

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 8th DECEMBER 2015

Attendees: Dominique Florin Acting Chair, Peter Jacobs Trustee/Treasurer, Martin Narraway Trustee, George Donaldson Hon Secretary, Li Weinreich, Robert Morgan, Darren Lennard, Barbara Wheatley Estate Manager, , Peter Wesley Trustee/Chair – late arrival

Apologies: Emma Jay

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 8th December 2015

AGENDA ITEM

1. Committee Issues

- a. Approval of Minutes – October 13th Approved and signed by DF

2. Health & Safety

- a. LTA's, Accidents, Near Misses
Halloween crash into bottom gates
Broken tree limb in yard
b. HLEC Contractors
- No LTAs or accidents
Near misses x 2. Resident's car bumped into the closed gates at the bottom of Hillway on Halloween night when gates are closed. No damage done to the gate. Barriers to be put in place for next year.
GH noted a large broken branch overhanging the yard. It was removed and we will keep a check on these trees.
None on the Estate during this period

3. Finance

- a. Bank Accounts
b. EMF payments
c. Camden EMF
d. Expense Report (act v bud)
e. Financial Security: Barclays.net update
- See report
Letter gone out to all plot holders. DDs being set up and payments coming in. Chase outstanding payments in January.
Invoice prepared ready to go once PO No received. BW to obtain the PO No.
Daniel to brief on his return.
Software installed on all authoriser's computers. Waiting for headroom limit to be set by Barclays relationship advisor.

4. Insurance

- a. Update
- AXA are awaiting answers from outstanding trip claim. Nothing received to date. Will premiums go down now that we have undertaken a H&S audit. BW to enquire on renewal.

5. Operations

- a. Estate Manager's report /forecast
- See full report. Pension requirements are online for our March deadline.
Staff appraisals took place Nov 4th and were very successful. The new format was considered very useful by all involved.
Top roundabout at HLG bed to be remodelled in time for

- b. Skips
- c. Update on trees

road resurfacing next year. BW to instruct SF for plans. No private skips on the estate at present. Keepmoat skip or MM LBC works.
No news yet on the soil test from the potentially diseased Leylandii tree on LM. Wassalls are planning to undertake the replacement trees in MA early in the New Year. Replacement for the pine o/s 1 MA to be decided upon and replaced. PJ to follow up.

6. Parking

- a. General update/MET report
- b. Parking on corners of Avenues/Hillway
- c. Visitors' parking rules to clarify
- d. Camper vans

Nothing out of the ordinary to report.

PW concerned that cars parked close to the end of HLM and Hillway cause quite a narrowing and sight lines are restricted. It was suggested we extend the white lines. It was agreed that the parking spaces are needed and extending the lines won't make too much difference.

In order to limit visitor note abuse it was agreed that bona fide visitors can stay for up to 2 weeks using a handwritten note and visitors staying any longer must apply for a temporary permit.

Camper vans registered to residents will be allowed to park on the Estate overnight but this will be restricted to more precisely defined types and sizes. Proposals will be brought forward for approval at the next Committee meeting.

7. Projects

- a. HLEC Projects
 - i. Roads & Footpaths
- b. Plot-Owners Projects
 - i. Applications / Approvals
- c. Non Plot-Owners
 - i. Camden Phase 2B (MP)
 - ii. Community Centre lift refurb

We are proposing that the footpaths are eventually all homogenised and replaced with the same coloured aggregate- red or green, and in the meantime the utility companies are to reinstate surfaces according to the existing colour. BW is contacting LBC and the utilities to make sure they know to contact us when reinstating works.

94 HWH and 26 HW approved. Gail's bakery have applied for a steam extraction unit.

Continuing, piling almost finished. Hoarding will be moved back to the path and we have given permission for a smaller skip to be positioned there for the next phase. Works almost finished, container removed.

7. Communications

- a. Newsletter
- b. Website

One went out recently, nothing planned now until the New Year.

Continues to be updated.

8. Miscellaneous

- a. Estate security
Estate continues to be considered a low crime area, but we are currently a 'hot spot' and therefore get more police patrols. NHW in HLG appears to be working well and has resulted in more police attention. LA are in the process of formalising their NHW. How can we encourage more watches to be set up on the Estate?
- b. Staff Christmas holidays
Agreed that 29/30/31 Dec are to be working days. BW to draw up an on call rota for the holidays.
- c. Christmas parking suspension
Agreed to suspend 14.00 24th Dec-20.00 27th Dec incl and 14.00 31st Dec-20.00 3rd January incl.
- d. Estate Signs Survey and next steps
MN completed a survey of all the signs on the Estate. PW will take this forward.
- e. Dog fouling and ASB in flats – see Deb Frome's email
LBC are putting signs up in the mansion block grounds stating dogs must be on leads. Residents are asking if this can be extended to the rest of the Estate. Discussion ensued about dangerous dogs on a lead and it was agreed that we do not need to implement this Estate wide.
- f. Camden flats Resident & Tenants Association
The RTA has been reinstated for the flat residents. BW to make contact.
- g. ML's retirement party gifts, plans etc
All plans in place. Spent under budget. Signed card and showed gifts.

9. AOB

Meeting Closed at 21.42