

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 12th JANUARY 2016

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

Apologies: Emma Jay, Dominique Florin, Darren Lennard, Peter Jacobs Trustee

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 12th January 2016

AGENDA ITEM

1. Committee Issues

- a. Approval of Minutes – December 8th Approved and signed by PW with an amendment to the title.

2. Health & Safety

- a. LTA's, Accidents, Near Misses Nothing to report.
- b. HLEC Contractors Wassells.
- c. Contractors Information Pack- Rev 10 for formal approval Approved with a small addition of barrier opening hours on the map appendix.

3. Finance

- a. Bank Accounts We have a new Relationship Advisor at Barclays. Amount protected in any account reduced to £75k. PJ to ask DV to look again at opening another account to protect our savings including peer to peer accounts – must be a protected account whether by government or insurance scheme
BW has set up a pre-paid MasterCard with FairFX so can now purchase goods online, pay skip collections etc using Estate funds. See report for full figures.
- b. Annual EMF payments A good few more DDs have been set up. BW to chase outstanding payees.
- c. Camden EMF - status Invoice has gone to them. No reason to think it will not be paid.
- d. Expense Report (act v bud) PJ to ask DV to prepare a quarterly report. PW has a couple of people that may step in to help DV with reports if needed.
- e. Financial Security: Barclays.net update New account set up and being used successfully. DV & BW have met to discuss procedures for setting up payments and authorisations which have to be done by 19.30 that same day. DV will now work for HLEC on Mondays so he can liaise with BW.

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4. Insurance

- a. Update Nothing to report.

5. Operations

- a. Estate Manager's report /forecast
See report.
Discussion about leak outside 26HW and what action we will take. Agreed to look at it again once the wet weather has abated and we have done the dye test. Possibly a French drain could be installed.
- b. Staff – GH Islington parking permit
HLEC require Gerry to take the truck home so he can be on call and he needs an Islington parking permit. HLEC agreed to pay the annual parking permit of £246.
- c. Skips
1 on BA plus Keepmoat one on MM.
- d. Update on trees
Wassells are due in w/b 25th January to undertake all the works highlighted on last walk around plus planting of Sorbus o/s 15 MA. RM reported a tree in the large park that looked fire damaged or diseased in some way. It was looked at during the audit but BW will ask Wassells to look at it again.

6. Parking

- a. General update/MET report
See reports. Question arose about peaks and troughs in tickets issued. It is a normal pattern due to holidays. Discussion about commercial vehicles. Agreed that we continue to disallow permits for them.
- b. Camper vans, size restrictions
3,500Kg/5.00m length
Agreed that no vehicle over 3.5 tonnes &/or 5.5 m in length will be allowed to park on Estate after hours.

7. Projects

- a. HLEC Projects
 - i. Roads & Footpaths
MN, GD, GH & BW to do walk around 9th February to plan next phase of upgrades.
- b. Plot-Owners Projects
 - i. Applications / Approvals
Nothing to report.
- c. Non Plot-Owners
 - i. Camden Phase 2B (MP)
Contractors are aiming to finish the piling and concrete pours by the third week of January. The large skip and conveyor belt will be removed and the hoarding will be pushed back to their boundary thereby opening up the footpath again. Contractors will still require a smaller skip to be sited there.
We will need to look at the alleged trip hazard by the pedestrian gate before we open the path up to the public

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and if necessary reinstate the surface

- ii. Community Centre lift refurb

Works have been completed and all have left site.

7. Communications

- a. Newsletter
- b. Website

Next one planned to go out at end of January.
Continues to be updated.

8. Miscellaneous

- a. Estate security situation and matters arising – CCTV on top of Hillway?

No reports to manager of ASB but are aware that incidents have been taking place, particularly outside 99 HW. 2 burglaries in past month on Hillway. Discussion about CCTV at the top of Hillway in order to be able to capture registration numbers of offending cars so we can inform the police. Last year the Police did visit offenders we had identified and things did quieten down for a while. The issue now appears to be that residents cannot see the registration nos so CCTV could potentially help that. Agreed that MN will research options and costs in order to bring to the AGM if deemed necessary. PW has a neighbour that might be interested in setting up a MA NHW and then promoting the idea across the Estate.

- b. Summer Party 2016

PW has emailed last year's team to start the plans for this year.

- c. Strategic Plan

PW suggested that we may want to consider the roll of HLEC and its wider remit. What are we trying to achieve? What are the boundaries? PW will ask for volunteers to set up a working party/subcommittee to explore.

- d. Estate agent boards

Allowed for 2 weeks only....position will be investigated.

- e. Reinstating white posts on corners

Due to increasing damage to the verges BW suggested that we put up white posts, as seen in old photos of the estate, in the worst areas. Agreed that wooden bollards can be tried in a couple of areas or re profiling of certain corners on crossovers.

9. AOB

Dogs muzzled?

Following a vicious attack on a dog recently in the bottom park BW asked committee if it should consider requiring all dogs to be muzzled. Agreed that any dog known to be dangerous has to be muzzled anyhow by law so no need to ask all dog owners to do so.

BW Holiday March 8th Committee meeting

BW notified committee that she will be away for the March meeting.

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Neighbourhood Forum update

MN. Attended the Highgate Neighbourhood Ward meeting, 3 additional projects (community notice boards, community gardening equipment & toilet by Parliament Hill bus stand) added to list of projects that were being put forward to residents worthy of receiving any CIL (estimated to be £40K by 2018). Only 5 will go forward. No representative from the HLE Community Centre attended. Most of Committee have already voted.

Dates for AGM & CAAC meeting

BW to identify 2 consecutive Wednesdays in April and check with committee.

Estate signage

Following legal advice about the wording on our signs PW has been looking at suggested texts for new parking signs. We will revisit this at the next meeting. PW will circulate ideas to committee. BW to check out costings with MET. MN will find alternative costings from a contact of his.

Visitors/carers parking in 2 hour zone

Brief discussion about carers being able to park in 2 hour zone. Will revisit.

Meeting Closed 21.30