

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 13<sup>th</sup> OCTOBER 2015

**Attendees:** Peter Wesley Trustee/Chair, Peter Jacobs Trustee/Treasurer, Dominique Florin Vice Chair, George Donaldson Hon Secretary, Emma Jay, Robert Morgan, Barbara Wheatley Estate Manager

**Apologies:** Martin Narraway, Li Weinreich, Darren Lennard

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 13th October 2015

### AGENDA ITEM

#### 1. Committee Issues

- a. Approval of Minutes – September 8<sup>th</sup> Approved and signed with amendment to Meeting Closed time

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses No LTAs or accidents. 3 near misses: 2 skips with no lights visible at night - rear of 10 HW and o/s 33 MA. UKPN hole o/s 95 HW left with no footpath closed signs or diversion.
- b. HLEC Contractors Bestco/Roads, Cova/Gates, Andy Wooler/H&S, LN Recovery/Tow truck, WJ.UK/ White lining & Wassells/Trees.
- c. H&S Audit results Having scored 47.85% in our first audit in February the re-audit took place on 24th September and we scored 93.51%. The main areas where we initially failed were in Management Controls, Consultation with & Training of Staff, Emergency signage, COSHH procedures & requirements, Risk assessments & Method Statements. Gerry has worked extremely hard & conscientiously with BW on putting these items in place. We will re-audit on an annual basis in order to keep on top of things.

#### 3. Finance

- a. Q3 Management Accounts See accounts. Expenditure down by £9,000 approx.
- b. Bank Account status See report. Financial security - we have raised our investment in Close Bros to £100k.
- c. 6 monthly EMF payments All paid up except for the 2 historical non payers. Outstanding double plot charge in RG has now been paid up to date.
- d. Camden EMF Up to date.
- e. Financial Security: Barclays.net update Once pin numbers have been received by all signatories BW will book a training session with Barclays.net and then get all signatories set up on their own computers.
- f. 3-5 year & long term budget plans See reports. We will have approx 20-23 months of operating

# THE HOLLY LODGE ESTATE

costs cover each year until 2025. This is based on keeping the EMF at £650 per year until then.

g. Outcome of VAT enquiries

Meeting was held with Bob Rothenberg, and he advised that there is no material financial advantage The Estate to register for VAT. We should reword our invoices to make clear they are for non vatable items/services. Bob suggested suitable wording We will defer a large invoice.

#### 4. Insurance

SL now added onto Estate Insurance for sickness cover and all other policies have been renewed. Might we qualify for any reduction in our insurance premiums now that our H&S audit has come out so well? BW to enquire.

#### 5. Operations

a. Staff DV contract and remuneration update

DV has been keeping a log of hours worked and it is apparent that he is working more hours than were originally envisaged. Was agreed that his flat fee would be reviewed.

Staff salaries for 2015/16 will be increased in line with average private sector earnings and bonuses will not be given this year as agreed in a previous meeting. PW/PJ to calculate.

It was suggested that we should consult our HR consultant about promoting GH into Foreman's position without going through a formal recruitment advertisement or whether we need to undertake open recruitment and interviews. BW will action.

BW left the room whilst her 2015/16 remuneration was discussed.

i. GH end of probation period - formalise contract

Agreed his contract will be formalised. BW will action.

ii. Pensions

DV is progressing this in line with government requirements and timescale.

iii. Appraisals

Agreed that PW and BW will meet with staff in November and conduct a formal minuted discussion about performance and expectations but will not use the score sheets of previous years nor set formal targets. It was acknowledged that continual assessment and feedback plus the monthly staff meetings could be more valuable than traditional processes.

iv. Staff training

BW is organising a hot bitumen training course for GH & SF in the near future. £5k has been put in next year's budget for staff training and £2.5k per year going forward.

v. Staff hours

BW suggested that the staff return to an 8 hour day rather than 9 hours in the summer and 7 in the winter. The 9 hour summer day is very long and not very productive towards the end of the

# THE HOLLY LODGE ESTATE

day. In reverting to an 8 hour day the winter evenings when dark can be used for machinery maintenance, staff training, paperwork etc or they could choose to cut their lunch hour down and leave earlier. BW will look at the hours worked this year and will find the date we start on 8 hours so the correct annual average is completed. DF reminded the meeting that one of the advantages of the 9 hour day was that there were always staff around on the long evenings to provide a presence around the park etc. It was agreed that we could stagger the start and finish times if it was felt to still be an issue that needed a staff presence.

- b. Estate Manager's report /forecast See report.
- c. Skips Skip at rear of 10 HW and o/s 33 MA. LBC skip and tools container on MM. Long term skip & hoarding etc at 95HW has been recently removed.
- d. Update on trees following annual walkaround PJ has a schedule of works to be done. Awaiting a response from Wassells to a couple of queries. Suspected diseased Leyland Cypress on LM has been tested and awaiting results. PJ to contact MA resident about replacing the dead sorbus.

## 6. Parking

- a. General update/MET report Nothing out of the ordinary to report.
- b. Parking questionnaire next steps - feeding back to residents EJ in the process of compiling a piece for the newsletter which will go out next week.

