

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 10th MAY 2016

Attendees: Peter Wesley Chair & Trustee, Dominique Florin Vice Chair, Peter Jacobs Trustee, Martin Narraway Trustee, George Donaldson Secretary, Li Weinreich, Emma Jay, Darren Lennard, Robert Morgan, Barbara Wheatley Manager

Apologies:

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 10th May 2016

AGENDA ITEM

1. Committee Issues

- a. Declaration of business interests
Agreed to declare interests formally on an annual basis and interests can be declared at each meeting if relevant issues arise. Majority of disclosable interests forms completed.

- b. Appointment of Officers
Voted unanimously in support of current Trustees remaining in post: Peter Wesley, Martin Narraway & Peter Jacobs.
Officers appointed as follows:
Peter Wesley HLEC Chair, Prop: MN. Sec: DF
Dominique Florin HLEC Vice Chair, Prop: GD. Sec: PJ
Peter Jacobs HLEC Treasurer, Prop: DL. Sec: DF
George Donaldson HLEC Hon Secretary, Prop: PW. Sec: MN
Committee Members:
Li Weinreich, Emma Jay, Darren Lennard & Robert Morgan.

- c. Approval of Minutes – March 8th and April 12th
Both sets of minutes approved and signed.

2. Health & Safety

- a. LTA's, Accidents, Near Misses
Near miss on LM gate where closer failed thereby snapping shut sharply. Was reported evening of 20/4/16 and removed first thing 21/4/16.

- b. HLEC Contractors
Wassells tree surgeons were on site this month.

3. Finance

- a. Bank Accounts
See report.

- b. Annual EMF payments
See outstanding list. BW to chase those still outstanding plus statutory £2.50 non payers including those who traditionally have contributed more.

- c. Camden EMF - status
Nothing outstanding. Discussion about our relationship with LBC who pay a share of our Capex and Opex costs based on the budget approved each November at the Plot Owners' half yearly meeting.

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- d. Expense Report (act v bud) Quarterly report due next month.
- 4. Insurance**
 - a. Update Nothing to report
- 5. Operations**
 - a. Estate Manager's report /forecast See report. GD asked about dog fouling in the park. BW explained that since moving the dog bins it does not seem to be such a problem at the moment.
 - b. Staff – see Manager's report
 - i. 5% pensions
The government pension scheme started for us this month and we statutorily have to pay 1% for each member of staff. BW explained that we are contractually bound to contribute 5% pension for GH & SF. We are contributing the statutory 1% for SL until such time as he moves on to a permanent contract when he will be entitled to the same 5% as the rest of the staff.
London Living Wage and National Living Wage figures requested by PJ for the AGM. BW to circulate to HLEC for further discussion in respect of SL's salary.
 - c. 5 x Skips
Skips this month at rear of 10 HW on BA, 5 OA, 6 MA, 1 LA and MM Keepmoat works.
 - d. Update on trees – LM Leylandii, HLM tree planting proposal
Decision from LBC regarding LM Leylandii due this week.
Discussion about planting more trees in the lower park. Wassell's view is that we could plant 2 new cedars and 1 copper beech without them being overshadowed or getting in the way of the existing trees. These would leave us with established trees in place for when we eventually lose the large cedar and beech. BW suggested that HLM should have some avenue trees planted along it as this is the only avenue without trees. Agreed BW write to the Tenants and Residents Association to ask for their views.
 - e. Procurement Policy & PO Terms for approval
Agreed to conduct periodic retendering in order to keep a check on long term contractors' rates. Discussion about £1,000 threshold to qualify for going out to tender. Considered too low, but agreed to leave it at £1,000 and will review it again in a year. Both documents approved subject to the lawyer looking over the Terms & Conditions.
- 6. Estate Security**
 - a. Review of current situation
Comments from lawyer handed out. Broadly speaking HLEC can do as they wish providing an EGM is held and a proper motion is put down and voted for. However, he advises that the tighter our budgets are the more we are tied into spending the monies on those specific items.
The ±£509,000 on account is to cover future expenditure on roads and footpaths, large unexpected projects, failure of LBC to

