

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 14th FEBRUARY 2017

Attendees: Peter Wesley Chair & Trustee, Peter Jacobs Trustee/Treasurer, George Donaldson Secretary, Li Weinreich, Emma Jay, Daniel Virgili Accountant, Barbara Wheatley Manager

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

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 14th February 2017

AGENDA ITEM

1. Committee Issues

- a. Approval of Minutes –
January 10th Approved and signed

2. Health & Safety

- a. LTAs, Accidents, Near Misses Nothing to report
- b. HLEC Contractors Wassalls

3. Finance

- a. Bank Accounts See monthly finance report. Balance peaking at £757k as EMF payments come in. O/s invoice from LBC for MM works – BW to chase again. UKPN just invoiced £5,800 for their parking now that works are completed.
- b. Annual EMF payments 11 payments outstanding to date. BW chasing.
- c. Camden EMF - status Paid up to date.
- d. Expense Report (act v bud) Due quarterly in March.
- e. Presentation of annual accounts summary for 2016 DV explained the annual accounts for 2016. Income down on past year due to a reduced amount invoiced to LBC to cover a rebate owing. All garages rented and on standing orders. Expenses are slightly down on last year. Nothing surprising to report. Discussion about how works, assets etc are recorded on the spreadsheet as well as how the LBC proportion is billed. DV to provide figures for past Summer Parties for comparison. Projects budgeted for this year include ornamental gate pier rebuild. BW to organise.

4. Insurance

- a. Update Nothing to report except addition of SL to truck insurance once he has passed his test.

5. Operations

- a. Estate Manager's report /forecast See report. BW is now on the LBC severe weather alert list so will be notified when gritting is advised. BW to enquire of Thames Water what the problem was o/s 42 HW.
- b. 2 x Skips MM Keepmoat works & 33 LA
- c. Tree update All works identified on last walk round now completed apart from one tree for us to plant and stake. Included removing limes, rowan, horse chestnuts & Norway maple then grinding stumps and replanting with replacements. Grass

verges to be levelled off around the new tree plantings once they have settled in – BW to arrange.

d. Accounting package update

BW trying to get a date for a meeting with DV & MN.

*Update since meeting – DV, MN & BW have now met and agreed an integrated system would be useful in order to hold just one set of residents' data, manage permits, EMF, Invoice payments etc. MN will produce a spec form our wish list and obtain some proposals/quotes.

6. Estate Security

a. General update

All has been quite quiet of late. A few cars sitting at the top of HW but no real noise or nuisance to report.

b. Activities at top of HW/cones etc

A few cars have been logged sitting here at night but not causing any real noise or nuisance. Cones appear to have pushed some of the interlopers to sit further down Hillway below the cones. It was agreed that the cones were intended to be a temporary solution to help move on some of the noisy car loads in the early hours. Discussion about removing the cones and review what happens. Agreed to revisit in the context of the general parking discussion/ permits etc.

7. Parking

a. General update

MET report shows that only 8 tickets were issued in January. Even accounting for the seasonal dip this is still a very low figure. It feels like MET are not patrolling as often. BW has been asking for a log of visits this year – chase again.

b. RS access to MET

Agreed it would be a good idea to let RS, as a member of the parking subcommittee, have MET's contact details so he can also report illegal parking. Agreed to trial for 3 months and BW will brief him on logging calls and protocol for making contact.

c. Subcommittee proposals for visitor parking

Parking subcommittee has agreed that the visitors' permit system is not working and is open to abuse. It was agreed that we will need to formalise this. Research has been done on other options. Scratch cards and other paper based permits are becoming obsolete. Most councils are moving away from these now. They are expensive and time consuming to manage. We need to look at a virtual, future proof solution. Subcommittee is exploring various options. Committee keen for subcommittee to consider various things such as elderly residents without access to internet, how to manage contractors, residents having many visitors for a party, easy to manage etc.

Congested parking in lower Hillway must be addressed too, with maybe colour zoning the permits for instance. Also general pressure on parking will increase once the Makepeace mansion blocks become inhabited.

Intention is to produce an all-round solution by end of December and it should tie in with the intended database/accounting package. Subcommittee recommend that if we are to make changes to the visitors' note system and we decide to also make changes to the general permits then it should all be done in one process to minimise disruption to residents.

