

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 9<sup>th</sup> June 2015

**Attendees:** Peter Jacobs Trustee/Treasurer, Peter Wesley Chairman, George Donaldson Secretary, Barbara Wheatley Estate Manager, Emma Jay, Dominique Florin, Robert Morgan, Daniel Virgili Accountant

**Apologies:** Li Weinreich, Martin Narraway

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 9th June 2015

### AGENDA ITEM

#### 1. Committee Issues

- a. Approval of Minutes – May 12<sup>th</sup> Approved

#### 2. Health & Safety

- a. LTA's, Accidents, Near Misses Nil
- b. HLEC Contractors Ornamental gate pier pulled down by contractor's dumper truck. No one hurt. Contractor organising the rebuilding of the pier at their cost.
- c. Update on audit actions One final check needed and then in a position to book the re audit.

#### 3. Finance

- a. Bank Accounts See reports
- b. 6 monthly EMF payments Almost all paid. BW to chase those few outstanding.
- c. Camden EMF Next AGM when accounts finalised and signed off the balance owing to us or to LBC will be adjusted.
- d. Expense Report (act v bud) See reports

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e. 6 months status vs budget

DV went through the figures. See reports. GD talked about the financial implications of the planned road and path surfacing, namely resurfacing HLG and a stretch on HW, some damaged intersections and end of MA plus a large number of footpaths. It was originally planned to spread these works, and thereby the costs, over 2 or 3 years but if we do all the planned works in one go we will gain a considerable discount of £3-4K. We would be going over this year's budget but would make a considerable saving in the long term. It was agreed that we should do all the works on one go. PW/PJ will inform LBC that this year's charges will be slightly more.

Discussion about VAT threshold and whether we will need to register. DV will check with accountant.

Compulsory pensions are to be rolled out and need to be in place by 1<sup>st</sup> March 2016. We need to put aside 1% for each staff member. DV & BW to look at this and get all in place by deadline.

f. Financial Security: Barclays.net update

Intention was to find a way to provide secure access to the majority of our funds and have the option to pay invoices by BACs with larger amounts having to be authorised by a sliding scale of authorisers. A working account will remain with our existing Barclays account from which DV can pay salaries and small invoices by cheque. Internet bank account would hold residue of our funds to be accessed for larger invoices. BW to check if this complex account can support different levels of authorisation eg. 2 people up to £30,000 over that 3 people needed to authorise payments.

## 4. Operations

a. Staff

Draft employee handbook went out to all committee last week. Approved on condition that Use of Internet policy be reinstated. BW to finalise and present to staff at next monthly meeting. Committee to advise 1<sup>st</sup> July if they see any other amendments needed. RM to speak with BW about sickness. Staff have requested new polo shirts with HLE logos. Committee agreed for BW to go ahead and order.

b. Estate Manager's report /forecast

See report. LBC planning to refurbish the lifts on the sheltered flats @ 30 MA. Permission sought to allow suspension of 2 more parking bays for a container, on top of the 12 already suspended at the bottom of MM for the LBC underpinning project. It was agreed that we should allow permission but let it be known that LBC should liaise more internally to negate future projects overlapping and let us know about projects earlier in the process.

c. Yard security – razor wire?

No difference to the insurance policy if we were to remove the razor wire as it is not a requirement on our policy and it has made no difference to deterring burglaries as last burglars went in through the fence under the wire. Agreed it should be taken down and not be replaced with anything else. BW to organise.

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- d. Skips :95HW, 1LA, 42HW, 19OA, 25OA, 22MA – 6 in total      BW to chase outstanding payments.
- e. Rose bed in large park – permission to remove      Discussion about nature of the park and gardens. Ornamental garden is the formal flower garden and the bottom park is an informal park. Talked around options – vote taken to leave bed and replant with something else or remove altogether. 2 in favour of replanting, 4 in favour of removing, on condition that the rose border against the wall is not touched.

## 5. Parking

- a. General update      Coloured permits now ordered and will be phased in as the existing ones run out.
- b. Parking questionnaire      PJ & DF presented the draft questionnaire. Along the lines of the last one but simplified with just matters of principal being surveyed. Operational outcomes will be decided by the committee after the results are in. EJ will place electronic version on Survey Monkey. BW will get hard copies printed and delivered to all residents with the next newsletter & party flyers.

## 6. Projects

- a. HLEC Projects      Currently none.
  - i. Roads & Footpaths      It is planned that we will go ahead with resurfacing HLG and a stretch on HW, some damaged intersections and end of MA plus a large number of footpaths. Not much more to be done on the roads after this in the near future. Will concentrate on footpaths & crossovers.
  - ii. Large park wall refurb- quotes for approval.      Wall is in need of repointing, coping stones loose, ivy and plants growing through mortar and some bricks need replacing with reclaimed handmade bricks. 3 quotes presented. Agreed Sureguard to go ahead.
- b. Plot-Owners Projects
  - i. Applications / Approvals      2 planning applications approved. 2MP attic and rear extension, 23 BA side and rear extension. BW to send out letter and Builder's Code.
- c. Non Plot-Owners
  - i. Camden Phase 2B (MP)      See Manager's report
  - ii. UKPN (MP substation)      Next crane lift scheduled for 8<sup>th</sup> or 15<sup>th</sup> July

## 7. Communications

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a. Newsletter

Quite a comprehensive newsletter this month with a page dedicated to the Safer Neighbourhoods Policing team and 2 pages for Community Centre. Will go out on 12<sup>th</sup> June with party flyers and parking survey.

It was agreed that we include in next newsletter something to the effect that newsletters will now be sent to all email addresses we hold from the parking permit applications with an option to opt out. But continue to deliver hard copies to the plot owners as well.

b. Website

John Kernthaler on holiday at present. On his return in July the new website will go live and content management will be handed over to BW.

## 8. Miscellaneous

a. Update on summer party plans

All on schedule.

b. Half yearly GM November date to set

BW to check on availability of room in Community Centre and then send out a selection of dates to committee.

c. Estate security, CCTV, NW etc

Some reports of burglaries, cars being broken into, bike tyres slashed, a mugging on OA. Resurgence of the anti-social behaviour. Some residents requesting CCTV cameras again. Discussion about privacy, effectiveness, cost etc. Decided that the amount of cameras needed to make this an effective option would be overwhelming. Suggestion that we hire a security company to conduct random foot patrols from time to time. Discussion about the committee's role in this. It is the committee's role to reflect back community concerns and help galvanise the community. It was felt that we should be encouraging community involvement - Neighbourhood Watch scheme perhaps. Maybe hold a meeting of all the complainants in order to see what they can offer in the way of community support. BW and GD to discuss and arrange. Residents must be encouraged to report anything, however petty, to 101 so the police can get a proper overview.

## 9. AOB

Cyclists training down Hillway at great speed

Some residents are asking that the police get involved and speed gun these cyclists. BW suggested that rather than getting the police involved in the first instance we target these cyclists and the clubs through Facebook. A large majority use FB to organise their events and training sessions. Let it be known in a safety notice/for your own good tone that this is a private estate, no give way road markings at the junctions, many of which are blind and that there is a speed limit. Please curb your speed or better still come up HW and go down HWH. Agreed that BW would organise this and committee will review this again.

**Meeting closed at 21.35**