

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 9th MAY 2017

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

Apologies: Emma Jay

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 9th May 2017

AGENDA ITEM

1. Committee Issues

- a. Approval of Minutes – April 11th. Approved and signed
- b. Appointment of Officers as follows:
Chair - Peter Wesley. Proposed by GD. Seconded by PJ.
Vice Chair – Dominique Florin. Proposed by GD. Seconded by MN.
Treasurer – Peter Jacobs. Proposed by RM. Seconded by DF.
Hon Secretary – George Donaldson. Proposed by PJ. Seconded by MN.
- c. Vacant position on HLEC.
3 expressions of interest lodged so far. Agreed we invite all to sit in on 2 HLEC meetings each and if more than 1 decides to stand we will hold elections for all 9 committee places at the next AGM.

2. Health & Safety

- a. LTAs, Accidents, Near Misses – none
- b. HLEC Contractors – Wassalls, DEF Electrics, AJS Garage Doors

3. Finance

- a. Bank Accounts. £724k in bank. Protection has gone up to £85k. See report for debtors. Invoices #13 & 15 have been paid since the report. #11 was not forwarded by the contractor until last week. #14 not due yet.
- b. Annual EMF payments. Up to date apart from deceased HW resident. BW to chase with sons.
- c. Camden EMF – status. Up to date.
- d. Expense Report (act v bud) Due in June

4. Insurance

- a. Update - nothing to report

5. Operations

- a. Estate Manager's report /forecast.
See report. Question about a set mowing cycle. This has proved very difficult to plan with designated dates for each road because of changes in weather, growing rates, staff absences etc. The Estate takes a full week to mow and is currently being done every 2 weeks, with the second week being used for horticultural, project & repair work. It is constantly being reviewed.
Bushes have been cut back across the estate to minimise hiding places for nefarious characters.
The glaring blue lights on HW have been changed by the resident to white and they do not appear to be so bright now.
Contractors due in tomorrow to clear RG/HWH path and behind the garages of all the green waste that has been dumped or has gathered there. Our staff will erect a fence and a gate to block off the path so only the 4

residents there in RG will have access.

Starting to clear RG lane and gulleys. Plan to experiment with edging that will hold back the banks and stop them from falling back onto the gulleys.

- b. 5 x Skips – MM Keepmoat works x 2, 41 HW, 29 LA, 7 HLM Hippobag
- c. Accounting package update.
Very useful meeting with software company and have agreed that we will proceed. The core of it will be a cloud based, integrated accounting package, with add-ons such as being able to automatically issue EMF reminder letters, parking permits etc. Permits will be renewed each year on receipt of EMF payments. Flat dwellers' permits will be tied in with payment of LBC's contribution. The package will tie in with the banking system too thus making the whole admin process quicker and easier, as well as removing the possibility of errors that our current system of several manual databases can cause. It will also have a manual over-ride so we can deal with new cars, temporary permits, half yearly payers or anything out of the ordinary etc.
- d. RG/HWH path – see above 5a

6. Estate Security

- a. General update.
We have stopped putting the cones out at the top of Hillway for a 6-month trial in order to see whether it makes any difference to the ASB there.
Scooter theft from a HW drive. Owner found it and police not involved.
Mary Selfe attended the recent Safer Neighbourhood Panel meeting and it was reported that surrounding areas are having many troubles with open drug taking, scooter snatches, burglaries etc. It highlighted that HLE is still a very low crime area. But she questions what the HLEC can do to help residents and the police keep it so.
We have had a spike in car rifling, particularly in LA, and it is thought that electronic devices are being used to open the cars. Police are aware.
- b. NHW report response.
NHW recently sent a report in response to the security report. HLEC went through the draft reply that GD had prepared. Each of the NHW recommendations was discussed at length, point by point and a final reply was agreed. See final response for decisions agreed. In short:
 1. Signage. Larger SmartWater/MetTrace plus NHW signs to be erected on the main gates.
 2. Immobilise top gates after midnight. Proposal rejected.
 3. Lighting in park. PIR lights have been recently installed in the HLG parking bay area. Lighting in the park itself is under review.
 4. Restricting access to park after dark. Rejected on logistical, management & financial grounds.
 5. Improved street lighting at top of HW. Lighting is the responsibility of LBC. HLEC did not feel any requests to LBC were justified.
 6. Dummy CCTV cameras. Currently being investigated along with CCTV signs and temporary hire of equipment.
 7. Use of contingency fund to employ patrols or employ a night watchman. The HLEC believes that its remit for security is limited, however this is under constant review. It will continue to support initiatives from residents & NHW.
 8. Research into alternatives to employing patrols. Some initial research has been done and HLEC will continue to liaise with the SN Police Team.
- c. Activities at top of HW & HLG/Park - Cones/Patrols/CCTV/PIR lights.
Much of this was covered in the last item, but BW asked for a contingency plan if trouble erupts in the park or anywhere across the Estate. Agreed she should advise residents to call the police.

7. Parking

- a. General update.
Estate staff now have 3 apps with which to ticket vehicles and numbers of notices issued have gone up considerably. BW to enquire of MET the cost of additional apps.
- b. Electric charging points.
GD & MN have separately made models of funding. Discussions around logistics, payment options, lease or purchase, wider benefits of promoting electric cars on the Estate etc. Further work required on building a solid case. MN will proceed with this.
Request from a HW resident to change their front garden into a drive so they can charge an EV. CAAC would object, LBC most likely refuse and HLEC would refuse.
Until such time that we install communal charging points the question arises about residents charging from their homes. An extended discussion followed around trailing cables across footpaths and verges. Agreed we ask the lawyers in the first instance where we stand on this. PW to contact them.
- c. Subcommittee update.
PSC put forward a revised, more limited, proposal to address the parking congestion at the bottom of HW, that would perhaps not require an EGM to go ahead and hold this EGM post trial if it is successful. This would be to combine zoning the area below LA so only local residents can park there plus scratch cards for their visitors. The rest of the estate above LA would stay with visitor's notes. The rationale is that if we can stop cars from further up the Estate parking at the bottom then this will relieve the congestion there. Extensive debate about the principles of the established, relaxed parking system on the estate, whether there is indeed a sufficient enough problem there to warrant big changes, whether a mandate would be needed etc. This will be revisited.
Further talk around the 2-hour zone and whether by extending this to 3 hours would encourage people to park there rather than above the gates. It was confirmed again, as it was in last month's meeting, that we will go ahead and trial extending the short-term parking, for a 3 month period, and see what difference it makes. BW to chase MET for 3 hour overlays for the signs.

8. Projects

- a. HLEC Projects – Yard resurfacing, RG Lane clearance, Rebuilding of gate pier in ornamental garden – quotes being sought.
- b. Plot-Owner's Projects - 89 Hillway rec'd PP for loft & side extension.
- c. Non Plot-Owners
 - i. Makepeace, Langbourne & Holly Lodge Mansions refurbishment works continuing with no impact on us. Project has been extended by 6 weeks.
 - ii. Makepeace Mansions Keepmoat works on last phase but no end date as yet – latest is that it is nearing the end.

9. Communications

- a. Newsletter
- b. Website continues to be updated as required.

10. Miscellaneous

- a. Estate signage update. See 6.b.1.
- b. Highgate Neighbourhood Plan has been approved by authorities and goes to referendum on 6th July. Copy available from website. Holly Lodge Estate mentioned 5 times, once in relation to the Community Centre (& possible support using CIL monies), twice in relation to the important green spaces (parks & between HLM & MM) and twice in relation to the Conservation Area.

11. AOB. None

Meeting closed at 22.15