

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES FOR MEETING ON TUESDAY 12<sup>th</sup> MAY 2015

**Attendees:** 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 12th May 2015

### AGENDA ITEM

#### 1. Committee Issues

- a. Approval of Minutes – April 14<sup>th</sup> Approved  
Officers appointed as follows:  
Chair – Peter Wesley, proposed by GD, seconded by PJ  
Vice Chair – Dominique Florin, proposed by PW, seconded by LW  
Treasurer – Peter Jacobs, proposed by PW, seconded by MN  
Hon Secretary – George Donaldson, proposed by PW, seconded by PJ
- b. Appointment of officers

#### 2. Health & Safety

- a. LTA's, Accidents, Near Misses Hillway resident tripped 20/4 on a hole in the grass on junction of HW/LA. Hole filled in on the day reported. Noted #1 in accident book.
- b. HLEC Contractors Asking all contractors to sign an induction sheet.
- c. Update on audit actions Continuing to go through audit report. Starting Toolbox talks on June 2<sup>nd</sup> in the monthly staff meetings, Chemical store to sort out – spill kits etc. Then almost ready to call auditor back in for review audit.

#### 3. Finance

- a. Bank Accounts See report. PJ to get back to committee on interest only investments.
- b. Debtors EMF 5 MP EMF still outstanding. PJ to make some enquiries re contacting resident. 7OA still in probate. BW written to the partner of deceased. Their estate should be paying us. BW to enquire who executors are & PW will ask neighbour.
- c. Annual /6 monthly EMF payments Half yearly letters to go out now.
- d. Camden EMF 2 x LBC invoices outstanding. Error noted on one invoice, BW to ask DV for amended report for the files. Overpayment to be refunded to LBC. New charging regimen, paying actual maintenance costs rather than into sinking fund, taking over from historic 1978 agreement. DV asked to move to monthly reporting system after last committee meeting and he will look into the implications.
- e. Expense Report (act v bud)
- f. Latest Cash Balance/forecast
- g. Process for quotes, approvals and payments Draft 7 is now the simplified version as agreed at last meeting with the addition of £1500 running costs approval to be 2 of accountant, manager or committee member. Sundries to £500 manager only now – remove secretary.
- h. Financial Security: Dual signature BACS PJ & PW met with DV to discuss opening an internet banking account in order to manage internet banking payments with 2 authorisees – complex accounts – in order to operate our funds in the most secure

way. This account would be separate from the current account, which will remain as DV only to authorise for salaries etc. Agreed that we will go with Barclays.net. To discuss setting up etc at next meeting. Extra signatories needed. BW to organise forms for GD to be added, and Olive to be removed.

#### 4. Operations

- a. Staff  
GH has had some compassionate leave recently. Discussion about compassionate leave, make sure there is a non-directive policy in the new handbook. Committee wants to give him as much support as he needs.
- b. Estate Manager's report /forecast  
See report. Approvals sought for various projects:  
Estate gully & drain jetting – Mark Sellers approved.  
Alarm system – Woodside approved, but hold off until insurance comes up for renewal.  
Paths, edging & new shingle for park and top garden – Sureguard approved. Bank by top gate to be rebuilt at same time.  
White lining - WJ UK approved.
- c. Yard security – alarm system?  
BW to enquire from Towergate as to the effect on the insurance premium should we install an alarm system and/or remove the razor wire. Will revisit this when we have this information.  
Container now has rhino security posts fitted. ML, BW & GH only people with keys + 1 spare set in the safe.
- d. Skips - 1 LA, 22 MA, 19 OA, 25 OA,  
42 HW/MM, 8HLG + 1 space = 7 in total  
Skip spaces charged at £35 per week. Going forward suspended parking bays charged at LBC rate of £39.79 per space per day.
- e. Policies  
Draft employee's handbook prepared by outside HR agent. BW going through it at present and will present a final draft for approval to next committee meeting.

#### 5. Parking

- a. General update  
Parking suspension in place on MM to accommodate LBC works. 2 suspected abandoned removed. BW has not ordered coloured permits yet as the survey has recommended not zoning the estate, even though it was agreed to go with coloured permits in a previous meeting. MN suggested that it may be of benefit to MET to standardise the permits. Previous meeting with MET never gave any objections to colours as long as they have the MET logo on each. Discussion ensued about benefits of coloured permits being a future proofing exercise and not to limit or control where people park. Coloured permits intend to be used to monitor how people are parking on the estate and highlight any potential crush points. General agreement that coloured permits can be ordered now.
- b. Parking survey  
MN went through the survey results. Survey didn't identify any major issues. Though it was noted the survey took place over the Easter holidays and also the weather was warmer so people may have walked more. Hillway was not divided for the purposes of the survey. South of LA to the gates was surveyed and it would have been better to split this area to above and below BA. This will be done on future surveys. However, if one compensates for not having separately recorded the cars parked south of Bromwich on Hillway by assessing the %age of Hillway cars parked between LA & BA and BA & the gates, 45%-55% is the estimate MN came up with

from some spot checks, then when cars parked on Hillway were 28 or above there is good chance the area between BA & the gates was full (or very near to full), this happened on 8 occasions during the survey.