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pay plus a 2 year buffer for opex costs and is therefore pre-allocated. DL asked whether we can raise separate funds for other projects such as security. PW's understanding is that the Committee can if it calls an EGM with a proper motion and the majority of plot-owners at the EGM agree. EJ and others think that any extraordinary expenditure would need a more inclusive referendum among all residents of the Estate

b. Next step

In our thinking we must separate ASB from the burglaries. ASB is something we may be able to deter if we are prepared to invest in the heavy costs that would probably be involved. Crime is a bigger issue for most residents and it is important that we make the right decisions based on facts and objective analysis. To that end EJ has engaged the services of the Jill Dando Institute of Security and Crime Science and along with the support from our Safer Neighbourhood Policing Team she aims to answer a series of questions about crime MOs, statistics etc and thereby inform the most effective solutions. However, it is difficult to separate out the crime statistics for HLE from the neighbouring areas because the MET police have 3 sub wards that overlap the Estate. The Jill Dando Institute has posed a series of questions about MOs etc and once we have this information we can put a paper together and then if agreed we will be in a position to call a referendum based on the facts and costs.

It was agreed that we do have to do something as soon as possible to address these issues.

Discussion about who can view the Crime Log. Concerns about the robustness of the information as the log is put together from resident's reports. The police are involved in checking our data. Data protection issues discussed and it was agreed that we won't share this at the moment.

Heated discussion about engaging the patrol for the Bank Holiday weekend following recent incidents of ASB. It must be made clear that this is to deter ASB only as advice has been that 1 patrol is not enough to cover the whole Estate to deter burglars. Vote was taken - 6 for, 3 against. BW to engage 1 mobile patrol with a dog for 4 days.

In summary it was agreed that:

- Await results from Jill Dando institute.
- Temporary barriers placed at the top of Hillway.
- Engage the Security Patrol for the long Bank Holiday weekend.
- Continue to support and facilitate the setting up of NHWs.
- The erection of NHW signs across Estate subject to agreeing quantity and locations.
- Continue to support & encourage the use of Smart Water and the erection of signage subject to agreeing quantity and locations.

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- MN, with HLG residents, will investigate the feasibility of lighting in the park.
- A special newsletter will be circulated to the whole Estate.

7. Parking

- a. General update/MET report Nothing out of the usual to report.

8. Projects

- a. HLEC Projects
- i. Roads & Footpaths MN is working on the specification.
 - ii. Cycle paths Discussion about our liability if we put in surfaced ramps. London Cycling Campaign indicated that a 1 in 12 slope is best practice but we should look up the guidelines. Disclaimer signs were recommended by Towergate. Explore this with the lawyer.
 - iii. Soakaway o/s 26HW Quotes being sought to install EcoBlock soakaway system.
- b. Plot-Owners Projects
- i. Applications/Approvals 51 HW approval for single storey rear extension.
- c. Non Plot-Owners
- i. Makepeace, Langbourne & Holly Lodge Mansions Works continuing with little or no impact on us.
 - ii. Makepeace Mansions Keepmoat Works being reduced but will still be on site until Sept.
 - iii. UKPN on site Working at rear of Community Centre – no impact to Estate.

9. Communications

- a. Newsletter One due to go out soon.
- b. Website Continues to be updated.

10. Miscellaneous

- a. Summer Party 2016 All plans on course. Unanimous vote to invite the 3 LBC councillors - BW to action. SNT police are coming.
- b. HLEC Strategy Next Steps? Further to the strategy meeting last month GD prepared a comprehensive document covering the thoughts and wishes expressed. It was agreed that no formal process or policy need be undertaken. Sufficient that we have had the discussion and this will remain as an internal document.
- c. Lower Park plans BW to explore outside agencies for advice.
- d. Estate signage update PW & BW to progress.

