

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE
ACTIONS FROM MEETING ON TUESDAY DECEMBER 9th
Attendees: Olive Gatenby, Martin Narraway, Peter Jacobs Treasurer, George Donaldson, Dominique Florin, Peter Wesley Chairman, Li Weinreich Secretary, Barbara Wheatley Estate Manager, Robert Morgan Observer
Apologies: Emma Jay
Venue: Holly Lodge Estate Community Centre
Time: 19.30 Tuesday 9th December 2014

AGENDA ITEM	ACTION
1. Approval of Minutes - Nov 11th	Approved
2. Finance	
a. Latest Cash Balance	PJ to ask Daniel to keep looking for income earning opportunities
b. Year end Actuals vs Year end forecast...are there any major variances PJ	PJ indicated that the YE actual expenditure would be within £4K of the forecast given to residents. PJ to follow up on vacant garages if indeed there are any
c. Outstanding receivables from Camden contractors (+ 1MP)	
d. EMF report + Camden contribution situation	BW to make sure we get weekly updates from DV on current EMF payments
e. BW EMF charges for double plots	Double EMF contributions should be reinstated for double plots when they next change hands
f. Barbara authority to sign on behalf of HLEC. Sign off level/access to funds?	LW & DF to look at past authorities and prepare recommendations
g. Controls Budget for Portacabin MN/BW	BW & LW to notify insurance co. Re: upgrade of hut
3. Personnel	
a. Sean new contract and Capel Manor course	
b. Asst Foreman recruitment update + SF application	Interview field of existing applicants in New Year after Jan 5 th . PW, DF, BW & PJ to give possible dates to Li
c. BW to report previous month's hours	

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4. Parking

- a. Permit application on website form needs updating to include requirement for valid tax. LW
- b. LW Purge on HLM Contractors cars - MET awaiting BPA decisions on 3 appeals...next steps
- c. MET Xmas parking enforcement schedule

MN to send editable permit form to LW to update. MN to arrange posting on website

BW to notify MET of suspension 24th Dec to 1st Jan incl.

5. Estate Operations

- a. H & S Incident/ Health and safety audit request BW
- b. HLE contractors on estate LW
- c. HLM ongoing
- d. Railings around DSLAMs
- e. Roads & Paths maintenance survey MN / GD - quotes
- f. Building works / Skips report
- g. Camden Phase 2b renovations – MN
- h. Electricity substation rebuild in Makepeace Ave (UK power Networks) – MN
- i. Top park railings in Upper gardens. PW
- j. Yard Wooden fencing
- k. Website – HLE volunteer
- l. Porta cabin refurbishment - update on practicals MN/BW
- m. New application for works on Hillway: 95HW renovations + planning permissions 93 HW & 70HW MN
- n. 1 Makepeace works
- o. Winifred Sibbring claim no news till Dec

MN/BW to investigate an auditor and get costs. LW to check Employees handbook is up to date

BW to check railings are done ASAP - H&S issue!

MN to update Builder's Handbook with heavy plant wheel washing requirement

John Kerthaler is on board now to help update/rebuild HLE website

MN -Keep a record of basement excavations & notify LBC whenever new planning apps are made for basements

BW to get verge/kerb repair costs from ML & chase up 1st invoice

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p. Building works on estate in drop box spreadsheet 3 skips

MN to investigate giving BW access to all Drop Box files/folders

q. Insurance: Tools Theft update.

r. BW Committee members to have gate keys?

BW to ask ML for duplicate keys for all new locks - to go to all committee members and 1 for hut x9

6. Trees PJ

PJ & BW to walk round Estate for orientation & briefing on trees

7. DSLAMS MN

8. Miscellaneous

a. Highgate meeting. Security. Police Liaison GD

b. January news letter – Parking entitlement to plots + visitors only valid if EMF is up to date - Introducing BW's hours & contact details. Any other contributions?

HLE newsletter to go out late January - BW/LW.

Deadline for copy from Highgate Neighbourhood Forum 15th Jan - MN to organise with HNF

c. Mary Selfe paper on estate security

d. Community Centre appeal/donation

e. Danny Snapes finished work on flower beds? Maintenance?

BW/ML to inform DS of when maintenance needed

f. Christmas lights - Alan Fox

BW to reply to AF - tree being moved and bed replanted in Jan

9. AOB

BW -Maurice's phone not receiving emails since Nokia changed their protocol

BW to see if 3 will change his handset to a compatible one

PJ -Ends of Avenues adjoining HWH not being thoroughly leaf blown

BW to walk those roads with Maurice and check it's being done properly

Meeting closed 21.45