

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY MARCH 10<sup>TH</sup> 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, Dominique Florin, Robert Morgan

**Apologies:**

**Venue:** c/o Emma Jay 5 Hillway

**Time:** 19.45 Tuesday 10th March 2015

### AGENDA ITEM

#### 1. Previous Meeting

- |   |                           |
|---|---------------------------|
| a. Approval of Minutes – Feb 10 <sup>th</sup> | Approved.                 |
| b. Follow ups from last meeting               | To be listed in future BW |

#### 2. Health & Safety

- |                                  |  |
|----------------------------------|--|
| a. LTA's, Accidents, Near Misses | LTA's Nil, Accidents Nil, Near Misses - Path in Robin Grove needs bark chippings, damage to CATV cover 60 HW, 184-199 OA by water cover, 17 MP root damage, 7-16 LA pothole in path to steps. All repaired.  |
| b. HLEC Contractors              | Sureguard, Richard Evans.  |
| c. Policy Development            | H&S policy 1st draft complete, Risk assessment ongoing. 48% score on H&S audit - quite good for first audit. Place audit on DropBox BW. Suggested that we redo the audit annually. Voted & agreed that an independent audit is worthwhile every year to keep on top of H&S and negate liability. BW to notify 3 <sup>rd</sup> parties, e.g. BT, of any hazards outside of our remit. |

#### 3. Finance

- |   |  |
|---|--|
| a. Bank Accounts                              | Very healthy, see reports. ±£680,000 in banks. DV asks whether we should put some more in the Close Bros or other high earning accounts to earn more interest. PJ will check on terms with DV and will come back to committee. |
| b. Debtors EMF                                | 1 garage outstanding, 1 garage vacant - see report.  |
| c. Annual /6 monthly EMF payments             | PW proposed approval of accounts, GD seconded. Unanimous approval for the 2013-14 accounts to go to AGM - see reports. 4 full EMFs outstanding. £25,080 outstanding including the part paid.                                   |
| d. Camden EMF                                 | Some overcharge to LBC will be returned after AGM approval ±£4,000.  |
| e. Expense Report (act v bud)                 | See report.  |
| f. Latest Cash Balance/forecast               | See report.  |
| g. Process for quotes, approvals and payments | LW will forward to all.  |

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## 4. Operations

- a. Staff
  - i. Asst Foreman recruitment update  
Gerry Hartigan has accepted offer of Asst Foreman's role and has signed his contract and starts on April 13<sup>th</sup>. Will review him and ML's retirement in 3 months' time.
- b. Estate Manager's report /forecast  
See report. Discussion about talking to plot owners about their gardens. Agreed that BW will take any problems to committee for their decision on what action to take.
- c. Skips  
5 skips on the Estate 25 OA, 22 MP, 1 BA, 1 LA & Phillipam HLM.
- d. Insurance  
BW authorised purchase of new tools so work can continue. Towergate advised we should wait until claim has been accepted but understood the need for business continuity and will explain our actions to underwriters. Committee supported BW's decision. BW completing the forms regarding the burglary. Insurance company want to know what we will be doing regarding further security. BW to investigate monitored alarm system. Windows have been boarded up and razor wire placed in back alley way behind hut. Getting quotes for Rhino bars for in front of container and PIR lights on perimeter fencing.

## 5. Parking

- a. General update  
LW
- b. Proposed plans for new parking badge system  
LW/BW preparing a discussion document and will call an extraordinary committee meeting to discuss when ready in next week or so.

## 6. Projects

- a. HLEC Projects
  - i. PortaCabin/yard  
2 quotes in for levelling and concreting yard extension. Committee asked for a third quote before making a decision. Repairs to windows and doors completed following burglary. Survey report on Dropbox. Works being prioritised and quotes being sought. Exit from Robin Grove to be looked at – very steep. LA west speedbumps discussed – will be revisited. LA east footpaths discussed and whether the tree skirts should be lifted.
  - ii. Roads & Footpaths
- b. Plot-Owners Projects
  - i. Applications / Approvals; 95 HW, 70 HW, 6 BA rec'd PP  
BW to set up meeting with MN, GD, 91,93 & 95 HW
  - ii. 1 MP  
Verge and manhole repairs completed, gate repairs scheduled for w/b 23/3. Road surface & kerb to be included in larger roads project.
- c. Non Plot-Owners
  - i. Camden Phase 2A (HLM)  
1<sup>st</sup> block completed, 2<sup>nd</sup> block completion expected in 3 weeks. Projected income £6k
  - ii. UKPN (MP substation)  
Next crane visit tentatively Wed 25 March
  - iii. Mansion block refurb.  
Works proceeding with no impact on Estate

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## 7. Communications

### a. Newsletter

Newsletter going out by end of March, Announce AGM, Assistant Foreman, Meet your Estate staff?? Olive's resignation to be announced at the AGM. The Estate will distribute Community Centre survey with the Newsletter Sub committee meets once a month. Existing website has been copied and put onto a new platform, new framework established and work progressing on updating it. Any new documents to be lodged on DropBox and let John know where so they can be included. Data protection policy. BW to send an exemplar plus new parking badge application form. Green book text can be uploaded. For the future we should perhaps look at a database – MN will look at Wild Apricot membership management system. Reformatting of Dropbox discussed. MN to look into this. MN will send a screenshot of Dropbox files so we can check we are all accessing it in full.

### b. Website

## 8. Miscellaneous

### a. Planting a shrub in memoriam – Grace Livingstone

Residents of flats have made a collection for a much loved resident in order to plant a shrub or tree with a plaque. Discussion around what would be acceptable. Between flats is LBC responsibility but it is very difficult to progress this with them and she has asked if HLEC would plant something. Common parts of HLE not appropriate. Minuted in past meeting that plaques are not acceptable. Memorial wall discussed. MN to talk with Sally to see if LBC can help.

### b. Cycle training on Estate

Try to ascertain which cycling clubs involved and we approach the clubs to explain that we are a private estate and to take care. BW to ask husband in an ex officio capacity and a keen cyclist to assess danger.

### c. Summer party update

Date set for 21<sup>st</sup> June, but there may be issues for catering as Hampstead Festival may coincide. EJ to investigate further. PW has identified a marquee/gazebo to replace the original one at approx. ±£600 to buy. Approval sought to purchase. Proper storage must be provided. LW to research hire options.

### d. April AGM

Date set for 22<sup>nd</sup> April.

## 9. AOB

### Lee Carroll's funeral

Bench, or gift discussed. GD agreed to collect donations from committee members and will send in HLEC's name. LW to forward details of where to send donation.

Request from Barbara Smith to visit AGM to talk about her vision for the Community Centre

Yes, but must be made clear to her that it is outside of the AGM and be time limited to 6 minutes.

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ML requested that we consider the closing of the gates to establish the Estate roads are private every Halloween rather than Good Fridays, as staff are already here

Generally considered a good idea. Pointed out that closing the gates each Easter may not necessarily be 365 days apart as Easter falls on a different date each year. John Gatenby to check out the law around this and how long we need to close the gates for. Its very important to record these road closures in case of legal challenge.

Strimming damage to resident's car.

£500 excess - permission given for BW to authorise payment of the bill of ±£316.

Razor wire around yard

Complaints made. Very stark and shiny. Police recommended it and insurance company required improvements to security. ML has made a spray paint test to tone it down and laurels will grow up into a shrubbery that will camouflage the bright colours

Olive Gatenby to stand down as Trustee and committee member after 29 years on the committee and 18 years as a Trustee.

OG happy to continue helping with assessing the HLEC policies. OG pointed out that we must remain vigilant with LBC works.

Meting closed at 22.30