

76 Cottimore Lane

Location	76 Cottimore Lane, Walton-On-Thames, Surrey, KT12 2BW				
Date	13.11.2025				
Managing Agent	No				
Objective	Key Actions	Owner	By when	Progress Update	Status
TORT (untidy garden notice) 28 days	Send untidy notices to all residents with a garden allocated in tenancy agreement or lease once we establish who is responsible for which garden .	AA	Ongoing	NC & NTM AA & SH-Checking tenancy to see who is responsible for which garden .	Not started
Uneven Pathways	Make pathways even	Repairs	Ongoing – Raised with repairs - 29/09/25	AA-Repairs	In progress
Managing tort's and FRA's along with Bulk removals.	Ensure bulk is raised accordingly.	AA	Ongoing	Quarterly inspections current and ad hoc visits too.	In progress

Either bollards or a sign post to be put up on the grass verge	To stop residents from parking there because it is damaging the grass and it's a safety issue	AA	Ongoing	Get some quotes and use the Neighbourhood fund	In progress
Loft repairs block 86 Repair	The ceiling has fallen due to a leak from the tank in the loft which is being investigated	AA & Repairs	Ongoing	Repairs -Completed	Complete
Over Grown areas at the back of the buildings .	Quote for additional works added to the existing GM contract if we decide that gardens at the back need to be added to the contract. Doing a site visit with Piotr Kaszubowski to check how much it will cost to add it to the mapping. Sent email to Just Ask for a quote to do an initial tidy .	AA & C&P	Ongoing Meeting with Piotr on 6/10/2025	C&P, PK,AA	In progress
Mapping		C&P	Ongoing	C&P- Just Ask	Not started

	Identified that a section of the communal area has been missed off the mapping and now has become overgrown and unmanageable			(Send a quote to rectify the current works) Put on the contract moving forward meeting with Piotr	
Remove all fly tipping	Keep site free of fly tipping . Look into CCTV	AA, C&P	Ongoing – Had a large removal 2 weeks ago .	Completed and keep checking there is none	Completed
Gully's to be cleared	Clear Gully's to prevent blockages .	Repairs	Raised a job on the 12/9 – WO- 1665468/1	Repairs/AA- Chased repairs on the 07/11/2025 for a date	In Progress
Spare Notice boards	All spare notice boards to be removed	AA, Handy man and Repairs	Requested the removal on the 29/9 . Martin handy man is removing them this PM 30/9/25	Handyman, LSE Repairs , AA- Completed	Completed
Parking bays -line painting	Clear parking bays	AA	Waiting for appointment date as this is	Approved and is going through the neighbourhood improvement fund	In progress

			going through the NIF fund		
Porch roofing outside block 82 needs repairing	Make safe and repair	Repairs -AA	Completed on the 30/10/2025 job - 1676364/1	Completed	Completed
Cyclical / internal painting of blocks		ME & AA	Works have started	AA -ME	Ongoing
Glass pane on communal door block 78 needs replacing	Replace the broken glass	Repairs 1676345/1	Raised job –Booked in on 15/10/2025	AA – Appointment was booked for the 15/10/2025 but its not completed have chased repairs for the update	In progress