

THE HOLLY LODGE ESTATE

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

Attendees: Peter Wesley Chair & Trustee, Dominique Florin Vice Chair, Martin Narraway Trustee, George Donaldson Secretary, Li Weinreich, Emma Jay, Robert Morgan, Barbara Wheatley Manager

Apologies: Peter Jacobs Trustee/Treasurer, Darren Lennard

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 14th March 2017

AGENDA ITEM

1. Committee Issues

- | | |
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| a. Approval of Minutes – Feb 14 th | PW signed approved minutes. |
| b. DL will be resigning from committee | To be announced at AGM at Election of committee members.
Vacancy to be announced. |

2. Health & Safety

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| a. LTAs, Accidents, Near Misses | none |
| b. HLEC Contractors | none |

3. Finance

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| a. Bank Accounts | Receipts have been better than forecast – Cashflow peak as majority of EMFs now received. BW to chase some debtors |
| b. Annual EMF payments | BW to keep chasing overdue EMFs |
| c. Camden EMF - status | |
| d. Expense Report (act v bud) | |

4. Insurance

- | | |
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| a. Update | N/A |
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5. Operations

- | | |
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| a. Estate Manager's report /forecast
Staff: | <ul style="list-style-type: none">• SL now passed theory test, now taking driving lessons.• Dean to go through DVLA procedures to regain his driving licence |
| Moss on pathways: | <ul style="list-style-type: none">• Chemical that was used no longer available. Other available products not effective. At present only way to clean without taking off path surface is to scrape by hand. |
| Debris in gulleys: | <ul style="list-style-type: none">• Staff trying to keep gullies clear. |
| Grass Cutting: | <ul style="list-style-type: none">• Had to start early last week. |
| Dog – Pooh: | <ul style="list-style-type: none">• Causing residents and HLE staff messy problems in. EJ to try and get yellow chalk spray from Camden to identify dog mess. |
| b. Taxus beds in 2 hour zone | Struggling. Agreed that Box hedges replace them. |
| c. Narrow Cross Over problems | Some drivers (residents & Vans etc) reversing over corners of verge and causing damage. GH to try and speak to plot owners. BW + MN to review Cross Over widths and find common standard. |
| d. 3 x Skips – MM Keepmoat works. | 4 skips now |
| e. Tree update – incl. | Cedar/beech replacements. Nursery ion Sussex can graft cutting from current old Cedar. SF trying to propagate old cedar of Lebanon from cuttings. BW to contact Nursery about schedule of graft cutting + Wassells to restart plans for replacements of Beech & Cedars. |

- f. Accounting package update
 - BW to talk to Wassells - 1 beech & 2 Cedars to be replaced-
 - MN discussed broad plans & costs for developing software package integrating accounts to control of Car permits and EMF in I Cloud. MN to progress accounting package development.
 - g. Damage to verges by crossovers
 - BW delivery bikes still going up grass verge.
 - Solution to be found, perhaps put in prickly shrub?
- 6. Estate Security**
- a. General update
 - Very little reported. No major incidents.
 - b. Activities at top of HW/cones etc
 - No major incidents. To be addressed after re permitting is completed.
 - Information on incidents still to be recorded & obtained from Camden Police. Contingency for Patrols still in credit. Last used in May 2016.
- 7. Parking**
- a. General update
 - HLE can now ticket cars by sending photos and details to MET via APP. (3 available HLE users)
 - b. Electric charging points
 - Costly. Looking @ single phase, 2 points which can cover 4 cars in Oakeshott & Langbourne or Bromwich controlled by HLE tokens. Require bays to be allocated.
 - Residents using own electricity are liable for any public liability on HLE grounds. MN to look at possible Camden grants. Plans to be recommended at AGM.
 - c. Motor bike ground anchors
 - Parking Committee to research areas where anchors can be put in that do not impede on car parking spaces. No bike parking spaces can be designated to residents. White line area is a possible bike park area in Oakeshott.
 - d. Subcommittee proposals for visitor parking
 - Agreed with MET that National Blue disable Badges cannot be automatically accepted by HLE. MET notices to be corrected and only authorised visitors can park on estate. Sub committee looking at formalizing current visitors notes system which is constantly being abused and reviewing simple, hopefully economical, Visitor parking permit systems which will tie in with EMF payment requirement.
- 8. Projects**
- a. HLEC Projects
 - i. Roads & Footpaths
 - Half year inspection done Mar 7th. No hazardous surfaces found,
 - Roads only require some cosmetic repairs, Staff learning hot tarring
 - b. Plot-Owner's Projects
 - 81HW, 26 MP Ave basement works
 - c. Non Plot-Owners
 - Refurbishment of Mansions common water tanks require 2 car spaces for 4 days in April for water tanks decontamination unit. Charge at 2016-17 rates.
 - i. Makepeace, Langbourne & Holly Lodge Mansions
 - Works continuing with no impact on us. Expected finish date end of March
 - ii. Makepeace Mansions Keepmoat
 - Works being reduced but will still be on site until end April.
- 9. Communications**
- a. Newsletter
 - Sent out
 - b. Website
 - New permits application form included.

10. Miscellaneous

- a. Estate signage update

Smart water signs now up on estate. Bromwich not given free Smart water because they did not hit critical crime numbers to qualify. 20 sets have been purchased by Estate at bulk rates. Bromwich residents have been given opportunity to purchase from HLE.

11. AOB

- a. Bright blue light on Hillway
- b. Mansion blocks rubbish
- c. Turning bay by end of HLM
- d. Overhanging Rose bushes

Complaints received-lights cause distractions and near misses. BW to review again with resident who is enquiring adjustments with his builder. Councillors to sort out date to meet with HLE about Mansions rubbish bins & fly tipping on SL. Changes seems to have worked but delivery bikes still going up grass verge. Solution to be found, perhaps put in prickly shrub? Residents with rose bushes overhanging boundaries, causing possible dangers to passers by, have been asked to trim them .

MEETING CLOSED 22.10