

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES ON TUESDAY 13th DECEMBER 2016

Attendees: Peter Wesley Chair & Trustee, Peter Jacobs Trustee, George Donaldson Secretary, Li Weinreich, Emma Jay, Robert Morgan, Barbara Wheatley Manager

Apologies: Martin Narraway Trustee, Dominique Florin Vice Chair, Darren Lennard

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 13th December 2016

AGENDA ITEM

1. Committee Issues

- a. Approval of Minutes –
October 11th No meeting
November Proposed GD, seconded LW. Approved and signed

2. Health & Safety

- a. LTAs, Accidents, Near Misses None
- b. HLEC Contractors Wassalls & Michael Pointer Bricklayer

3. Finance

- a. Bank Accounts See monthly finance report. £550k in bank. LBC owe £2000
- b. Annual EMF payments £4000± paid so far in cheques & BACs. DDs due on 20th December. 197 plot owners on DD currently and expect this to raise in December.
- c. Camden EMF - status Invoice prepared and will be sent shortly.
- d. Expense Report (act v bud) For the 2015/16 financial year.
Income £364k which is +£4.5k better than original forecast and +£31k better than latest budget which ties in with licences to occupy land received from LBC and contractors.
Expenditure £296k, £5k less than forecast 3 months ago and £20k less than budget.
- e. 2016/17 salaries Proposals previously circulated to HLEC were accepted.

4. Insurance

- a. RG wall and MM gates update RG damaged wall brickwork was repaired 12th Dec and the coping stones will arrive shortly. Will be put in place by our team. MM gates plus another repair to OA pedestrian gate will be done 15th Dec.
- b. RG garage claim A new query has just arisen concerning alleged tree damage to a private garage in RG. Have forwarded Towergate's details to the resident and photos to Towergate. Will let the insurance companies sort it out if the resident does indeed proceed with a claim.

5. Operations

- a. Estate Manager's report /forecast See report. PW commented on the 26 OA building works that are making a mess of the verges but it is acknowledged that considering the size of the job they are keeping things as tidy as they can and we have no reason to believe

they will not reinstate the verges etc satisfactorily.

RM asked for the last garage in RG lane to be approached about leaving barriers piled up against the garage wall. BW will follow this up.

GD asked for HLM sign post to include the Oakeshott Ave name because the emergency services have been seen on several occasions looking for a flat number with an OA address. It is not clear that HLM flats are an extension of OA. BW will arrange.

Clarification asked for regarding the recent meeting with MET Parking Services. Clarification is needed as to what constitutes a tradesman's vehicle. Several cases have gone to court and have been thrown out because there is no clear definition.

- b. 3 x Skips
6 OA, 26 OA and MM Keepmoat works. 50 HW owes 2 weeks for skip on crossover – BW chasing
- c. Tree update, plus final choice to be made for LM leylandii replacement
Following the September tree audit a schedule of works has been planned with Wassalls and will commence w/b 19th December. This will include all thinning, reduction, removal etc identified. 18 replacement trees ordered and will be planted Dec/Jan plus some new planting of Sweet Chestnuts & Limes on Hillway. LM Leylandii replacement – choice from LBC tree officer was a Scots Pine or a Liquidambar. Residents were canvassed and the majority of responders preferred the Liquidambar. This will be planted end December in the next bed to the west of the original Leylandii because the old roots there make it impossible to plant nearer.
- d. RG drainage update
BW explained that we have laid a perforated pipe from the erupting spring down the lane into the sump. It appears to be managing the water well so far but we will keep an eye on it. We have had the sumps sucked and cleaned out but should they become overwhelmed with water we have a pump that we can deploy and drain the water out into the Thames Water gully in the RG car park.

6. Estate Security

- a. Review of current situation
BW continuing to keep log of crimes reported. Things very quiet at the moment.
- b. Security report – next steps
Sarah Caplin's report on Estate Security is now out. Committee discussed its findings and conclusions at length. How to respond to it, HLEC actions arising if any, residents' concerns, how and when to circulate etc. Agreed that BW will circulate it to the NHW coordinators in the first instance with a covering letter from PW and then will send out to all residents for whom we have an email address plus put on notice boards in mansion blocks as well as a mention in the next newsletter in early January.
Also suggested that we extend the MET Parking Patrols into the night to focus on the top of HW and the ASB experienced there. BW will explore with MET.

7. Parking

- a. General update
See MET reports.
BW requested that the parking sub committee be reconstituted. Agreed and

GD, RM & LW volunteered to be a part along with Gerry, Sean & BW. White lines about to be painted in the 2 hour zone to encourage people to look at the restriction signs. MET are providing another sign for the Tesco side of the road.

Meeting took place with MET to request reduction in signs across the Estate so we can make room for SmartWater and NHW signs but there should be sufficient signs along each stretch of road so one will appear in any photograph taken of a parking infringement. Signs we have will stay. Question about maximum length of vehicles permitted to park. BW checked old minutes and it was agreed to be 5.5 metres.

8. Projects

- a. HLEC Projects
 - i. Roads & Footpaths Nothing to report currently. Next walk round will be scheduled in February.

- b. Plot-Owners Projects
 - i. Applications/Approvals.
 - 6 Oakeshott Avenue Erection of an outbuilding in the rear garden - Granted
 - 21 Hillway Replacement of windows and doors to the rear elevation with new metal framed window and sliding doors - Granted
 - 64 Hillway Demolition of existing conservatory and erection of enlarged single storey rear extension - Application.

- c. Non Plot-Owners
 - i. Makepeace, Langbourne & Holly Lodge Mansions Refurbishment works continuing with no impact on us.
 - ii. Makepeace Mansions Keepmoat Works being reduced now as coming to an end but will still be on site until end Jan. BT Openreach have requested permission to dig up footpath to install their facilities. BW is liaising with them.
 - iii. UKPN sub station Last phase of works at 30 MA being undertaken during last weeks of December.

9. Communications

- a. Newsletter No newsletter sent this month.
- b. Website Updated as and when needed.

10. Miscellaneous

- a. Estate signage update No report available as MN on holiday. Will update next meeting.

11. AOB

- LBC request for pedestrian gate stops to be fitted. Camden have requested, for H&S reasons that we fit gate stops to hold the pedestrian gates open on the entrances to Makepeace and Oakeshott Avenues & Swains Lane in order for the refuse collectors to take the large bins out safely. BW to investigate the problem further with LC contact.

- Ground anchors
Ground anchor for securing motorbike o/s 26 OA is taking up a full parking space. Agreed it should be moved across the road into the 'dead space' opposite. BW to contact bike owner and arrange for its move. Discussion about the perception we are creating designated parking spaces for certain residents. The spaces are not designated in that anyone can park over the ground anchors so not exclusively reserved.
- Avenues/Hillway junctions
- cars/vans parking on corners – extend white lines?
Will be considered at the next parking sub committee meeting.
- Accounting package
MN, DV & BW are investigating options for the creation of an accounting package that can manage EMF payments, parking permits, bulk letters etc. and are compiling a 'wish list' for the spec. Will report further.

Meeting closed 22.35