

THE HOLLY LODGE ESTATE

**NOTICE IS HEREBY GIVEN THAT THE
HALF-YEARLY MEETING OF PLOT OWNERS
ON THE HOLLY LODGE ESTATE
WILL BE HELD AT THE COMMUNITY CENTRE
30 MAKEPEACE AVENUE ON
WEDNESDAY 15th NOVEMBER 2017 AT 8.00 pm**

**YOU ARE CORDIALLY INVITED TO ATTEND
DRINKS AND SNACKS FROM 7:30 pm**

AGENDA

1. Minutes of the Annual General Meeting held on 26th April 2017
2. Matters arising from the Minutes
 - i. Electric vehicle charging point update
3. Review and plans including the Chairman's Statement, Accounts and the Estate Maintenance Fund
4. Any other business

NOTES

No plot owner or his/her representative shall be entitled to attend if the Rent Charge payable in respect of his/her plot is in arrears or unpaid.

Incl:

- Minutes from 26th April 2017
- Chairman's Statement

The Estate's financial forecasts will be available as hard copies at the meeting.

MINUTES OF PLOT-OWNERS' ANNUAL GENERAL MEETING 26th April 2017

Attendees: Peter Wesley Chairman/Trustee, Martin Narraway Trustee, Dominique Florin Vice Chair, George Donaldson Secretary, Li Weinreich, Robert Morgan, Emma Jay, Daniel Virgili Accountant, Barbara Wheatley Estate Manager + 26 Plot Owners

Apologies: Peter Jacobs Treasurer/Trustee
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Venue: Holly Lodge Estate Community Centre

Time: 20.00 Wednesday 26th April 2017
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1. Introductions

2. Election of Committee members for next 12 months

The following current members except Trustees stood for re-election. All unanimously voted in. Peter Wesley Trustee/Chairman, Dominique Florin Vice Chair, George Donaldson Secretary, Peter Jacobs Trustee/Treasurer, Martin Narraway Trustee, Li Weinreich, Emma Jay, Robert Morgan.

3. Minutes of Plot-owners' meeting 2nd November 2016 were discussed and adoption approved unanimously. Proposed by GD, seconded by Charles Orwin.

4. Matters Arising. Reminder about donations to the Community Centre

5. Chairman's Report was delivered by PW. Circulated to all plot-owners on the Estate and can be found on www.hle.org.uk.

Query about the 200 cars found during re-permitting project that do not have bona fide reasons to be on the Estate. These were people that had moved off the Estate, not that we have 200 parking illegitimately.

6. Treasurer's Report. A copy of the Accounts can be found on www.hle.org.uk. Estate finances are strong with £572k currently on account. £306k invested in Estate maintenance. Income was £366k which is less than 2015 due in the main to an overpayment we refunded to LBC. Their invoices are calculated on actual expenditure which means we adjust the LBC invoice each year.

Question about whether HLEC has an agreed formula with LBC for EMF contributions. No formalized agreement. LBC are paying in a timely manner.

Question about road refurbishment plans and costs. Cost of resurfacing is being spread out over several years. Budgeted approx. £60k per year.

7. Accounts adopted. Proposed by John Gatenby, seconded by Jay Stuart.

8. Electric Vehicles. EJ explained the rationale behind HLEC considering the installation of electric vehicle charging points. Increasing demand nationally and predicted this will only rise. We have a significant number of houses without driveways plus the flat dwellers with cars. Zero emission cars are the way forward and the only real model are electric vehicles. HLEC have been considering a policy for some time now and enquiries from residents has pushed this to the fore. MN put a proposal forward. 3 possible ways to charge on the Estate - 1) trail cables across footpaths - trip hazard and unsightly, 2) allow individual charging points to be put in by residents - this would mean these residents have, in effect, a dedicated parking space which goes against the HLEC's parking policy, or 3) Install communal charging posts - Initially 2 zones would be placed on the Estate: HLM HW end south side, LM HW end north side. Reasoning for these areas being identified is that there are long strips of possible parking space. As demand increases these charging posts could be increased. Mindful that these posts should only be available to residents and thought has been given to use of tokens or a wireless payment system. Cost per charging station in the region of £10-

15K which would be recouped via the sale of the electricity with a small charge added per Kw unit cost.

Questions from the floor regarding number of electric vehicles already on the Estate and how many enquiries we have had from residents. We have had 2 or 3 enquiries but are aware that there are many more who are considering electric vehicles but can't proceed until they can find a reliable way of charging.

It is important, and agreed, that the car owners should bear the cost of these stations and not the Estate.

Why do we need to start with 2 stations - why not start with 1 and see how it goes? 2 proposed because in order to make it feasible the charging points need to be easily accessible to all residents, top and bottom of HLE.

Suggestion that we approach LBC to install charging points out on Swain's Lane which would address any demand from the flats.

How would we ensure people would move their cars off the stations once they are charged? Display panel shows when vehicle fully charged and Parking Attendants would ticket any cars overstaying.

We would be losing a couple of parking spaces; how would this affect parking on the Estate as a whole? The 2 proposed sites are the least problematic areas.

Congratulations to HLEC for being forward thinking.

It was unanimously agreed that more logistical research be done and a definitive costing/ repayment/maintenance proposal be drawn up, then residents surveyed.

9. AOB

- Security in the top parks - what is HLEC doing about it? Request for dummy CCTV cameras and/ or PIR lights in top parks/canvas all residents. HLEC has reviewed all the NHW recommendations, following the publication of the Security Report, and has agreed that it will look into lighting in the top parks.
- Vote of thanks to HLEC.

