

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 11th AUGUST 2015

Attendees: Peter Wesley Trustee/Chair, Martin Narraway Trustee, Li Weinreich, Robert Morgan, Barbara Wheatley Estate Manager

Apologies: Peter Jacobs Trustee/Treasurer, Dominique Florin Vice Chair, George Donaldson Hon Secretary, Emma Jay.

Venue: Holly Lodge Estate Committee Office

Time: 19.00 Tuesday 11th August 2015

1. Committee Issues

- a. Approval of Minutes – July 14th

Approved and signed

2. Health & Safety

- a. LTA's, Accidents, Near Misses

Nil reported.

- b. HLEC Contractors

Wassells have been on the Estate this month.

3. Finance

- a. Bank Accounts

See report

- b. 6 monthly EMF payments

See report - 3 o/s non payers. 2 of these are long term. Solicitor has advised that we are not giving up any rights by not collecting the required £2.50. BW to investigate putting a charge on each property deed for the amount outstanding and ask DV for statement of debt for each resident, including the 7 o/s SL and HWH residents - report back to committee.

- c. Camden EMF

LBC have now paid the outstanding invoices. All up to date.

- d. Expense Report (act v bud)

Was agreed at a past meeting that we would try preparing the financial report on a monthly basis. BW to chase DV for that.

VAT update. A resident tax expert has been approached to help and advise on whether we should be filing for VAT in the light of the increased income this year - it's not expected to be as high in future years. He's currently on holiday but will meet with PW & PJ on his return. PW concerned that we should find out soonest and perhaps look for other advice. BW to ask DV to contact estate accountant for this advice.

- e. Financial Security: Barclays.net update

Waiting for involved parties to return from holiday then BW will arrange a meeting with Barclays to set up the new account.

4. Insurance

- a. Update on truck renewal

Renewed 4th August with SL now on cover with his provisional licence at an extra cost of £400 - will be the same once he has a full licence.

5. Operations

a. Staff - GH use of van, Update on SL

GH is expecting the use of the van after ML's retirement and may cause him some hardship if not. Agreed he can have private use of the van but we will have to declare it with HMRC. BW to investigate with DV what the benefit in kind and private use of diesel will cost him and then have a discussion with GH so we can understand his overall financial position.

SL did not pass his theory test, next test date mid/end of September. Now he's on the van insurance he can have his 2 lessons as agreed and ML will let him use the van in a limited way on the Estate under supervision.

b. Estate Manager's report /forecast

See report. New parking badges ordered and due anytime now. Will phase in the new paper ones alongside the old plastic ones. BW to make a note in next newsletter that residents can return & swap old permits.

Discussion about replacing the old rose arbour in the ornamental garden with a pergola and new climbing plants. BW to get drawings, dimensions and costings to next committee meeting.

c. Skips

9 skips in total currently on the Estate including the fixed ones at 95 HW and MM plus the tools container for the Community Centre lift refurb.

6. Parking

a. General update/MET report

BW apologised for not reporting on MET activities in last few months but thought their reports were quarterly. New administration at MET have not been forwarding monthly reports to BW. Rebate, however, is quarterly. LW to check when last rebate payment was made and then BW to enquire what we are due and raise invoice to MET.

b. Parking questionnaire next steps

Hold over until next meeting when DF, PJ & EJ return

7. Projects

a. HLEC Projects

i. Roads & Footpaths

6 monthly road and path survey taking place on 18th August. Meeting with Bestco regarding 1st phase of resurfacing in September set for 27th August. MN & BW will meet after this meeting to discuss how to proceed with notifying residents.

b. Plot-Owners Projects

i. Applications / Approvals

No current approvals, other than on SL which won't affect the Estate as a whole

c. Non Plot-Owners

i. Camden Phase 2B (MP)

Works have been significantly delayed due to contractual issues. Conveyor and skip are now in place. Digging machinery due to be in place and start work next week.

Following Police advice about locking the gates on the Estate BW asked Keepmoat to lock the MM/SL gate each night until further notice. MN questioned should we be doing this as the residents have all been notified that the gates will be open week nights and the HW gates are kept open so 1 extra gate open will not have a huge impact on reducing the ASB experience by top of HW/HLG residents.

ii. Community Centre lift refurb

Proceeding as planned. Tools container is in place and works starting imminently.

7. Communications

a. Newsletter

Nothing gone out for August yet as a very quiet month. Next one at end of month or beginning of Sept to include road resurfacing plans & new parking badges.

b. Website

New website went live a couple of weeks ago. BW has access to the backend. Newsletters and minutes are up to date now. Home page is currently being used as a Latest News page - can be changed if required.

c. Police meeting

BW called a recent meeting with our local Liaison Officer and a few residents affected by the ASB at the top of HW/HLG, park and gardens. Recent burglaries were also discussed.

