

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES FOR MEETING ON TUESDAY 9th FEBRUARY 2016

Attendees: Peter Wesley Trustee/Chair, Martin Narraway Trustee, Peter Jacobs Trustee, George Donaldson Hon Secretary, Emma Jay, Barbara Wheatley Estate Manager.

Apologies: Dominique Florin, Darren Lennard, Li Weinreich, Robert Morgan.

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 9th February 2016

AGENDA ITEM

1. Committee Issues

- a. Approval of Minutes – January 12th Approved and signed

2. Health & Safety

- a. LTA's, Accidents, Near Misses Nil to report.
b. HLEC Contractors Wassalls and Praetorian Security Guards.

3. Finance

- a. Bank Accounts See report. MM invoice to raise invoice for latest parking suspensions.
MN to send figures to BW.
b. Annual EMF payments BW to discuss with DV and chase debtors.
c. Camden EMF - status Paid up to date.
d. Expense Report (act v bud) Produced quarterly – due end of February.

4. Insurance

- a. Update BW looking at adding herself to the truck insurance. Will report back with prices etc.

5. Operations

- a. Estate Manager's report /forecast See report. Good start to the year, staff motivated and general maintenance proceeding well prior to start of mowing season. Move lamp post in top garden to bed by yard gate, with power supply to light footpath.
b. Staff SF continues his RHA course and is currently sitting exams. GH completed a Street Works course and is now qualified to undertake road works. SL has put his driving theory test on hold until March when he will try again. Check with DV whether we can put training courses against tax.
c. Skips 1 on LA to rear of 26HW, 1 on MM works.
d. Update on trees – Leyland Cypress in LA Old beech in bottom park that has an incompatible graft is being closely monitored by Wassalls. Camden tree officer said that if and

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when we ask for it to come down there would not be any objection. Large cedar is doing well at the moment but may be susceptible to a large snow fall. Discussion about planting 2 or 3 trees in the park – cedars and beech. BW suggested that we may consider putting a small play area in the park to encourage the park to be used more. Highgate Neighbourhood Forum have asked to plant some trees on the estate. MN will give PJ the contact details. Strategic plan to be drawn up for future of park. Committee will meet on site to discuss. LA Leylandii were inspected last week with the Camden tree officer. Sample results from the western most tree outside 32LA have come back from the Forestry Commission as negative, so it is not disease that is causing the die back. The Camden officer felt that it was environmental – compacted soil, outgrowing its situation and coming to the end of its life. He would be sympathetic to an application to remove. Application will be made to LBC to fell the western most one. Care must be taken over how we notify the residents which we must do before the LBC consultation letters come out. A replacement 'avenue' tree will be placed on the verge directly outside 32 LA.

e. Grass verges

The verges continue to be damaged. GD & PW will talk to the resident 2 OA and we will perhaps trial a temporary bollard there. Also trial outside 23 OA, driveway to 10BA & MM crossover. White line to be put opposite turning bay on OA.

Verges on the 4 corners of LA & HW will need grading and a soak away placed outside 26 HW to capture the spring water that drains onto the footpath. To be revisited.

6. Parking

a. General update/MET report

Persistent parking of white commercial van on HW reported. MET report 6 tickets have been issued so far and court proceedings will be started in due course.

White lines continue to be parked across, especially at the bottom of Hillway in 2 hour zone. EJ to contact BW with offending car details and will call MET to ticket.

Discussion about re doing the parking count at the bottom of Hillway. To do again second week of March.

b. Bottom of Hillway

Bottom of Hillway beds are being churned up where car drivers get out of their cars and walk on the edge of the beds in front of the bollards. Suggestion made that we hard cover this section of grass with sets or Grassguard Permeable Paving or similar.

Discussion about replicating the western footpath opposite on the eastern side. Agreed that we would place a path there as a desire line is being created over the grass or people are having to walk around into Swains Lane traffic. It will not reduce parking availability significantly. EJ will let nearest neighbour at 1HW know. BW/GH to produce a plan and costings to be presented at next meeting for final decisions on materials etc.

