residents are reminded that the communal area should be kept free from all combustible materials. A programme of regular checks has been put in place to ensure these areas are kept clear. SJH reported that residents were storing furniture in the nearby bin store and bringing them out to use during the barbecue sessions. AO said she would get this checked out.

26/24 Action: Check Poynder bin store for stored furniture. (SH)

AO

6. Ongoing Actions

17/21 Cobbles Booth/Alisander/Poynder

RH advised that the works by McCoda are complete, however there are some additional actions required prior to signing off on them. BH has ongoing inspections of the work with particular attention to areas around drains & identification of any slippage. They will request remedial action by McCoda if necessary.

Action: Update on progress of works (including any secondary sanding.) (BH)

RH

Action: Update on cobbles on adopted roads. (RMG)

JaS

16/21 Cracked Bonded Paving

This work is almost complete but some tidying up of edges and other areas is still required. BH intends to monitor the area in adverse weather to ensure that the refurbishments are successful. SWH queried if there was any warranty for the works. RH agreed to check this out.

Action: Confirm any warranty for these works.

RH

Action: Update on progress of works. (BH)

RH

08/20a and 1/21 Review of Lake Level/Sluice Gate Operation

MJ reported that RMG is still awaiting a date for H&S consultant Osterna to carry out a risk assessment of the operation of the sluice gate

Action: RMG to obtain Risk Assessment & provide further update.

MJ

85/21b & 37/22 Reducing the Impact of Fuel Charge Increases on Service Charge

Replace Bulbs with LED Bulbs in Bollard Lights/Timers on Village Hall Heaters & Water Feature

RMG obtained 5 further quotes for all the works required. The committee considered all of them and discussed the pros and cons. The committee unanimously agreed on their preferred contractor based upon the costs being reasonable and the contractor's proactive approach to assessing the task involved. The committee firmly believe that this initial outlay will prove cost effective as it is believed

substantial reductions will be made with the ongoing estate electrical costs. RMG will need to confirm the contractor meets the necessary BH requirements & reconfirm costings.

Action: Confirm contractor meets the necessary BH requirements & reconfirm costings & instruct electrician for replacing bollard bulbs/timers on VH heaters & water feature. (RMG) MJ

Obsolete Meters

RH reported that enquiries by BH Technical Team tend to suggest that these meters were disconnected at some time in the past and are no longer required. Further confirmation is necessary including consultation with the utility companies in order to terminate the contracts with them for these meters.

Action: Expedite enquiries regarding obsolete meters. (BH/RMG) RH/JaS

12/23 Replacement Inspection Covers

RH offered to meet with SJH to examine the plastic inspection cover on driveways in Primrose Close.

Action: Confirm plastic inspection covers on driveways were installed in compliance with the original planning scheme. (BH) RH

22/23 Gatehouse Maintenance and Repairs

MJ advised that the estate team have been tasked with making small repairs to the worst affected parts of the gatehouse pillars to keep costs within the current service charge budget. RMG will look to complete a full overhaul with the use of composite in 2-3 years when finances are available.

Action Closed

29/23 Insecurity at SH Apartment Block.

AO reported that there is no further update since the submission of the surveyor's report. SH will provide an update when the work is agreed.

Action: Address insecurity SH block. (SH) AO

25/22 Road Adoption Plan

RH advised that over the next few weeks, as part of the road adoption process, some lamp posts will need to be re-sited/ installed at the insistence of KCC. RH provided a map detailing locations and explanations. (Attached to the minutes at Appendix A). Residents will be kept updated on the commencement of these works.

Action: Update on progress of road adoption. RH

15/24 Maintenance of LVC Water Pump

LR reported that the pipe continues to expel water in the bin store causing problems for residents. RH advised that the siting of the pipe apparently meets building regs, and BH Technical Team are trying to establish the process for the expulsion of the water to identify what the trigger could be. BH confirm that this is not condensation as was originally thought. MJ reported that 'Duty Point' had not yet provided a quote for servicing the pump and that they had informed her they were not familiar with the water pump model installed at LVC. LR was surprised to hear this as Duty Point's website seemed to indicate differently; she agreed to share this information with MJ. There was no update regarding the comparison of water invoice costs for 2023 v 2024.

Action: Compare water invoices 2023/2024 for landlord's supply at LVC. (RMG) MJ

Action: Obtain quote from an alternative contractor for work on LVC water pump. (RMG) MJ

Action: Update from BH on operation of LVC water pump overflow pipe. (BH) RH

20/24 Sky TV

The estate manager has advised that the sky dish for the area mentioned is only 2-3 years old and there should be no issues with it. RMG report they have not received any further complaints but will monitor the situation and instruct the aerial company to attend if required.

Action Closed

21/24 McCulloch Homes Development Cemetery Lane

RH advised that BH Land Team had not received any communication in relation to this development.

LR reported that from enquiries with the TMBC Planning Portal it appeared that McCulloch may have reverted back to their original planning application which was for 3 additional houses on the site. She agreed to monitor the planning portal & update the committee as appropriate.

Action Closed



22/24 2023 Accounts

JaS is currently reviewing these with RMG's accounts department; they will not be published until the end of July. Section 20(b) notices will be sent out to the relevant residents. A discussion took place regarding the timing of the AGM & it was agreed that residents should have the opportunity to view the accounts prior to the AGM to enable them to raise any queries. It was therefore agreed that the AGM will take place on 9th September 2024.

Action: Prepare AGM flyer for circulation by RMG. (HLRA)

SH

23/24 Estate Maintenance

The Estate Team has attended to Primrose trim trail.

Action Closed

19/22 Discussion ref Future Management of Estate

SH advised the meeting that it was relevant to start preparations for the residents to take over the management of the estate. To start off the process she asked RMG to provide details of the contractors they use and dates & details of their contracts.

Action: Provide list of contractors and dates of contracts. (RMG)

MJ

14/24 Dogs In Apartments (Action re-opened)

AD advised MJ that the letter had not yet been sent out as previously stated. MJ will revisit this action.

Action: Send letter to apartment residents about dog ownership conditions. (RMG)

MJ

7. Social media and newsletter

SHW & SJH continue to progress developing the website.

8. A.O.B

8.3 Burglaries At Bike Sheds (SJH)

The committee expressed concern at the spate of recent burglaries which resulted in a number of bicycles being stolen. SJH asked MJ if she would confirm if requests had been made to the estate contracted CCTV company to check and provide any relevant footage to the police. She was also asked to clarify what procedure should be followed in order to ensure that these requests were made; should residents make the request to RMG or to the Police?

27/24 (1) Action: Confirm CCTV contractor has been contacted ref recent burglaries. (RMG) MJ

(2) Action: Confirm procedure to follow to request check of CCTV is made by estate contracted CCTV company. (RMG)

MJ

8.4 Weeds In Guttering (SHW)

SJH asked that the Estate Team clean out the guttering on the bin stores, the estate office and the electric sub-station to remove weed growth as this looks unsightly.

28/24 Action: Estate Team to weed guttering. (RMG)

MJ

8.5 Unkempt Gardens (SHW)

The committee expressed sadness that some residents were failing to maintain their front gardens in a tidy manner to the detriment of the character of their road/area. RMG were asked to be proactive in requesting these residents to be more community-spirited & improve the appearance of their front gardens.

Appendix A

