

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 14th July 2015

Attendees: Peter Wesley Trustee/Chair, Peter Jacobs Trustee/Treasurer, Martin Narraway Trustee, George Donaldson Hon Secretary, Li Weinreich, Emma Jay, Robert Morgan, Barbara Wheatley Estate Manager

Apologies: Dominique Florin Vice Chair

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 14th July 2015

AGENDA ITEM

1. Committee Issues

- a. Approval of Minutes – June 9th Approved & signed.

2. Health & Safety

- a. LTA's, Accidents, Near Misses Nil.
b. HLEC Contractors We have had the following contractors on the Estate during June: Sureguard & Wassalls.

3. Finance

- a. Bank Accounts See report. LBC have 2 invoices outstanding. BW to chase with Accounts Payable.
b. 6 monthly EMF payments See report. PW to check with solicitors whether there are any implications to us not pursuing the statutory EMF payments - can we put a charge on deeds? BW to chase outstanding payments and solicitor's letter to go off to executors of deceased resident.
c. Camden EMF Nothing outstanding.
d. Expense Report (act v bud) PJ and DV preparing to produce monthly reports from now on.
e. Financial Security: Barclays.net update It is possible to have different levels of authorisation on the internet banking account. Agreed to set up an account. PJ, DV & BW to meet with Barclays. BW to arrange once DV back from holiday.

4. Operations

- a. Staff See manager's report.
SL's driving lessons going well and theory test booked 1st August, test shortly afterwards. Agreed that once passed he can drive the truck but only in confines of the Estate for the first 6 months. (NB. The Road Traffic (New Drivers) Act 1995 imposes 2 years as a probationary period.) Agreed that HLEC will pay for a couple of lessons using the estate truck to acclimatise him. We have previously promised him a permanent contract if he passes his driving test. We recognise that in reality he has just as much legal employment protection without a contract having worked for the Estate for more than two years. We will await his driving test result.
DV on holiday for 2 weeks now. Discussion about his holiday

entitlements. Agreed there is a need to respecify his job description and HLEC requirements of him. Will look at asking him to have a contractor's contract with HLEC. BW to send a sample contract and his existing job description to PJ to amend to suit and take forward.

b. Estate Manager's report /forecast

See report. Putting together a machinery log and service history for each piece of equipment. GH will refresh all staff on safe use of machinery and visual checks are now being made and logged on each item before every job. Ornamental gate pier report just in and advised putting steel anchor bars into the uppermost pier as foundations likely to be shallow as were the lower pier foundations. MN suggested we have a longer term plan to rebuild both piers. BW to get a rough costing for rebuild. No decision made on steel anchor bars for now.

c. Skips: 95HW, 1LA, 61HW, 19OA, 25OA, 22MA, 15 BA – 7 in total

All payments up to date. 95HW one with the hoardings has caused a bit of a stir with a few residents complaining. Discussion about managing building works all on same stretch of roads. HLEC doesn't have the right to enforce a schedule on residents so will have to continue to liaise with contractors to cause least impact.

5. Parking

a. General update

LBC have removed 1 of the abandoned cars now and second one in LM is expected to be removed in the next week or so. BW to chase MET about the issue of the persistent illegally parked car at bottom of Hillway and to insist this continues to be ticketed and taken to court if needed. Also to enquire of MET whether we can stick stickers on the side windscreens.

b. Parking questionnaire

See reports x3. Thanks go to EJ and her husband for the hard work they have put into collating the survey responses and preparing the statistical and verbatim reports. General discussion about findings. 25% response rate was agreed to be surprisingly good -139 plots and 79 flats. The statistical responses don't give HLEC a mandate to fundamentally change the current parking arrangements, but the verbatim comments certainly do express concern about the visitors' note system and the possible abuse of this. PJ will code the verbatim answers to give us a better idea of the general feeling.

Bottom of Hillway residents have reported the most difficulties with parking. EJ will separate out bottom of Hillway and Bromwich responses/figures for further analysis.

Conclusions:

We do not have a mandate to make radical changes to the current policy.

There isn't a vast pressure for any change to the current system, but may have to look at limiting number of cars in the future.

We find a non generic solution for bottom of Hillway.

The current rules are enforced more rigorously.

We revisit the visitors' notes system next meeting once EJ has looked in more detail at the verbatim answers.

