

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES FOR MEETING ON TUESDAY 14<sup>th</sup> APRIL 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:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 14th April 2015

### AGENDA ITEM

#### 1. Previous Meeting

- a. Approval of Minutes – March 10<sup>th</sup> Approved.
- b. Follow ups from last meeting Specific follow ups not needed each month as outstanding items covered in reports or placed on next agenda.
- i. Notification to 3<sup>rd</sup> parties re trip hazards Ongoing.

#### 2. Health & Safety

- a. LTA's, Accidents, Near Misses Nil.
- b. HLEC Contractors Nil.
- c. Policy Development Approved and now on Drop Box.

#### 3. Finance

- a. Bank Accounts £666,000 banked in total. See financial report. Discussion about placing some more funds in higher interest deposit accounts. PJ to investigate.
- b. Debtors EMF £6,405 o/s from LBC, but invoice only just been sent. When accounts finally approved at AGM we will see exactly where we are with LBC. Discussion again around half yearly payments and should they be only able to pay by DD? Vote taken. Majority not in favour of changing current system for now. Will look at this again in August once BW has experienced chasing the half yearly payers.
- c. Annual /6 monthly EMF payments 2 outstanding EMFs and half yearly ones will be collected at end of June. SL defaulters discussed re collecting their £2.50 charge. Are we putting the integrity of the Estate at risk if we are not actively chasing these payments? PW will check with the solicitor. Should BW knock on doors to collect? Should we continue to send reminder letters? Wait to hear what solicitor says. 1 garage empty and discussion about whether we should keep it for Estate storage. Agreed we will rent it. OG's neighbour is interested in it and she will ask. If not BW will advertise it on board and in newsletter.
- d. Camden EMF See above and financial report.
- e. Expense Report (act v bud) Currently reporting quarterly so nothing new to report. Discussion about reporting on a monthly basis. Vote taken, majority for monthly.
- f. Latest Cash Balance/forecast See above and financial report.
- g. Process for quotes, approvals and payments LW presented a draft. Agreed to simplify the budget bands for expenditure approvals to 3 levels. £500-3,000 3 members, £3,000-10,000 4 members and above £10,000 5 members. LW will amend and circulate.

- h. Financial Security: Dual signature BACS  
Suggestion that DV has a working account, with limited funds, from which he can make BACS payments for salaries and write cheques for expenses, invoices etc and the majority of the funds are held in an internet bank account from which larger exceptional BACS payments can be made with 2 people authorising any transactions. Can we have a pool of 3 or 4 committee members signed up as authorising persons to cover holidays etc? LW & BW to continue investigating costs and practical issues of using internet banking and will report back.

#### 4. Operations

- a. Staff - Gerry Hartigan induction, ML retirement  
GH started 13<sup>th</sup> April and seems to be fitting in well.
- b. Estate Manager's report /forecast  
See manager's report. Discussion about watering the hedges and trees. Must keep on top of this. Dog bins discussed. Dog waste can go in normal bins as long as bagged. Notices to go up by the litter bins. BW to arrange a new bin at bottom of Hillway. Poop bags to be provided as a trial. BW & ML to investigate how bags are dispensed on Hampstead Heath.
- c. Yard security  
Razor wire added behind the hut, Back windows boarded up, Rhino bars now fitted in front of container doors, PIR lights to go up next Monday on front of yard fence and drive. By lighting the actual paths we are accepting a duty of care so by putting the lights on our fence as a security measure, which happens to light the paths, negates us from any responsibility. Pyracanthus is to be planted in the autumn along the large park side of the fence and along back of 91-97 HW properties. Discussion about plot holders paying towards this. Agreed HLEC pays 50% and plot holders share 50%. BW to contact them. Razor wire discussed. Agreed it is unsightly and not particularly effective as demonstrated in the burglary last month. BW to investigate straight razor wire and consult with Towergate to make sure it won't affect our cover and seek quotes for a monitored alarm system.
- d. Skips  
1 BA, 25 OA, 22 MP, 1 LA, 59 HW
- e. H&S Policy to approve  
Approved
- f. Insurance  
Claim for burglary gone off and we await a response. BW suggested that we might not insure the tools and just cover the cost ourselves whenever we are burgled. BW to investigate when policy comes up for renewal.
- g. Policies  
Nicky Coulthard HR consultant will produce a suite of policies and an employee's handbook for a one off fee of £500. We also need an equality policy. Agreed we will engage her to update current policies and produce any we are missing. BW to action.

