

The Firs

Location	The Firs, Firs Close, Claygate, Esher, Surrey, KT10 0NW				
Date	18.06.2026				
Managing Agent	No				
Objective	Key Actions	Owner	By when	Progress Update	Status
Increase engagement and visibility of Neighbourhood Coordinator – building relationship with residents.	Weekly coffee mornings & monthly surgeries to be continued and communications to be sent to residents.	Lucy Hill	Ongoing	Currently in place, continuing to do this with the covering NC.	Complete
Increase engagement and visibility of Neighbourhood Coordinator – building relationship with residents.	Visiting residents on a need's basis and ad-hoc visits. Add visits to calendar.	Lucy Hill	April	Will commence in the new financial year when vacant position filled.	Complete
	Updates to be provided via notice boards and QR	Lucy Hill	Ongoing	Notice boards are in the process of updates.	Complete

Updates on progress to be shared with residents.	codes for residents to find relevant information.				
Managing tort's and FRA's along with Bulk removals.	Weekly inspections of the grounds and communal areas, ensure bulk is raised accordingly.	Lucy Hill	Ongoing	Weekly inspections current and ad hoc visits too. Rectification notice is currently being worked on. Piotr, Kelly and Lucy held grounds meeting 29.04.26 to go through issues	In progress