

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 11<sup>th</sup> APRIL 2017

**Attendees:** Peter Wesley Chair & Trustee, Dominique Florin Vice Chair, Peter Jacobs Trustee & Treasurer, Martin Narraway Trustee, Li Weinreich, Emma Jay, Robert Morgan, Barbara Wheatley Manager

**Apologies:** George Donaldson Secretary

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 11th April 2017

### AGENDA ITEM

#### 1. Committee Issues

- a. Approval of Minutes – March 14<sup>th</sup>  
Approved and signed.

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses  
Nothing to report.
- b. HLEC Contractors  
None on site this month.

#### 3. Finance

- a. Bank Accounts  
Just under £740k in bank and just over £6k of outstanding debts. BW to chase Manders invoice. Agreed to invoice Keepmoat up to the financial year end. Discussion about film unit enquiry. They are not going ahead. BW & EJ to formalise charges for film units and present to HLEC.
- b. Annual EMF payments  
All paid except for one HW resident.
- c. Camden EMF status - Paid
- d. Expense Report (act v bud) Prepared quarterly

#### 4. Insurance

- a. Update  
RG garage claim dropped. Towergate have closed the file.

#### 5. Operations

- a. Estate Manager's report /forecast  
See report. Main issue was the dumping of green waste on the RG/HWH path which is now pushing the fence down. It was agreed that a budget of £2.5k be allocated to have it cleared and then a gate be erected at the rear corner of 9 RG's fence across the path so only the 4 houses that back onto the path will have access to this area.  
2 x Skips - MM Keepmoat works.
- b. Accounting package update. MN, BW & DV meeting next week with a software company to further this. It is intended that it will tie in with EMF payments and parking permits.

- c. RG/HWH path - See above.

## 6. Estate Security

- a. General update  
Recent mugging on OA – residents and friend threatened with cricket bat and 2 handbags stolen. There has been a slight increase in ASB.
- b. Activities at top of HW & HLG/Park - Cones/Patrols/CCTV/PIR lights.  
The NHW coordinators have responded to the security report and this was discussed at length. All the recommendations were considered. It was agreed that we would investigate PIR lights in the HLG parking bay area in order to deter the alleged drug dealing that appears to be happening there. GD to feed back to NHWs. BW to brief him.

## 7. Parking

- a. General update  
Parking ticketing app being used successfully by staff.
- b. Electric charging points  
MN sent the proposals to the TRA and was met with support from those few that responded. Final quotes coming in for supply, installation etc. Proposal will be presented at AGM for approval.
- c. Subcommittee proposals for visitor parking  
PSC met recently and is putting forward 3 recommendations:
  1. *To extend the 2 hour zone to 3 hours and to make it free parking during the hours of 8pm & 8am.*  
It is hoped that this will alleviate the congestion at the bottom of Hillway because those wanting to park to go for dinner or lunch for example will now have enough time in the short stay zone and there will be no need to park above the gates. Lengthy discussion. Approved, 5 for 1 against, to extend zone to 3 hours for a 3 month trial period. BW to organise letter to local residents – explain reasoning & include asking for feedback. Include in next newsletter. Staff to continue ticketing in this zone. Free parking overnight to be dropped for now.
  2. *Trialling the use of HLE scratch cards to replace the current system of hand written visitor notes for 6 months.*  
Several issues to be resolved eg. legitimising who can authorise a visitor's permit. Concern about how cards for builders and contractors would work. Also, regular visitors such as cleaners and carers would have a special permit issued by the office. Resistance to charging for scratch cards, even if some are given out free each year then to be paid for once allocation used up. Questions about how big a problem illegitimate parking and abuse of visitors' notes is. What data is there? This data would be needed in order to measure success of scratch cards or not. It is difficult to measure without checking each note by calling the phone numbers or knocking on doors – which isn't in MET's remit – BW to check with them if they could do this. First principle would be to agree to scratch cards or not – details about special permits etc can be decided later if a trial goes ahead and is successful. Discussion about announcing a free scratch card trial at an EGM. If it is decided to go ahead permanently, then decisions about the details can be made in the light of info collected during the trial. Agreed that we should find a representative from the flats to sit on the parking sub-committee. MN to ask TRA.
  3. *Defer decisions on fully digital permits, zoning and limiting number of vehicles that can be registered to an address till after the trial.* Agreed

## 8. Projects

- a. HLEC Projects - No main projects currently.

- b. Plot-Owner's Projects - no new planning applications.
- c. Non Plot-Owners
  - i. Makepeace, Langbourne & Holly Lodge Mansions works continuing with no impact on us. Gunning's have had the contract extended and extra works have been approved following the FRA to blocks previously decorated. It is likely to be an 8-week extension taking us up to mid-June.
  - ii. Makepeace Mansions Keepmoat works being reduced but will still be on site until end April.

## 9. Communications

- a. Newsletter has recently gone out to all plot owners.
- b. Website continues to be updated with news, service entries, AGM papers etc.

## 10. Miscellaneous

- a. Estate signage update – MET Parking Services are replacing the 2 hour zone signs with new ones which no longer have national blue badge concessions. This means we can now ticket any national blue badge holders. Only HLE blue badges allowed. The rest of the Estate signs will be changed in due course to say the same.
- b. Green waste disposal facility for residents – In the light of LBC now charging for green waste collections some residents have asked if we could take on the job. Having done the calculations on the staff time needed plus the charges for dumping the waste it was decided that it would not be a cost-effective way forward and that the LBC charges are good value for money. We don't compost as it is too labour intensive for our site. Complaint about the bio degradable bags for compost which are very flimsy. Advised that you have to throw them out regularly before they start to decompose or buy supermarket ones which are more robust.
- c. Wild flowers on verges. - Some residents on LM have been given permission from GH to plant wild flowers on the verge outside their houses. BW has explained to them that this will be for a trial period and it will be reviewed. We cannot set a precedent for wild flower verges across the Estate as this will change the whole character of the place.
- d. LBC rubbish proposals/Bulk storage area/Extra bins HLM south side/Keepmoat – Several councillors and LBC officers have visited the Estate to look at the bin situation which is reported to be inadequate for the flat residents and the black bins on Swains Lane are subject to regular fly tipping. They propose to make a new black bin storage area on LBC land at the SL/OA junction on the south side and then bring the bins in off SL. This area will be accessed by residents from OA and by the collection team off SL. LBC are currently doing a feasibility study on this. There is Japanese Knotweed on this site so the environment team are looking at what can be done before a concrete slab goes down.  
The bulk rubbish area outside the Community Centre is not fit for purpose and is becoming a health & safety hazard. Susan O'Hara is looking at what can be done there. The existing bin storage areas will have more bins added and the 2 new blocks in MM will also have a rubbish area in between the 2 blocks.

## 11. AOB

- Bushes on HLM are overgrowing onto the path. Must keep on top of this.
- RG Lane - Some large branches have been broken off a couple of laurels.
- Rear of 89 HW - MN has noticed a large branch belonging to us is hanging over the rear fence of 89 HW prohibiting his fence from extending along his boundary. BW to check with Wassalls that OK to remove if resident wishes it so.

**Meeting closed at 10.30**