#### 5. Parking

- a. General update  
Hillway survey ongoing, New coloured permits being ordered and will start being used shortly. New parking signs have now gone up on RG and HW.

#### 6. Projects

- a. HLEC Projects
  - i. PortaCabin/yard  
Concrete finished at back of yard, Fence about to be stained dark green. Tidying up and storage solutions ongoing.

ii. Roads & Footpaths

See Roads & Paths report. Complete history of past works has been found and it is clear that roads are not in immediate danger of collapse. MN & GD are preparing a schedule and costings etc of resurfacing /repairs over the next years. MN has a contact that may help with supervising certain parts of the project. Footpaths are moving more that the roads & have potentially more risk.

PJ pointed out the funds are available for a complete resurfacing and we should look carefully at the costings and how they impact on the sinking fund. We may be in danger of being embarrassed that we have too much money on account. May have to seriously reduce future EMF payments.

b. Plot-Owners Projects

i. Applications / Approvals

See manager's report

ii. 93/95 HW

95 HW have started their works, 93 will start in a few months. BW met with contractors @ 95. All going well

iii. 6 HLG

GD to look out any photos we may have of pre condition of road and path.

c. Non Plot-Owners

i. Camden Phase 2A (HLM)

Effectively complete, builders left pre Easter.

ii. Camden Phase 2B (MP)

Camden have requested use of MA for 20 weeks for skips, etc. Plan to put 2 skips at end of MA east taking out 9 parking bays during the weekdays. Discussion about gates being left open for duration of the works or whether they should be closed each evening. Agreed gates being left open is the lesser of all evils, but MN to ask LBC to include in their letter to residents that the gates will remain open for a limited period only and will revert to being closed on completion of the works. Note in newsletter too.

iii. UKPN (MP substation)

Crane due in end of this month - TBC

## 7. Communications

a. Newsletter

Last one went out last month. Next one to go out before the summer party.

b. Website

Coming along well. Should be up and running in a month's time or so.

c. Dropbox

MN has put some structure to how things are filed. Housekeepers now responsible for maintaining files. Request for some training for some members. MN agreed to run it. BW to organise date.

## 8. Miscellaneous

a. Pre AGM preparation

Parking problems may arise at the AGM. Response is that we are currently reviewing the parking on the whole Estate.

EMF paid up plot holders only allowed at AGM

b. New & retiring Committee members' status

OG is leaving after 29 years. The trustee paperwork has been completed. In need of new committee members. Darren has expressed an interest in returning. Li will be stepping down as Secretary at end of May. PW will see if he can find someone to replace her. LW happy to stay on committee if room but equally happy to step down.

c. Mopeds and cyclists on LA paths

Dangerous situation developing with cyclists & mopeds using the footpaths. Discussed many options and decided that a wicket gate in the large gates may be an option. BW to get quotes.

## 9. AOB

Gully sucking - foul water and storm drains ML would like to jet flush all the drains & sewers on the estate as it's

New truck

been more than 10 years since last done. Discussion about who owns the drains and whether we need a CCTV survey. BW to investigate. ML requested committee discuss replacing the truck as it's over 10 years old now. Agreed to look at this again at the end of the year.

Antisocial behaviour

Increasingly we have cars parking on the estate playing loud music, talking loudly, smoking drugs and leaving dreadful litter. Police advised residents should call 101 immediately they see anything. Police will attend. Can residents keep a log of times and reg nos and BW will pass to PC Dave Cooper for investigation.

**Meeting closed at 9.55**