

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY FEBRUARY 10TH 2015

Attendees: Olive Gatenby Trustee, Peter Jacobs Trustee/Treasurer, Peter Wesley Chairman, Li Weinreich Secretary, Barbara Wheatley Estate Manager, Martin Narraway, George Donaldson, Emma Jay

Apologies: Dominique Florin, Robert Morgan

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 10th February 2015

AGENDA ITEM

1. Previous Meeting

- a. Approval of Minutes – Jan 13th Approved

2. Health & Safety

- a. LTA's, Accidents, Near Misses Nil
- b. HLEC Contractors Nil
- c. Policy Development Policy will be drawn up by MN & BW once H&S audit report has been received. MN to chase. Easy items already being implemented – Accident book, Signage, H&S poster, Public Liability insurance cert to display etc. BW to organise PAT testing, Checking wiring for outside lights & chase up Sureguard electrical cert.

3. Finance

- a. Bank Accounts See report
- b. Debtors EMF 2 garages O/S. BW to chase. MN in discussion with 1MP.
- c. Annual /6 monthly EMF payments 30+ O/S. Most of these are the half yearly payers. LW chasing the few others.
- d. Camden EMF Paid current invoice, but not disputed outstanding amount, see report
- e. Expense Report (act v bud) See report
- f. Latest Cash Balance/forecast See report

4. Operations

- a. Staff
- i. Asst Foreman recruitment update 3 to interview + 1 from last round to re-interview. BW to arrange interviews with PW & LW
- b. Estate Manager's report /forecast See report. BW to check monthly hours sheets re sickness/leave
- c. Skips 4 on Estate currently, 1BA, 25OA, HLM Phillipam, 1LA
- d. Builders' Code to approve Approved and will go on website. BW to request 77HW to erect better shuttering + phone number for emergency contact.
- e. Insurance BW to send insurance report on all policies held to all for further discussion, esp regarding Contractual Disputes policy and Committee liability.
- f. How do we enable the Committee to have a more strategic and less tactical focus? Already moving that way with introduction of manager & new reporting systems etc. Can we set clear objectives/

vision of way forward for Estate? Start talking about the theory of next year's budget earlier so we can forward plan more effectively on big projects/ improvements. Communications with residents an important point. H&S culture beginning to develop well.

5. Parking

- a. General update

LW & BW working on re permitting plan. Waiting for paper permit costings from MET. BW working on visitor's permit plan. Current visitor's system being abused. Will present these plans to Committee when completed. Can we put large stickers on windscreens of persistent offenders? BW to ask MET what the options are. EJ floated an idea to extend the 2 hour short term parking area further up Hillway to LA in order to take the pressure off parking in lower Hillway. Parking sub committee will look at the practicalities of this whilst planning the re permitting.

6. Projects

- a. HLEC Projects
 - i. Park Railings
 - ii. PortaCabin/yard
 - iii. Roads & Footpaths
- b. Plot-Owners Projects
 - i. Applications / Approvals
 - ii. 1 MP
 - iii. 1 Langbourne
 - iv. 6 HLG
- c. Non Plot-Owners
 - i. DSLAMs
 - ii. Camden Phase 2A (HLM)
 - iii. Camden Phase 2B (MP)
 - iv. UKPN (MP substation)
 - v. Mansion Block refurb

Completed, just waiting for a spell of dry weather above 8° in order to touch up last bits of painting
See report
MN/GD will prioritise the works needed and will come to committee with a proposal for a 3-5 year plan.

BW to send letter & Builders Code to 42 HW & 50A now they are approved
BW to ask Alex to quote for gate. BW to organise a formal meeting with him and 2/3 committee members with concrete bills.
MN
MN

Completed, BW to add in next newsletter that this is the case so residents contact their internet provider should they wish for this service.
Still continuing
Should finish next Tuesday
Next lift deferred to mid-late March
No skips or portacabins on estate – using Swains Lane. BW to get hold of the precondition report and will check road and verge surfaces.

7. Communications

- a. Newsletter
- b. Website

For next edition end of March - DSLAMs, Builders Code, CC fund raising, AGM notification
LW to send redacted minutes to MN for uploading

8. Miscellaneous

- a. Appointment of new Trustee - revisited
- b. Highgate Neighbourhood Forum

PW proposed by PJ and seconded by GD
We have received a letter advising us of HNF

- c. Green Book reprints
LW will start to look at updating this during her sick leave. Delay until new parking regime starts? Or point to website.
- d. Continue Community Centre monthly meeting meetings for a period
Agreed to give a year's notice of our notice to cease monthly meetings
- e. Registration fee upon change of plot ownership
No, not feasible
- f. Mobile shop being allowed to park at the bottom of Hillway during working hours
Not approved – no businesses allowed to be run on the Estate
- g. S F's use of car and electrical works
Must hold current qualifications and be compliant and insured in order to do any electrical works on the Estate. Private residents' work to be done in his own time and at his own risk. SF uses his car for Estate business now and then - get a quote to extend his cover business use on his car insurance and committee will consider paying the difference. BW to discuss with SF. Or arrange a cover note on the day. LW to investigate with Towergate.

9. AOB

Casual worker on Estate for half term week

Approved. LW to inform Towergate, BW to get mother to sign disclaimer.

Meeting closed at 10.05