On average 3 HLE residents at day were parking all day on bottom of HW – 1 of them did so 22 times. Visitor permits suspected of being abused but no definitive proof. Some permits being altered without letting us know. Long term visitors were noted. Visitor passes discussed. MN recommended the 2 hour zone be extended to 4 hours. GD disagreed stating that it would be better to extend to 3 hours in the first instance. Targeted mailshot suggested to persuade regular offenders of long term parking in this zone to park on BA. DF felt that as there doesn't appear to be enough evidence of significant problems then we shouldn't be changing things and shouldn't be targeting particular residents as we don't know of their personal circumstances. PJ agreed with coloured zones and that whatever we do we have to keep it simple, both for residents and the office. GD recognises that payment of EMF in order to get a permit is a good lever. See report for MN's detailed results & recommendations/proposals. Yearly coloured permits discussed and decided that the man power/cost involved wouldn't make it worth it. Extraordinary meeting to be called to explore further once the questionnaire results are in. Hold off ordering coloured permits for the short term. BW to talk with MET regarding their requirements & thoughts. Possibility of making a few extra parking bays in the mansions. MN to progress the idea and present to committee.

c. Parking questionnaire

PJ/DF have put together a questionnaire based on last one with a few amendments. Discussion about when and what the questionnaire should be & contain. Online and hard copy options to be available. All to send their amendments and suggested additional questions to PJ. DF & PJ will create the questionnaire based on the responses for circulation with party flyer and newsletter mid June. Conclusions ready for mid year AGM. To revisit at next meeting.

d. Parking on crossovers

## 6. Projects

a. HLEC Projects

i. PortaCabin/yard

Major works in the yard completed. Fencing stained green on upper garden side to minimise the visual impact of the fencing. Razor wire may come down or be replaced with straight barbed wire once we have had a conversation with Towergate.

ii. Roads & Footpaths

Quotes are being sought for resurfacing. Bamboo pushing through paths must be sprayed weekly - BW

b. Plot-Owners Projects

i. Applications / Approvals

Applications, 3 HLG (loft conversion) & 19 OA (loft conversion), 33 MP (rear extension). Approvals 2 MP (loft conversion & rear extension)

95 HW enquiring about using a conveyor belt to remove spoil.

Would hoard out the footpath with a pedestrian way underneath.

MN dealing with this.

c. Non Plot-Owners

- i. Camden Phase 2B (MP) See Manager's report
- ii. UKPN (MP substation) See Manager's report

Last 2 blocks on south side of MM being underpinned. Parking suspended in MM to accommodate works starting 11<sup>th</sup> May. Duration 20 weeks or so. Works delayed in starting but should begin putting up hoarding 15<sup>th</sup>.

No further news on next lift.

## 7. Communications

- a. Newsletter
- b. Website
- c. Dropbox

Newsletter to go out mid June with party flyers and parking questionnaire

Progress stalled a little last month. PW to meet with MN to further things. The new website draft is available to see at [jk.hle.org.uk](http://jk.hle.org.uk)  
MN will provide 1:1 training. Contact him if required.

## 8. Miscellaneous

- a. Langbourne Leylandii

PW & PJ met with LBC tree expert. He felt they were splendid specimens. He suggests that there would need to be a great deal of evidence against them in order to start proceedings to remove. H&S reasons for removing a tree would be if making bank unstable, diseased or dangerous. Pigeon droppings would not be considered a reason for removal. We could lift the lower branches to make the area lighter. Perhaps we may be able to remove one tree to start with. Recommended that we got a third party tree expert to survey them and report back on the (social) value of the trees. Also advised we should be doing formal tree surveys every couple of years with comprehensive report on any unstable looking trees or limbs. We will revisit this.

- b. Summer party

All plans looking good. Musicians organised. Martial Arts demonstration by children from the flats offered. WI cake stand. Corks and Forks have agreed in principle to provide crepes and Greek samosas. Invite local Counsellors? Agreed not to do so.

## 9. AOB

CCTV on Estate

Following several car break ins and house burglaries recently 2 residents have asked us to consider installing CCTV at HW/SL entrance. Has been discussed before and privacy issues always cited as a reason not to, along with the nature of the estate  
To revisit at next meeting.

Wicket gate on LA/SL junction

MN & GD met with Alex (railings man) He will put a drawing together but MN & GD were concerned that aesthetically it would not look right. This may not be the solution. Will report again once drawings in.

**Meeting closed 10.30**