Meeting closed 21.45

HOLLY LODGE ESTATE - CHAIR'S STATEMENT
PLOT-OWNERS' HALF-YEARLY GENERAL MEETING 15TH NOVEMBER 2017

FINANCES

Plot-owners are invited to review the Estate's financial forecast for the year ending 30th November 2017 and the financial plan for the five following years. The forecasts will be available at the meeting on November 15th as hard copies.

I would first like to update you on the status of our relationship with the London Borough of Camden (LB Camden). For the benefit of new plot-owners, an issue arose five years ago when LB Camden unilaterally changed the payment formula that had been used for the previous 34 years to calculate their share of the costs of maintenance of the "Common-Parts" of the Estate. Since then LB Camden has contributed 46% of the cost of maintaining the Common Parts of the Estate. The change in the formula means that LB Camden now pay a share of actual expenditure, rather than a percentage of Estate income as they were doing up to five years ago. Our financial forecasts assume that LB Camden will continue to pay their share of the costs for maintaining the common parts per the formula introduced 5 years ago. So far, these arrangements have run smoothly.

Costs of roads maintenance have been better than envisaged in the 2016/17 budget due to a mild winter which led to Estate roads remaining longer in good condition. Additionally, resurfacing costs have been successfully renegotiated with our contractor. Therefore, funds set aside for future maintenance are better than we anticipated.

I will point out some highlights of the Estate's position and our Treasurer and our Estate Accountant will be available to provide a more in-depth commentary should it be needed. For the purposes of clarity, I have rounded numbers up or down to the nearest thousand pounds (£1,000 =£1k).

OVERALL

The Estate is well positioned to maintain and restore the Common Parts. Finances are strong, and we have an excellent team of employees, officers and Committee working together to care for the Estate's fabric.

HIGHLIGHTS – INCOME

1. As referred to above in 2016/17 LB Camden contributed £150k towards the EMF fund for their share of the costs of maintenance of the Estate.
2. EMF contributions from Plot-owners were strong at £154k, and total income from all sources is projected to be £354k at year-end.
3. Total income from garages, contractor's licences and other sundry income is projected to be £45k. This includes income from Contractors' licences of £25k more than we had budgeted.

HIGHLIGHTS – EXPENDITURE

1. In spite of the year being exceptionally busy the Estate Secretarial and Accounting services were £7k less than budget.
2. Estate maintenance and repairs of £5k were £10k less than budget.
3. We forecast that the Estate will spend £47k resurfacing worn paths and road surfaces which is £13k less than budget. This is largely due to the mild winter of 2016/17 and an excellent negotiation with our roads surfacing contractor that brought down the cost of resurfacing roads and paths materially.
4. In October we invested £5k in a ride-on mower that has already demonstrated that it can significantly reduce the time it takes to mow the parks and verges as well as clear leaves. Asset purchases for yearend are projected to show an underspend of £8k.
5. However, the Portacabin that has served as an office for the Estate and a staff room for many years now urgently requires replacement; we anticipate that this expense will occur in the coming financial year.

Overall the Committee will have spent £285 excluding tax by year ending 30 November 2017 vs £297k last year. Cash balances are forecasted to be £621k at year end 2016/17 compared with £556k at year end 2015/16.

PROPOSED ESTATE MAINTENANCE FUND 2017/18

Due to the strength of the Estate's balance sheet and its continuing prudent management, the Committee believes the Estate to be adequately funded to undertake its planned maintenance and restoration programmes whilst retaining sufficient funds for contingencies.

The Committee therefore proposes to hold the Estate Maintenance Fund (EMF) at £600 PA for 2017/18. A late payment charge of £25 will again be levied should EMF payment not be received within 30 days. This means that EMF charges will either have been reduced or held flat for each of the last four years.

SECURITY

The Committee devoted a great deal of time exploring the issue of security and has instigated various measures, some as a result of recommendations from the Holly Lodge Estate Security Report commissioned in September 2016, to complement the actions taken by individual Plot-owners. We have welcomed and supported the establishment of the network of Neighbourhood Watches and the widespread use of SmartWater.

The number of incidents reported on the Estate during the first nine months of 2017 is significantly fewer than those in the Highgate ward surrounding the Estate for the same period, but we must not become complacent and we will continue to monitor the Estate's crime statistics.

There is one issue which is particularly difficult.

A group of residents arranged for the deployment of security patrols on the Estate without the consent of the Trustees of the "Common Parts" of the Estate or the Estate Management Committee. We have debated this action at great length.

The Committee is very conscious that many residents of the Estate strongly oppose security patrols and that they feel they profoundly damages the nature and character of the Estate. We, the Committee, feel strongly that the establishment of regular patrols is disproportionate, unnecessary and not cost-effective.

OPERATIONS

Our beautiful stock of trees continues to be cared for and monitored, but unfortunately during our recent audit it was agreed that the old beech in the Lower Park will have to come down as it is diseased.

The general fabric of the Estate continues to be enhanced with the main project being the refurbishment of some of the footpaths. Following the completion of works on the Makepeace Mansion block, the grass verges have been retained and planted as have the verges in Langbourne Mansions following the footpath works there. The kerbs in the short-term parking area at the bottom of Hillway have been extended to enable people to get out of their cars without getting muddy feet.

FINALLY, I would like to express my sincere thanks to Gerry, Sean, Dean and Steven for their continued vision and hard work, to Barbara and Daniel for running our office so efficiently, and to all my colleagues on the Committee for their wisdom and dedication.

Peter Wesley,
Chair, Holly Lodge Estate Committee. 19/10/2017.