

THE HOLLY LODGE ESTATE

**NOTICE IS HEREBY GIVEN THAT THE
HALF-YEARLY MEETING OF PLOT OWNERS
ON THE HOLLY LODGE ESTATE
WILL BE HELD AT THE COMMUNITY CENTRE
30 MAKEPEACE AVENUE ON
WEDNESDAY 2nd NOVEMBER 2016 AT 8.00 P.M.**

**YOU ARE CORDIALLY INVITED TO ATTEND
DRINKS AND SNACKS FROM 7:30**

AGENDA

1. Minutes of the Annual General Meeting held on 27 April 2016
2. Matters arising from the Minutes
3. Review and plans including the Chairman's Statement and the Estate Maintenance Fund
4. Estate security status
5. Any other business

NOTES

No plot owner or his/her representative shall be entitled to attend if the Rent Charge payable in respect of his/her plot is in arrears and unpaid.

Incl:

- Minutes from 27th April 2016
- Chairman's Statement

MINUTES OF PLOT-OWNERS' ANNUAL GENERAL MEETING

Attendees: Peter Wesley Chairman/Trustee, Martin Narraway Trustee, George Donaldson Secretary, Emma Jay, Li Weinreich, Robert Morgan, Daniel Virgili Accountant, Barbara Wheatley Estate Manager, + 44 Plot Owners

Apologies: Peter Jacobs, Dominique Florin, Darren Lennard + 3 Plot Owners

Venue: Holly Lodge Estate Community Centre

Time: 20.00 Wednesday 27th April 2016

- 1. Minutes of the half yearly plot-owners meeting** dated 11th November 2015 were discussed & approved - no amendments and were duly signed. Proposed by Pippa Rothenburg; seconded by Olive Gatenby.
- 2. Matters arising from the minutes** will be dealt with in AOB.
- 3. Election of committee.** All members except Trustees, standing for re-election. No objections to group re-election. Peter Wesley, George Donaldson, Peter Jacobs, Martin Narraway, Dominique Florin, Li Weinreich, Emma Jay, Robert Morgan & Darren Lennard duly re-elected.
- 4. Chairman's Statement** was delivered by PW. Circulated to all plot-owners on the Estate and can be found on www.hle.org.uk.
- 5. Presentation of Estate Accounts for the year ending 30th November 2015.** Estate income was £409k compared to £399k for the prior year. This represents a 2% increase in income even though The Estate's exceptional income from contractors in 2014/5 reduced by £34k. This was more than offset by an increase of £40k from EMF received mainly from LB Camden for their share of road resurfacing expenditure. The Estate received £168k from Plot-owners' EMF payments and £152k from LB Camden.
The Committee invested £360k directly into Estate maintenance and assets compared to £238k last year.
The Estate has over £500k in net funds in the bank that will be sufficient to pay for the Estate's share of planned maintenance and restoration of the Common Parts of the estate (roads, paths, trees, steps, gates, railings, fences, verges, staff accommodation, ornamental gardens, flower beds, drains, sewers and so forth).
A question was raised from the floor about the plans for the £500k in the bank and could some of this be used to address security issues. PW explained that the Committee is mindful of the potentially unstable situation regarding EMF income and has agreed to keep 2 year operating expenses on reserve.
Adoption of accounts proposed by Mark Rogers; seconded by Bob Rothenburg. Accounts adopted.
- 6. Estate Security.** PW -The estate has been active recently on the issue of estate security, burglaries and anti-social behaviour (ASB). HLEC recognises that there is a problem, but the question is how big a problem is it? Some people feel it's an extremely urgent problem and some less so and some feel very strongly they do not want to live in a surveillance society putting CCTV in.
Jay Stuart, Makepeace Avenue resident and NHW coordinator was asked to say a few words to open up the discussion on security and what we do about it. He encouraged residents to protect their own plots by installing CCTV and an alarm system. He also reiterated the importance of calling 101 whenever any suspicious behaviour or ASB is noticed. The police can see patterns and will task their patrols according to the number of 101 calls they get, even if you don't think they can do anything about that incident.
Ian Whittaker, a Holly Lodge Gardens resident and NHW co-ordinator spoke to explain the issues as they are seen at the top of the estate.
Firstly, ASB: cars parking at top of Hillway, drinking, drug taking, making a noise and nuisance. Residents have been taking note of the registration numbers and police have followed up on many of these.
Secondly, possible drug dealing has been an issue. The police have taken action with sniffer dogs and there haven't been sightings of dealing recently.
Thirdly, burglaries. Ian's understanding is that in the past 12 months 20% of houses on HLG have been burgled.