6. Projects

a. HLEC Projects

i. Roads & Footpaths

See report. Unanimous decision to go ahead with phase 1, most urgent patches, of the resurfacing of roads and paths with BestCo in September - will take 7 working days. BW to publicise in next newsletter and mailshot (hard copies and email) each affected resident, plus put parking notices up on relevant roads and paths. Agreed we can move any cars still in place on the day of the works - note in newsletter and mailshots. MN to send text for communications. BW to book LN Recovery. No contingency included in the figures quoted. BW to raise PO. MN to send her the figures, details etc. 6 monthly check of roads and paths will be done in August and next phase will be identified then. MN to send estimate of next financial year's spend to PJ by early September. Speed bump reported to be causing damage to one resident's house. MN to look at the specified designs for speed bumps. BW to check our insurance cover for any damage done to houses.

b. Plot-Owners Projects

i. Applications / Approvals

33 MA rear extension approved. BW to send out builder's code. 21 SL application for Gail's Bakery.

c. Non Plot-Owners

i. Camden Phase 2B (MM)

Works delayed due to contractual issues with LBC, Keepmoat and sub contractors. VAT implications discussed as the extra weeks' charges to LBC will probably take us over the limit thereby requiring us to register for VAT. Agreed to discuss with accountant.

ii. UKPN (MP substation) next scheduled crane lift September

July crane lift went successfully with most of the old equipment removed. Next lift TBA in September.

7. Communications

a. Newsletter

Next one to go out shortly.

b. Website

New site went live last week. BW has access to the backend now and can update it, add newsletters, minutes etc.

8. Miscellaneous

a. Camden's draft housing allocation policy

Proposed change to the way social housing is to be allocated. Due to a huge backlog LBC will focus the allocation of social housing on the most needy - homeless, sick, unemployed etc. The concern is that this will change the social mix on the Estate. Agreed nothing HLEC can or should do.

b. Estate security, Patrols, CCTV, NW etc

Meeting arranged with concerned residents and PC Dave Cooper on July 18th after their Street Briefing to discuss anti social behaviour, petty crime etc and what can be done to stop this escalating. MN would like us to look at CCTV options and costs. BW has looked at security patrols 2 or 3 random nights a week. Approx £250 per 12 hour shift where a man and dog will patrol the roads and parks. Need not be engaged long term but just long enough to get the message around, especially on social media, that this is not the place to hang out. Discussion about what the security guard's powers are and whether we close the park at a certain time each evening. Agreed that we wait and see

what the meeting brings up but important that we differentiate between the various reported problems - noisy youths and car break ins are very different and will need to be dealt with differently. Discussion about whether HLEC has the remit to engage security patrols or install CCTV. This will be looked at again after the meeting but the feeling was that we would need a mandate from all the residents. In the meantime we must continue to encourage residents to report all crime and anti social behaviour to 101 so the police can get a proper overview. GD & BW to put agenda for the meeting together and circulate. Agreed we have too many trees of our own to manage so will decline the offer. GD will reply to HS.

- c. Highgate Society 50th Anniversary tree planting
- d. Leaving plans for ML

ML retiring 31st December. Discussion about what would be appropriate - gift, party etc? Agreed BW and LW would look at viability of Community Centre for a mid December evening - numbers, timings, costs, alcohol etc. Various gifts suggested. BW to explore ideas with the other staff.

9. AOB

Insurance

Car insurance up for renewal. Agreed to renew. BW to alert Towergate to the fact that SL will be coming onto the policy shortly and will this proposal still be the best deal with a young driver on board. Main policies are coming up for renewal too. BW and LW met with Towergate to go through each policy. Will circulate new premium costs shortly.

Resident 1 claim is about to be closed down on the AXA files as they have not had any response for almost 6 months from the claimant, though it will stay open legally for 3 years.

Resident 2 claim is progressing. AXA representative came to visit the site, went through our records of road surveys etc. AXA are asking claimant supplemental questions - medical records etc. The trip site is under some LBC hoardings at present with the gate and footpath currently closed off. Repair to be made as soon as we have access to this part of the path.

6 monthly formal inspection walk rounds are being undertaken to identify any hazards. Started in February, next one scheduled for August. Every Monday during the litter pick an informal check is made of each street and any hazards or maintenance issues are logged, then either dealt with immediately if a hazard or put onto the maintenance schedule for future attention.

Community Centre

Refurbishment of lifts in the sheltered housing to commence 5th August with large tools container being placed on road - agreed last meeting.

Meeting closed 10.20