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7. Projects

a. HLEC Projects

i. Roads & Footpaths

Survey done 9th Feb. Headlines are that the roads are in good order and won't need any immediate work. Paths on the whole are OK but some works will be planned to address worst patches and for aesthetic reasons. MN/GD will report fully next meeting. It was agreed that repair to footpaths would be specified to a sufficiently high standard to meet the normal needs of disabled and partially sighted people.

ii. Avenue Gate Mods

Regarding the desire lines being created on the northern verge of LA and Hillway - MN has put forward a proposal to modify the vehicular gate to allow bikes, mopeds etc to enter on the road and thereby negate the temptation to enter through the pedestrian gates and ride along the footpath & across the grass. He suggests that we do this also on the HLM/SL, MM/SL & LA/SL gates where similar desire lines are being created. Agreed it was a good idea. MN to present costings & logistics at next meeting.

iii. Top garden gate piers

Uppermost pier has been identified as having shallow footings and will need repairing in order to strengthen it. Discussion about underpinning by inserting reinforcement rods at the base into the ground or rebuilding the pier. Agreed rebuilding is the best way forward. Gates are permanently locked and piers are safe whilst the gates remain closed. Not a priority for now. Building repairs will be budgetted and scheduled for 2016/17 BW to get quotes for rebuilding.

b. Plot-Owners Projects

i. Applications / Approvals

None.

c. Non Plot-Owners

i. Camden Phase 2B (MP) 25-36, 37-48 & 65-80 Langbourne Mansions. 211-228, 244-270 & 377-398 Holly Lodge Mansions.

Refurbishment works have started again on the blocks. All works are in relation to repairs and refurbishment of the communal areas and expect to continue until end July.

ii. Makepeace Mansions Keepmoat works.

Contractors intend to remove half of the hoarding thereby opening up a few more parking spaces. Large skip and conveyors will be removed this month. Grass verge will be handed back to us for reinstatement. BW to measure out and prepare invoice – quote has been given.

7. Communications

a. Newsletter – Advertising residents' events.

EJ asked about adding a notice advertising a local film club. Agreed a quarter page can be given to promote local community events and activities.

Larger notice board for outside Tesco's discussed for community use. Would need permission from Tesco.

b. Website

Continues to be updated.

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8. Miscellaneous

- a. Estate security situation and matters arising from last meeting – CCTV?

5 Neighbourhood Watches have now been set up or are in the process of being set up – LA Mary Selfe, MA Jay Stuart, OA George Donaldson, Top HW Lucy Begg, HLG Ian Whittaker. BW to approach other residents for the remaining sections.

Meeting of NHW coordinators was held recently with PC John Hounsell attending. Information was shared and a plan of action was agreed on how to further the support across the estate. CCTV was discussed and police advised that it was better for each household to have their own CCTV if they wished. Estate cameras would only be able to capture the roads and would not yield anything of great use. HLEC discussed ANPR cameras at both entrances.

Questionnaire canvassing resident's views on security measures was agreed should be put on hold for now until we see how the NHW campaign works. Security Patrol has a large area to cover and cannot patrol back gardens. It worked well to move ASB off the Estate.

Agreed that the contingency should continue for use in exceptional circumstances as short bursts of patrolling may be appropriate in certain circumstances. Acknowledged that there has been a huge increase in engagement across the estate and with the police so continue as we are for now until we see how the NHWs go and promote the idea of security measures on individual residences – CCTV, alarms, PIR lights etc. PW will contact local security businesses to see if any discounts can be organised for residents. Joint message from Chair and Police to go in newsletter promoting these ideas – PW to draft.

- b. Summer Party 2016

Plans going well. EJ agreed to MC again.

- c. Strategic Plan

To be revisited.

- d. Estate signage

PW has produced draft texts for new parking signs so we are covered legally. PW will circulate the drafts. Costings to be obtained – PW & MN

- e. Estate agent boards

After legal advice HLEC agreed to follow LBC's guidelines. Boards may be erected (1 per plot) but must be removed within 14 days of sale or let.

9. AOB

Original lamp post in the top garden

It is planned to move the old lamp post from the centre of the garden down to the new bed by the yard gate and install power to it so it can illuminate the path. It will be refurbished at the same time.

Meeting closed at 22.10