

# THE HOLLY LODGE ESTATE

<b>HOLLY LODGE ESTATE MANAGEMENT COMMITTEE</b>
<b>MINUTES/ACTIONS FROM MEETING ON TUESDAY JANUARY 13<sup>TH</sup> 2015</b>
<b>Attendees:</b> Olive Gatenby Trustee, Peter Jacobs Trustee/Treasurer, Peter Wesley Chairman, Li Weinreich Secretary, Barbara Wheatley Estate Manager, Martin Narraway, George Donaldson, Dominique Florin, Emma Jay, Robert Morgan
<b>Apologies:</b>
<b>Venue:</b> Holly Lodge Estate Committee Office
<b>Time:</b> 19.30 Tuesday 13th January 2015

AGENDA ITEM	MINUTES/ACTIONS
<b>1. Previous Meeting</b>	
a. Approval of Minutes - Dec 9th	Approved
b. Matters arising	None
<b>2. Health &amp; Safety</b>	
a. LTA's, Accidents, Near Misses	Nil
b. HLEC Contractors	Nil. Signing in book in place for all HLEC contractors to use so we are aware and have a record of who is on the Estate on our behalf.
c. Policy development	Approval given for audit by HSE Consultant, Andy Wooler. £2,000 max. MN to organise & suggested it should be repeated on an annual basis to ensure our H&S activities are current.
<b>3. Finance</b>	
a. Bank Accounts	See Daniel's report
b. Debtors EMF	19 plots O/S, mainly DD failures and 2 historic non payers. LW/BW >30 days overdue then permits should be removed. BW to investigate legalities of naming and shaming non payers.
c. Increase admin fee for Non D Debit EMF payments	Twice yearly BACS/cheques options & differential between those and DD payments discussed. PJ & BW to meet with DV to get better view of why DV wants to stop the x2 payments. Committee to revisit once we have that information.
d. Camden EMF	Invoice has been sent for current EMF. Daniel chasing. Camden refund in light of final 2013-14 balance?
e. Expense Report (act v bud)	Accounts now closed for 2013-14 and balance is better off by £11,000 than PJ reported on October 2014. Accounts should be back from accountant in February.
f. Latest Cash Balance/forecast	BW to collect & chase garage payments. DV to give statements to BW each quarter.

g. Confirm sign off level for BW

LW sign off proposal to be simplified. PJ to propose final budgets for all. For now BW has a max of £500 per month. ML has £150 but all purchases must go through BW first.

h. Process for quotes, approvals and payments

Major projects and routine purchases should be dealt with differently. Payments >£3,000 seek full committee approval with sliding scale down to smaller amounts. Exceptions made for emergencies where only 2 committee members approval needed. LW to update protocol.

#### 4. Operations

a. Staff

i. Asst Foreman recruitment update

Interviewed 2 applicants. Only 1 of any interest but feel we should readvertise -LW- and keep him in mind. £650± approved. Focus must be on ability to manage a team.

ii. Estate manager's hours for previous month

Agreed not necessary to present these to committee in future.  
BW

b. Estate Manager's report /forecast

See BW's report/forecast. Forecast to show more detailed maintenance plans which could then be used as a record for any insurance claims in order to show we are proactive about maintenance and not a negligent organisation. Noted that 13 LA has splintered hand rail. SL holly tree needs strapping. BW to walk the Estate paths and parks with ML at least once a month - not necessarily in one go - and note any issues. Keep a log and action repairs. Add item in newsletter to encourage plot owners to report maintenance issues. All BW

c. Skips

1 skip on BA

d. Shrubs for DSLAMs

Leylandii recommended by Rochfords approved. ML to purchase & plant ASAP

e. Insurance

BW to ask Towergate for clarification on the contractual disputes cover - current £63 vs proposed £600+. BW to circulate insurance review papers for discussion next meeting.

#### 5. Parking

a. General update/renewal of all permits

Running out of plastic permit cards so suggest we re-permit everyone and issue colour coded cards to aid future planning. Discussion about limiting permits to 1 per flat, motorcycle parking, parking bay markings. Sub committee to look at and report back to next meeting

#### 6. Projects

a. HLEC Projects

i. Park railings

Almost complete, a few supports and a bit of painting to do.

ii. Portacabin

Upgrade all completed, wifi, hardware, filing, fire safe and furniture etc in place. BW looking for a new table to

accommodate committee meetings in more comfort. Fire exits discussed. Check this with HSE auditor. Fire extinguishers to fit in office and check kitchen ones. Landline discussed - approval given to continue using it and to fit an answerphone. BW to investigate using TalkTalk's answering service. Approval given for BW to move PAYG mobile phone contract to a monthly tariff. Fencing on hold at the moment due to problem with supplier. Assured that will be finished by next week. Sureguard ready to start the yard extension ASAP. Waiting for quote on cutting laurels down.

- iii. Roads & Footpaths Awaiting report
- b. Plot-Owners Projects
  - i. Applications / Approvals 95 HW planning app for basement extension submitted. Planning application subcommittee formed - GD & MN 42HW planning application approved, BW to send letter Awaiting 93HW to contact HLEC once their plans more progressed
  - ii. 1 MP BW to send interim invoice to Mr Heap for what we can at present, Metalcraft charge to follow once they forward it to us. Chase O/S invoice now.
- c. Non Plot-Owners
  - i. DSLAMs BT commissioning expected to end soon, will then be marketed to residents
  - ii. Camden Phase 2A (HLM) Progressing - completion estimated Feb/March. Less income than expected as road area reduced.
  - iii. Camden Phase 2B (MP) Delete as works all on SL and not impacting on estate at all.
  - iv. UKPN (MP substation) Next visit possibly 25<sup>th</sup> February but likely to move forward to next month.

## 7. Communications

- a. Newsletter BW to compile and send out to committee.
- b. Website Subcommittee due to meet again in week or so. LW to send updated permit application form to MN for replacing on website.

## 8. Miscellaneous

- a. Appointment of new Trustee No-one particularly keen. PW will take it on if no others come forward by next meeting.
- b. Manager's phone & computer Covered with 6aai
- c. BW access to committee constitution & trust docs Documents have been requested from solicitors and will reside in the fire safe upon their return.
- d. Dogs on the Estate A few complaints have been received about a specific dog in RG - attacking other dogs. BW to add note in newsletter and speak with/write to RG resident about keeping her dog on a

lead when out on the Estate. LW to send resident's contact details to BW. Dog bin to be placed at HLG road entrance. ML to consult with RM

e. Highgate Neighbourhood Forum

HNF have issued a draft plan which is out for consultation now. [www.highgateneighbourhoodforum.org.uk](http://www.highgateneighbourhoodforum.org.uk)

f. Green Book reprints

BW to contact Pippa Rothenberg re: old photos, printer etc. It will need updating - to revisit

## 9. AOB

Notification from LBC re: refurbishments to mansions

2 x site offices required, plus spaces for skips requested. MN, ML & BW will meet with them to understand the full scope and implications. BW to set up.

Planning App notification re Parliament Hill School

NFA

Builders Code draft

MN has developed a new code which was well received. Discussion about hoarding/screenings. To revisit.

Party in the Park

Agreed to go ahead again this summer. EJ & PW to discuss

**Meeting closed 22.25**