

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 11<sup>th</sup> OCTOBER 2016

**Attendees:** Peter Wesley Chair & Trustee, Peter Jacobs Trustee, Martin Narraway Trustee, George Donaldson Secretary, Li Weinreich, Emma Jay, Barbara Wheatley Manager

**Apologies:** Robert Morgan, Dominique Florin Vice Chair, Darren Lennard

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 11th October 2016

### AGENDA ITEM

#### 1. Committee Issues

- a. Approval of Minutes – September 13      Approved and signed

#### 2. Health & Safety

- a. LTA's, Accidents, Near Misses      Nothing to report  
b. HLEC Contractors      Bestco Surfacing Ltd

#### 3. Finance

- a. Bank Accounts      Balance is down slightly, but that is to be expected at this time of the year as we continue to spend with little income.
- b. Annual EMF payments      All but the usual few are paid up. Long discussion about level of EMF for 2016/7 and the different payment methods – cheque, BACs and DD. How can we encourage people to pay by DD as cheques and BACs cause a lot of extra work? Agreed that the EMF would be set at £600 with a £25 surcharge for late payment (2 x £25 for twice yearly payers). Remove the £10 surcharge for cheque or BACs payments. DD payers would be advantaged because their payments won't be late. so this might encourage people to use DD. Late payment deadlines would be 31<sup>st</sup> January and 30<sup>th</sup> June.  
Discussion about bringing the accounting system up to date.  
Meeting to be arranged with DV, MN, PJ & BW to move forward.
- c. Camden EMF - status      Invoice will be going out in December.
- d. Expense Report (act v bud) – quarter report      Will report on this next quarter.
- e. 2017 budget      Discussed the 2017 budget & forward plan. PJ clarified several questions. Part time staffing reduced significantly as we have now employed a 4<sup>th</sup> member of grounds staff so shouldn't require so much casual labour. Combination of pensions and inclusion of 4<sup>th</sup> person's salary increases staffing costs by approx. £15k. Agreed that reductions in scope can be made to the roads and paths refurbishments if needed in order to balance the budget in other areas.

#### 4. Insurance

- a. Update Nothing to report other than item below
  
- b. RG wall and MM gates claims BW is continuing to obtain quotes. Struggling to get written responses from contractors. BW to find a company that will take the gates off site and repair the bow as well as the crooked uprights.

#### 5. Operations

- a. Estate Manager's report /forecast See report. RG drainage issues were questioned. MN explained that we are in the process of obtaining advice and quotes from contractors and specialists. The current advice is that we install some drainage crates, piped into 2 new soak aways, clear the existing concrete drainage channels that lead to the existing soakaway chambers and suck these chambers clean. We await all advice and quotes before making a final decision.
  
- b. Staffing BW is preparing a new permanent contract for SL and it was agreed that we should include the requirement to hold a driving licence and then encourage and support him to do so but not put huge pressure on him.  
DL has been off sick for a week and as he has not yet signed his contract the question arose about whether to pay him sick leave. It was agreed that in order to foster a good long term relationship with him we would do so.
  
- c. 4 x Skips 3 HLG, 45 HW, 26 OA and MM Keepmoat works

#### 6. Estate Security

- a. Review of current situation Criminal activity is very low at the moment. No burglaries or ASB reported. One car broken into, car was left unlocked, and a suspicious man seen on LA.
  
- b. Next step – Security report status Sarah Caplin (an independent consultant working on a Masters Degree with the Jill Dando Institute of Security and Crime Science) is preparing her report at the moment and is currently interviewing several residents, staff & police to inform her report. Some people are being slow in arranging their interviews but the first draft is expected by the end of November. We will continue to encourage residents to keep their own property secure.

#### 7. Parking

- a. General update See MET reports. GD has the impression that there are fewer parking spaces available at the moment. There is still an issue with people parking illegally in the 2 hour zone and cars from further up the Estate parking at the bottom of HW. We will have to revisit this whole topic once the new MM flats become occupied. White lines may be painted in the 2 hour zone to delineate the parking area and alert people to the signs stating Permit Holders Only. MN & BW are meeting with MET to discuss.

## 8. Projects

- a. HLEC Projects
  - i. Roads & Footpaths

Footpath refurbishments are currently taking place. A few issues to be addressed on the LM banks. MN & BW to meet with Neil Whitcher. (Contractor). Surface looks blacker than we expected but have been assured that the black tarmac will wear off and will show the coloured aggregate.
  - ii. Update on Trees – incl replacement for Lelandii in LM

Walk round/audit took place last month with Wassalls and several things were identified – removals, replantings, thinning etc. PJ to prioritise the works.  
The replacement tree for the Leylandii in LM was discussed. The Camden tree officer has advised a Scots Pine or Liquidambar. Wassalls prefer a Liquidambar. Discussion about the pros and cons of each tree and how much of LM should be consulted. PJ will ask Wassalls if Scots Pine is very fast growing. Agreed that we would consult with nearest block and the plots.
- b. Plot-Owners Projects
  - i. Applications/Approvals.

6 OA has applied for planning permission for a garden building, application 2016/4941/P.
- c. Non Plot-Owners
  - i. Makepeace, Langbourne & Holly Lodge Mansions

Works continuing with no impact on us.
  - ii. Makepeace Mansions Keepmoat

Works being reduced but will still be on site until end Nov.
  - iii. UKPN.

Completing last phase of works at 30 MA.

## 9. Communications

- a. Newsletter

Newsletter went out beginning of September and letters to affected roads re footpath refurbishments are going out as the works progress through the estate.
- b. Website

Updated with footpath plans.

## 10. Miscellaneous

- a. Estate signage update

Nursery have asked if they can replace and add to the signage on their frontage. Mock ups considered and all approved. We have also given permission for a covered notice board – to be approved before installing.  
MN presented latest suggestions for simplified parking signs. Agreed we will look at this again once MN & BW have had meeting with MET Parking Services next week.  
MN is working on SmartWater and Neighbourhood Watch signs. HLG gates sign designed by MN was agreed, with a few tweaks, to go on the HWH/HLG entrance to direct drivers to the Swains Lane entrance when the barrier is down.
- b. November half yearly meeting arrangements

Chair's statement discussed.

c. Halloween arrangements

Monday 31<sup>st</sup> was agreed rather than the weekend as neither Saturday nor Sunday are Halloween. Annual gate closing will also take place in order to keep our 'private estate' status.

**11. AOB**

Blue footlights on a Hillway gateway– very bright and distracting, particularly for car drivers. Limits visibility and makes it difficult to see if there is a cyclist coming down the hill. BW will speak with the plot owner.

**Meeting closed at 22.00**