

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 14th JUNE 2016

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

Apologies: Darren Lennard

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 14th June 2016

AGENDA ITEM

1. Committee Issues

- a. Declaration of business interests
Agreed that the register we now hold will be sufficient and this item can be removed from the agenda. Any new conflicts arising during meetings can be declared if needed. Register will be updated each year.

- b. Approval of Minutes – May 10th
Approved and signed by PW.

2. Health & Safety

- a. LTAs, Accidents, Near Misses
Nothing to report.
- b. HLEC Contractors
Wassells were on the Estate several times this month.

3. Finance

- a. Bank Accounts
We now have £645k in the bank, not very different from the end-April situation.

- b. Annual EMF payments
BW still chasing the few that remain outstanding.
- c. Camden EMF - status
Up to date.
- d. Expense Report (act v bud)
It was noted that revenue was, and was at year end forecast to be, up due to the income from contractor's licences (£50k versus ££20k budgeted). Expenditure was also to date better than budgeted. It was noted that trees represented £6,588 Of the £17,411 spent on trees/gardens (vs a budget of £10k), gardens £10,823, but that some of the latter ought probably to be 4-allocated to 'small projects'. Barbara and Peter J would meet with Daniel on his return from Italy to review the ytd. and second 6 month's figures respectively and PJ would then re-issue the 6 month's analysis.

4. Insurance

- a. Update
Discussion about third party cover for artistes and caterers

at the summer party. BW to clarify what exactly required with Towergate.

5. Operations

- a. Estate Manager's report /forecast See report.
- b. Skips 4 x skips on Estate - 15 BA, 26 OA, 1 LA and MM Keepmoat works.
- c. Update on trees
LA Leylandii was taken down on June 9th. No issues – all went to plan. Awaiting list of replacement trees from LBC tree officer – and will consult with neighbours then plant in the autumn.
Scarlet Oak in ornamental garden is declining with many limbs holding dead wood. Wassells set to come in and remove the dead wood – continue to monitor.
Wassells have given us a birch sapling – cancelled order from another job – which we plan to plant next to the Scarlet Oak where the old birch was removed so it will be established when and if the Scarlet Oak has to come down.
Tree outside 26 OA dead branch needs removing.
- d. Procurement Policy & PO Terms for approval - update Terms have been sent to the solicitor for his comments. MN & PW seeing solicitor on 22nd June for feedback amongst other things. BW to join meeting.

6. Estate Security

- a. Review of current situation
Information and answers to our questions have been received from the Police and have been forwarded to the Jill Dando Institute for their analysis. We await their report though initial discussions with them have highlighted lack of lighting in the parks and cul-de-sacs being particularly vulnerable to crime as they are quiet and do not have through traffic which deters criminals. We must bear in mind that we continue to be classed as a low crime area. Cars that had been used in burglaries were stolen so ANPR cameras would not be effective. A third of burglaries happened during the day time so a night time patrol would not help.
Feedback from recent NHW meeting in which a concern was raised about the last two weeks in August being a prime holiday time with many houses, especially Langbourne Ave, being empty and vulnerable. Committee feel that this should be a matter for the residents to sort between themselves with alarms, CCTV, neighbours having keys etc.
Discussion about bollards currently being placed each night at the top of Hillway – how long do we continue with this? Agreed that we continue for a month and review.
- b. Next step We await the Jill Dando report and will look into

employing an independent consultant to assess the Estate in the light of the report and make recommendations.
Move PIR light over path to lower park so that it covers the RG lane.

c. Park policy

Discussion about use of park and the reported ASB in the parks. Are large gatherings allowed? Is alcohol allowed? Can park be used after dark? How do we police these By-Laws? By-Laws should be standardised on signs, website, Green booklet etc. Signs should be made more visible. BW to advise local residents to call the Police on 101 if there are any disturbances in the parks, and also let us know so we can log it.
LBC has a service that will come out to move on ASB. Committee to investigate.
Suggestions will be sought from Committee on what the By-Law signs should include. BW to circulate current sign. This topic will be revisited.

7. Parking

a. General update/MET report

See reports. We are proposing to remove the 10 minute grace period prior to ticketing in the 2 hour zone, thereby stopping builders and shoppers using the area as a car park. Bona fide residents and their visitors will have legitimate permits or notes so would be unaffected. The sign there states 'permit holders only' in quite small writing. This needs to be looked at and made more prominent. It will be included in the whole Estate sign project which PW will clarify with solicitor.

8. Projects

a. HLEC Projects

i. Roads & Footpaths

About to go out to tender.

ii. Cycle ramps

Awaiting solicitor's advice on any liability we may incur in putting in ramps, with or without signage.
BW suggested small metal or willow arches/hoops across the verge desire lines to stop cyclists riding on the grass verges. Concerns raised about these being a trip hazard. Suggested that we should try these on the kerb edge of LA/HW desire line or wait until we re profile that corner and build up a steep edge to deter cyclists or that we erect a temporary fence. Vote taken for small arches – majority against. To revisit.

iii. Soakaway o/s 26HW

Trying to find contractors to quote for fitting the eco blocks.

b. Plot-Owners Projects

i. Applications/Approvals

49 SL application for 2 story extension.

c. Non Plot-Owners

- i. Makepeace, Langbourne & Holly Lodge Mansions works.
- ii. Makepeace Mansions Keepmoat works.

Works continuing with little or no impact on us.

Works being reduced but will still be on site until Sept.

9. Communications

- a. Newsletter
- b. Website

Security newsletter went out to all residents first week of June. A general newsletter is planned for end of July.
BW continues to update.

10. Miscellaneous

- a. Summer Party 2016
- b. Lower Park plans
- c. Estate signage update

Plans all in order.

To revisit.

MN has suggested having all the signs, No Parking, Smartwater, NHW etc amalgamated onto one sign to reduce visual clutter. PW & MN meeting with solicitor next week to finalise new sign requirements.

11. AOB

- a. CC notice board by Tesco's
- b. Langbourne Ave play street plans
- c. Listowel development

LW will look out original agreement. BW to look at costs and if CC agree to pay for a larger board BW will open up discussions with Tesco.

BW to research signs for the road surface.

Building has been sold to developers.

Meeting closed 21.45