NHW coordinators have been working together to gather and share information. Jay Stuart ran through some of the things residents can do to help themselves. SmartWater is a technology that can be used on your property and possessions and has a unique code linked to you so property can be returned and suspects can be swabbed for evidence of it. There is a substantial discount for members of a NHW group. Details can be obtained from your NHW coordinator. Police advise that signs up on homes and on the wider Estate are a great deterrent to burglars. Neighbourhood Watch groups are also a good way of sharing information quickly and he encouraged everyone to join. The NHW signs are a benefit too both on house windows and lamp posts. Surveillance measures that could be considered in the first instance would be Automatic Number Plate Recognition (ANPR) cameras. These are much less intrusive than CCTV cameras. Emma Jay spoke about the costs implications of installing CCTV, Security Patrols and/or ANPR cameras, notwithstanding residents' views and the considerations about the Committee's remit to spend Estate funds on security. Security Patrols - advice is that to effectively patrol an estate of this size we would need a minimum of 2 men with dogs and that this would not necessarily guarantee protection from burglaries. The patrols work well on ASB. The approximate cost for 2 patrolmen 365 nights a year would be £122,000 per year and would not guarantee to be effective against burglaries. Comments were made that security patrols would at least provide a visible deterrent and an element of uncertainty for burglars and need not be on duty every night. Concerns were raised about privacy issues around ANPR and CCTV cameras and how these would be managed practically. We were reminded that the ASB and burglaries are two different problems and should be approached differently. Lighting in the parks was suggested as an immediate response to the ASB in that area. It was concluded that a proper investigation with costings of all the suggestions be made by HLEC, fully supported by evidence and legal advice, then a recommendation be made and that a full consultation of all residents be considered.

7. AOB & Matters Arising.

Concern was voiced about an increase in litter on the Estate of late. It appears it is linked in the main to the ASB and is removed every morning.

Request made that the white lines at bottom of Hillway in the 2 hour -zone be redone as they are fading. Also the redundant disabled bays be burnt off.

A question was asked about the leak outside 26 Hillway. MN and BW explained that this is caused by spring water rising to the surface and is work in progress. Thames Water and a consultant storm water management company have been involved and a solution will be put in place shortly.

Cigarette smoking at the bottom of Hillway plus the discarded butts was brought up. BW has been meeting with Tesco's & Gail's management to try to put a stop to their staff using that corner. We will continue to monitor this and put in place appropriate solutions if needed.

Commercial vehicles are being seen on the Estate a lot more now at the weekends and in the evenings. BW to remind contractors of permitted hours and brief MET Parking Services.

Barbara Smith gave a brief update on the Community Centre. Monies have been secured from LBC and the main hall and kitchen have been refurbished. Monday Lunch Clubs will be starting from May 9th and are open to all. Room hire will be promoted and the hope is that the Centre will be self-funding because LBC are going to start to charge rent.

PW congratulated BS on all the hard work she has done in refurbishing the Community Centre.

The committee was thanked and applauded for all their hard work

Meeting closed 21.45

PLOT-OWNERS' HALF-YEARLY GENERAL MEETING
2ND NOVEMBER 2016

CHAIRMAN'S STATEMENT

Plot-owners are invited to review the Estate's financial forecast for year ending 30th November 2016 and the financial plan for the three following years. The forecasts will be available at the meeting on November 2nd as hard copies.

For the purpose of clarity I have rounded numbers up or down to the nearest thousand (£1,000 = £1k).