## 7. Projects

- a. HLEC Projects
  - i. Roads & Footpaths - speedbumps and other snags Feeling was that it has been a very successful project. Bestco were a pleasure to have on site. BW will be asking them to return to deal with a few snags - reprofile the speed bumps, repair a dip o/s 93 HW which collects a puddle and to tidy up several piles of dried tarmac left around the Estate. Discussion about the speedbumps as some felt they are fine as they are with a shallower approach. Agreed that they will be reinstated to their former gradient.  
Discussion about the colour of the footpaths following on from last meeting. BW had met with a utilities contractor and found it would prove difficult for them to use any colour other than black when patching repairs. Reluctantly it was agreed that we will have to go with black for all surfaces.
  - ii. ANPR camera discussion MN prepared a discussion document to add to the possible APNR security options being considered. Decided it would not be as effective as a security patrol and would not be visually in keeping with the Estate. EJ on behalf of residents at bottom of

# THE HOLLY LODGE ESTATE

HW felt they would not want flashing lights and a barrier clunking shut outside their houses. It was decided to be a step too far and agreed we won't progress this at the moment and that we will continue to monitor the ASB situation for the next year and if needed we can bring in a security patrol for short bursts of cover then review again. NHW groups should be recommended.

iii. CCTV in yard

Agreed not to progress at the moment.

b. Plot-Owners Projects

i. Applications / Approvals

Approval for: 26 OA single storey side extension and front porch extension; 6 MA Erection of single storey rear extension; 14 MA Erection of side and rear dormers. LBC took on all of CAAC recommendations.

c. Non Plot-Owners

i. UKPN crane lift

Confirmed for Wednesday 21<sup>st</sup> October. Lakehouse works at 30 MA will move the tools container on Monday, Tow truck booked and parking suspension notices are up.

ii. Camden Phase 2B (MP)

LBC/Keepmoat Makepeace Mansions works are progressing well and they hope to have completed the piling ahead of schedule - hopefully by the end of next week. Once this phase is completed the skip and conveyor belts will be removed and the parking suspensions can be lifted. Work will then continue on refurbishing the blocks.

iii. Community Centre lift refurb

Works on major lift refurbishment in sheltered flats continues with little impact.

## 7. Communications

a. Newsletter

Nothing went out in September. Next one planned for October to include security update and parking survey report.

b. Website

Website continued to be updated with latest news on the home page, recent newsletters and meeting minutes as well as any service entries requested.

## 8. Miscellaneous

a. Plot Owners' AGM arrangements 11<sup>th</sup> Nov

BW to deliver invitation, agenda & Chair's statement to all plot owners. Lodge financial report & Chair's statement on website BW.

b. Estate security - update

See above.

c. New notices/signs for Estate

DL has agreed to do this. EJ offered her babysitter. BW will progress.

# THE HOLLY LODGE ESTATE

- d. Maurice's party arrangements/present/entertainment  
Room and Morris dancers booked. Timing agreed 6.30-9.30. BW/LW to organise food & drink. Budget of £1000 maximum agreed. Invitations to send out. BW to talk to his wife regarding guest list or whether we should let him in on the secret so he can invite people of his choice. Annual subscription for the Mill Hill golf club is an idea for a gift. Donations from residents could be sought and HLEC agreed to underwrite it. BW to ask a resident to collect donations.
- e. Halloween plans, Annual gate closure - letter for approval  
Letter approved and will go out next week. Security patrol booked from 8pm. BW to check 'walk you home' service is on offer. Our staff will be on site 4.30-7.30. BW & ML will stay on until 8pm. Community Centre is holding a Halloween craft and face paint afternoon. Bottom gates will be closed and staff on duty to let residents in. This covers our obligations to maintaining the private status of the estate.
- f. Community Centre %age of skip monies  
BW put forward a suggestion that as we cannot use EMF monies to make a donation to the Community Centre appeal could we get around that by giving them a percentage of skip monies. It was agreed that any revenue raised from the licences granted to builders to park skips on Estates 'Common Parts' was the property of the plot-owners so the Committee is not authorised to make such payments..
- g. Christmas lights  
Agreed to put some up again this year but to replace the little blue lights with something more of a statement. BW to action.

## 9. AOB

LBC proposed changes to recycling collections

Due to H&S issues on LA, MA & OA (i.e. paths being at a considerable height from road so bins are being taken up and down too many steps) LBC are proposing to do away with the co-mingled recycling bins/boxes and replace with single use clear plastic bags. These will be taken from outside each property and piled up awaiting the truck - as they currently do with general waste bags. Questions raised about cost of bags, where to obtain replacements, residents keeping their fox proof containers, start date etc. BW to refer back to LBC and will report to committee. We will make mention of this in a newsletter but we will ask LBC to formally notify all households as well.

Barriers HWH/HLG

In order to comply with PUWER we need to fit an automatic detection system in order to stop them closing on people or vehicles. We should also sign up to a maintenance contract. Both were agreed. BW/MN to progress.

**Meeting closed at 22.30**