The Police made several suggestions. Close all gates, pedestrian and vehicular with coded access. Close HLG barrier earlier. Form Neighbourhood Watches. Not so keen on security patrols, rather they encouraged residents to call 101 as it's a free service and they can collate incidents to get the bigger picture of crime locally. Following this meeting several local residents volunteered to set up a local Holly Lodge Gardens Neighbourhood Watch (HLG NW) and we believe this is now in place.

Committee members are keen to respond to and act upon the residents' concerns and have been researching the options. It was agreed that we are never going to stop all burglaries and as the Police are advising that the few recent occurrences do not constitute a crime wave the Committee agreed to focus on the ASB whilst discussing any possible security solutions.

Firstly the HLEC solicitor was asked if providing security was part of the Committee remit under the terms of the Trust Deed and whether the EMF can be used to pay for this. The advice was that providing we get the approval from the residents as a whole we would be fine in providing security measures, however we would have to pay for this from a separate payment to the EMF and in order to collect this separate payment all residents would have to sign up to it. Committee is also mindful that this ASB problem is not being felt by the majority of the Estate.

Security Patrols, Access Control and ANPR systems were investigated and presented to Committee. A long discussion followed around these options plus CCTV, PIR lighting, temporary barriers & signage. During the discussion it was mentioned that at the weekend residents called 101 yet again following more late night ASB at the top of HW and then 999 and were told a car was on its way - no one arrived before the car loads left.

Following much debate and discussion it was decided that this will have to be a multi pronged approach. In order to act soonest BW will get costings for a Security Patrol to patrol top of HW, HLG, Garden & Park. There is also the possibility of sharing Fitzroy Park's security patrol and perhaps have him on call. BW to investigate possible trial period with him. Discuss with HLG NW whether they would be prepared to fund this. Mindful of not exceeding our remit HLEC will pass all information found on to the HLG NW for them to organise privately. HLEC will help where it can with copying, distributing information etc.

Camden is a Controlled Drinking Zone (CDZ) and discussions around putting the CDZ signs back up again in the parks ensued.

8. Miscellaneous

a. Estate security

See above

b. 'Private no right of way' signs on gates

Our lawyer has advised we put up Private No Right of Way signs up on each entrance to secure our rights. It was decided that PW would ask EJ if she would do a sign survey on the whole Estate as there are so many different colours, fonts etc. Then a decision will be made on this and the CDZ signs.

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c. Leaving plans for ML – update

Agreed we would book Community Centre. BW to email all Committee members and ML's wife to see if Thursday 10th December is OK for all - then book it.

Discussions about how we cater for this. Bring a bottle and a plate or Committee cater - problem is how many do we cater for?

Invitations will have to be sent out when ML is off or on a Saturday.

Could we ask CC to waive or reduce the rent?

To be revisited.

9. AOB

UKPN

Next crane lift still scheduled for September. Date TBA

Community Centre rent

Agreed to pay CC up to end of December for monthly committee meetings that are no longer being held there - in lieu of notice. AGMs and half yearly meetings will continue in the CC.

Incredible Edible

BW has explored community gardening projects/clubs for the residents. Could HLEC give over some land or indeed is it a workable idea? Was thought that all house residents have gardens and the flats are quite a transient community. Past projects at the Family Centre have failed. Suggested that BW talk to Barbara Smith.

Islington proposed CPZ changes

Islington are proposing to extend their CPZ zones to 24/7 restrictions. Nearest to us is Zone K at the Whittington Hospital. Will it have any impact on the Estate? Agreed to wait and see.

Staff issues/queries

Discussion about staff recording their hours. Job sheets not being completed accurately. What is their purpose? To get a realistic overview of the actual work done on the Estate. What has come out of this record keeping so far is a modification to existing practices. Avenues are going to be done in their entirety in one go – mowed, strimmed, edged etc in one week and will rotate the roads. Also trips to the wholesalers can be streamlined. The need to keep these job sheets is also good in that it makes the staff accountable. BW still trying to get monthly plans from ML. Will set these up with GH once he takes over. BW & GH have been focussing on getting H&S process in place. Next step is to look at staff processes with him.

BW asked about staffing generally once ML retires. Dependent upon satisfactory completion of his probationary period GH will take over the Foreman's role. Agreed that Asst Foreman's role need not exist and that we shall employ a Charge Hand or extra hand.

Once SF has passed his horticultural exams we should recognise this and give him the opportunity of a different sort of job – perhaps he could take on planning of some of the gardens and beds. To be discussed with GH.

SL's contract comes up for renewal in October. Given that he may not have passed his driving test by then it was agreed that we will renew for 6 months again. It will become a permanent contract once he has passed his test as previously agreed. However we are aware that he does have all the rights & benefits of a permanent contract as he has been in continuous employment with us for more than 2 years.

Meeting closed 21.10