Financial Overview

First I would like to bring you up to date with the status of the financial issues we have with the London Borough of Camden (LB Camden). For the benefit of new Plot-owners, the issues arose because four years ago LB Camden unilaterally changed the payment formula that had been used for the previous 34 years to calculate their share of costs of maintenance of the Estate's Common Parts. In doing so they reduced their contribution to the 2011/2012 costs of maintenance of the Common Parts of the Estate and this resulted in a reduced contribution of £34,000 for that year.

Income

Since then LB Camden has contributed 46% of Estate maintenance costs and has settled all invoices presented to them by HLEC for their share of the costs. The next invoice for their 2016/2017 contribution to EMF will be dispatched to Camden in December.

How much, whether and when Camden pay our invoices in the future is the Estate's biggest single financial uncertainty and will remain so until a new long term payment formula is agreed.

Unbudgeted contractors' licence income was £55K. We anticipate minimal income from contractors in 2016/2017 as refurbishment of the flats is due to be completed in Q1 2017.

Due to the strength of the Estate's cash position and prudent management of costs, the Committee proposes to reduce EMF from £650pa to £600pa starting in 2016/2017. A late-payment charge of £25 will be introduced should EMF payment not be received within 30 days (£50 for twice yearly late payers). This means that having held EMF stable at £650pa for the last three years, the EMF annual charge to plot-owners who pay on time will be reduced by £50pa to £600pa.

Expenditure and Balance Sheet

Estate finances continue to be prudently managed. The Committee believes the Estate to be fully funded to undertake its planned maintenance programme and it has also accumulated sufficient contingency funds to draw on in the event of unforeseen costs arising.

At the time of writing the Estate is undertaking necessary maintenance involving resurfacing of some footpaths, maintaining the park and ornamental gardens, resolving drainage problems on some verges and replacing trees. Replacement trees will be planted on six sites during the winter.

2015/16 Forecast Variances

Overall HLEC invested £288k in maintaining the Estate. In total this is about £25k less than forecast as we spent less on small projects and asset purchases, this was partially offset by higher expenditure on the resurfacing works.

- Major projects including resurfacing of paths and improving drainage will be £70k, £10k more than forecast.
- Legal and professional fees were £6k less than forecast.
- Asset purchases were £5k less than forecast.
- Small projects are forecast to be £13k less than forecast.
- Manager's fees are £4k higher than forecast due to the greater amount of time spent in bringing the Estate's procedures up to date and to comply with legal obligations, as well as time involved in chasing slow payers.
- Other smaller items make up the balance.

Estate Security

Historically security of the Estate has been a matter for the police, local authorities and plot-owners. However the profile of this topic has been raised in particular by residents of Holly Lodge Gardens, the top of Hillway and Langbourne Avenue.

HLEC has supported initiatives by plot-owners and the police to address plot-owners' concerns, including keeping up to date statistics of criminal activity on the Estate and communicating with residents through the medium of newsletters and by directly talking to the police.

As part of that support HLEC commissioned a report on the Estate's security from an independent consultant who is studying with the Jill Dando Institute of Security and Crime Science. The Committee should receive that report in November or December.

Overall

The Estate has visibly benefited from new and upgraded plantings and as a result it remains one of the most attractive places to live in London.

Thanks go to our foreman, Gerry, and his team who have done an excellent job maintaining the Estate.

I am delighted to inform you that we have made an offer of employment, subject to receiving satisfactory references, to Dean Ullah as an Estate General Maintenance Operative and permanent member of Gerry's team. Dean is well known to many residents of the Estate having worked here over the last year as a temporary gardener.

Also I'd like to mention how much we rely on and appreciate the excellent work of Barbara our Estate Manager and Daniel our Accountant.

And of course I'd like to express my sincere thanks to my fellow Committee members whose wisdom, intelligence, expertise and hard work are invaluable to the Estate's strategic development and smooth running.

Peter Wesley
Chairman
Holly Lodge Estate Committee.
14th October 2016