

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES ON TUESDAY 13<sup>th</sup> SEPTEMBER 2016

**Attendees:** Peter Wesley Chair & Trustee, Dominique Florin Vice Chair, Peter Jacobs Trustee, Martin Narraway Trustee, George Donaldson Secretary, Li Weinreich, Robert Morgan, Barbara Wheatley Manager, Gerry Hartigan Foreman

**Apologies:** Emma Jay, Darren Lennard

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 13th September 2016

### AGENDA ITEM

#### 1. Committee Issues

- a. Approval of Minutes – July 12<sup>th</sup> (no August meeting) Approved and signed

#### 2. Health & Safety

- a. LTA's, Accidents, Near Misses None
- b. HLEC Contractors DEF Electrics
- c. Hot tar boiler and HAV monitors Andy Wooler (H&S consultant) advised no need for BS9999 Hot Works card to use hot tar boiler. Training, method statement and risk assessments sufficient. Also advised no need for full HAV (Hand arm vibration) monitors on machinery. Keep a record of hours done each day and could use HSE ready reckoner to check not over using machinery. Keep records on file in perpetuity against any possible claims in the future.
- d. Poisonous plants register and risk assessments SF has started compiling a register of poisonous plants on the Estate then we will create a risk assessment from that.

#### 3. Finance

- a. Bank Accounts All stable. No debtors or creditors. Close Bros interest down to 1.6%. Casual staff now being enrolled on pension scheme and treated as employees on PAYE.
- b. Annual EMF payments All paid apart from a few outer residents & 2 persistent inner residents BW chasing.
- c. Camden EMF - status All up to date.
- d. Expense Report (act v bud) – quarterly report Garages all rented out now, with recently vacated 2 being taken on from October 3<sup>rd</sup>. One or two things to update but currently we are under budget by approx. £15k.
- e. Budget Process First draft of next year's budget produced. PJ asked to be given the costs of any expected projects so they can be added. Discussion about staffing levels and the possibility of engaging a 4<sup>th</sup>

man. Agreed that the costs of casual labour each year means that it is almost cost neutral employing a 4<sup>th</sup> person permanently and would bring a better set of skills and a more stable team.

Gulley sucking is expensive and agreed that we would not do it routinely every 2 years but rather keep an eye on water flows and engage when needed.

Forecast presented up to 2022.

#### 4. Insurance

a. Update – review meeting with Towergate

Policies renewed and legal online help bought. Premiums down slightly on last year.

b. RG wall and LM gates claims

RG wall knocked down recently and Langbourne Mansions double gate damaged & bent. BW obtaining quotes for repairs and will pursue with Towergate then arrange for repairs to be done ASAP.

#### 5. Operations

a. Estate Manager's report /forecast

See report

b. Staff – Staff planning for 2016/17

Unanimously agreed we would employ a 4<sup>th</sup> person. BW to offer the post to a casual labourer who has been with us since May and has an excellent attitude and set of skills – subject to a satisfactory CV and references.

c. Revised Builder's Code to approve

3 minor additions approved unanimously.

d. 2 x Skips

Currently 26 OA and MM Keepmoat works and 3 more about to come 5OA, 45HW & 3HLG.

e. Update on trees

PJ has been chasing the LBC decision on replacement tree(s) for Leylandii in Langbourne Mansions. Annual walk round/ tree audit set for 23<sup>rd</sup> September.

#### 6. Estate Security

a. Review of current situation – security stats

Reviewed crime log that was started March 2105. Much better reporting of late so difficult to extrapolate any meaningful comparisons, but crime is still very low and NHWs are working well. Discussion about communicating the ASB incidents at the top of Hillway to all the residents across the Estate so all are aware and would be more tolerant of the placing of the bollards. Agreed not to do anything until the Jill Dando Institute of Crime report comes out.

b. Next step – Security report status

Sarah Caplin, a master's student who is studying at the Jill Dando Institute of Crime Science, proposed several things, from a basic summary of the evidence, consulting with key people on the estate, and surveying all residents to gather information. Agreed that we would engage her to do the first two, but it would not be 'consulting' with residents, rather speaking to them as an information gathering exercise. It was agreed to allow her a maximum budget of £1500.

## 7. Parking

- a. General update Nothing out of the ordinary to report.
- b. Visitors' parking To revisit.

## 8. Projects

- a. HLEC Projects
  - i. Roads & Footpaths Footpath refurbishment to commence 3<sup>rd</sup> October. An extra strip on Hillway has been added to the scope at an extra cost of ±£5k.
  - ii. Soakaway o/s 26HW update Soakaway works to be done by the footpath contractors next month.
  - iii. Project suggestions for 2016/17 BW to cost up proposed projects and prioritise then give to PJ for 2017 budget.
  - iv. Vision for the Lower Park BW made some enquiries with ecology consultants, but was agreed to have a further discussion regarding the possibilities for the lower park, then we can brief the consultants accordingly.
- b. Plot-Owners Projects
  - i. Applications/Approvals No applications since 7-Jun & no approvals since May.
  - ii. Roof terrace to rear of 87 HW. Breaches planning control. LBC dealing with this.
  - iii. 45 HW New roof, repairing conservatory and having various internal works.
- c. Non Plot-Owners
  - i. Makepeace, Langbourne & Holly Lodge Mansions Works continuing with no impact on us.
  - ii. Makepeace Mansions Keepmoat Works being reduced and expect to completed by end of October
  - iii. UKPN Completing last phase of works on substation at 30 MA.

## 9. Communications

- a. Newsletter September issue sent out last week.
- b. Website Continues to be updated with news of footpaths now on front page.

## 10. Miscellaneous

- a. Estate signage update To revisit.
- b. November half yearly meeting date to agree BW to send out Doodle poll for 9<sup>th</sup> or 16<sup>th</sup> November.

## 11. AOB

Robin Grove lane drainage to investigate. Spring water erupting in the middle of the lane and is not draining away. GH to excavate the gulleys to see what we have and then BW to engage a contractor to advise.

**Meeting closed 22.15**