Discussion about the tight turnings into OA west when cars are parked on either side of the road. Emergency vehicles have great difficulty in getting through – if they can at all. It was agreed that we should extend the white

lines from the corner up to the steps on the northern side, thereby facilitating only one car parking space on the south side of the corner. Look at width of MA and LA too and do the same if the roads are of a similar width. BW to arrange now.

Blue badges were discussed following a non-resident who persistently parks in the 2-hour zone claiming the signs give her the concession to do so. As a private Estate we are under no obligation to acknowledge the national blue badge holders to park (City of London do not – they have their own system) but the signs will need to be changed if we decide to take this route. Subcommittee will discuss and make a final decision.

8. Projects

a. HLEC Projects

i. Roads & Footpaths

Twice yearly walk round scheduled for 23rd February. PW thanked the team for the good job in upgrading the road edges in the 2 hour zone. Desire lines on verges by SL/LM gates have been blocked by planting some shrubs – we will review whether this has any effect on cyclist and mopeds on the pavements. The LM path refurbishment works have now been completed with sleeper edging along the path to retain the banks plus a substantial planting scheme to brighten up the areas under the leylandii.

b. Plot-Owners Projects

i. Applications/Approvals.

89 HW application for erection of single storey rear and side extensions, following the demolition of existing garage to the flank elevation, the erection of two dormers roof extensions, installation of roof light to the rear. 49 Swain's Lane withdrew their application for loft & side extension.

c. Non Plot-Owners

i. Makepeace, Langbourne & Holly

Lodge Mansions

ii. Makepeace Mansions

Keepmoat

iii. UKPN

Works continuing with no impact on us. Expected finish date end of March.

Works being reduced but will still be on site until end April.

Last phase of works at 30 MA now completed and invoiced.

9. Communications

a. Newsletter

One went out in January with item on the Security Report and 2 pages of information on rubbish collections and facilities across the Estate.

b. Website

Continued to be updated.

10. Miscellaneous

a. Estate signage update

SmartWater signs have been ordered and expect to be delivered in next day or so. They will be put up on lamp posts across the Estate.

Oakeshott Ave sign added to HLM finger post to help emergency services etc find the flats. It is a temporary sign and will be brought into line with all the others when we refurbish all the finger posts later this year.

b. Estate Agents' boards

Conservation rules state that boards have to be removed 14 days after sale or letting and must be erected on plot owners' land, not HLE land.

11. AOB

- Christening in Lower park
Following a request from a resident to hold a large party in the lower park with a marquee, portaloos, band etc the residents by the park were canvassed and 11 responded - 9 were against and 2 for. Committee agreed that permission would not be given.
- HLM turning bay damage
Grass verges against the turning bays are continuing to be damaged by vehicles, HLM is particularly bad. Add to this the desire lines created by mopeds and cyclists and the result is a terrible mess. Permission sought to edge the beds in HLM with sleepers and extend the shrub beds. Permission given to do the northern bank but to create a temporary solution for the southern bank for it may be that we extend the turning bay there and that would be a much bigger job entailing outside contractors. We will review the success or otherwise of the northern bank works and the temporary solution to the southern bank.
- LBC rubbish facilities for flats
Increased fly tipping is being seen on Swains Lane by the recycling bins and is causing a real eye sore and H&S issue on a tourist route up to the cemetery. These bins are provided for the flat residents and are on SL because no space could be found on the Estate. BW met with LBC officers and a concerned resident to see if a solution could be found. Existing bin stores in HLM could be extended in order to provide space to bring the bulk bins off top of SL and the lower bins by LA could be moved into the LBC garage area. Several logistical issues would need to be addressed to ensure safe routes for operatives to collect. Tim Grey, LBC officer, will look into funding for this as well as looking at the full facilities which are not sufficient for the number of flats. This includes the informal bulk storage area that has developed outside the Community Centre. Councillors have been informed. Sally Gimson is being very helpful and Sian Berry is discussing it with colleagues in Government.
- Verge damage by 9 LA
Terrible mess made by turning/parking vehicles where the road narrows. Will take a look on road/path walk round scheduled for next week.
- Lights on drive o/s HW house
Several complaints and concerns have been raised about the very bright blue lights on the drive of a HW house. They are glaring and obscuring vision at night. Near misses reported with cars and cyclists. BW to talk to resident to see if a solution can be found to dim them.
- Ground anchor on OA
BW to pursue re-siting the anchor on the opposite side of the road.

Meeting closed 21.40