

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 7<sup>th</sup> NOVEMBER 2017

**Attendees:** Peter Wesley Trustee & Chair, Peter Jacobs Trustee & Treasurer, George Donaldson Hon Secretary, Martin Narraway Trustee, Li Weinreich, Robert Morgan, Rob Schoenbeck, Barbara Wheatley Manager

**Apologies:** Dominique Florin Vice Chair, Emma Jay

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 7th November 2017

### AGENDA ITEM

### ACTIONS

#### 1. Committee Issues

- a. Approval of Minutes – October 10<sup>th</sup> Approved & signed.
- b. Matters arising from minutes – several items were not covered last month, they remain on this agenda.
- c. Agenda for the half yearly residents' meeting. Discussion about how to handle the security issues. That will be dealt with in AOB.

BW

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses – none. Discussion about imbedding a more robust safety culture amongst the grounds staff. BW requested we call in the H&S consultant to review safety culture. Agreed.
- b. HLEC Contractors – Bestco. We will backfill a small length of path edging standing proud causing a trip hazard. Keepmoat have left the Estate now and the trip hazard under the MM pedestrian gate has been addressed. This part of the footpath is part of the resurfacing anyhow.

BW

BW

#### 3. Finance

- a. Bank Accounts – see report. 2 garages free, # 5&8. BW to contact those on the waiting list. #11 is moving into one of the free garages in order to free up the large garage for temporary storage during new hut project and to make better access for electricity meter reading.
- b. Monthly financial report – see report.
- c. 2018 3-5 yr plan. Agreed final copy for half yearly residents' meeting.

BW

#### 4. Insurance

- a. Nothing to report

#### 5. Operations

- a. Estate Manager's report /forecast - see report
- b. SF's RHS Level 3 course. NVQ level 3 not considered necessary for the Estate. Will discuss with him if this should change.
- c. Tree update – also see Manager's report
- d. No skips
- e. Accounting package/permit update. Plans are well on track. We will be ready to send out the EMF letters using the system at the end of November. Quotes are coming in for the parking permit pages ready to print off as EMF payments come in. Planning the accounting side of the system will be started shortly and will involve Daniel and Peter J.

#### 6. Estate Security

- a. Security matters. Agreed that a general meeting to gauge feelings will be held on neutral ground in the New Year. This will be announced at the half yearly residents' meeting.

PW

## 7. Parking

- a. MET monthly report. See reports. Agreed signs to be changed to show 'No commercial vehicles' allowed. BW
- b. Electric charging points update. See report. MN will amend slightly for half yearly residents' meeting. MN

## 8. Projects

- a. HLEC Projects – see Manager's report
- b. Roads & Paths update. HLG resident has requested that we pull back the kerb corner at the front of his property in order to facilitate his planned drive widening. HLEC agreed this could be done and Bestco to be instructed to do this as a private job and invoice resident direct. BW  
Investigate 7 HW crossover agreement and why not on Land Registry. MN
- c. Lower park lighting. BW to request address of a site that we can visit to see the bollards in situ. BW
- d. Hut replacement. Quotes coming in.
- e. Plot-Owner's Projects  
Approvals.  
4 Langbourne Avenue. Erection of side and rear dormer roof. Extensions to existing dwelling. BW  
Applications.  
33 Swain's Lane. Installation of new doors to the front porch, new rear rooflight, replacement of side window and replacement of sliding rear doors with a new window and doors.  
98 Highgate West Hill. Erection of a ground floor rear and side extension; Erection of rear and side dormer roof extensions; Installation of four rooflights to the side roof slope; Infill of first floor side facing window.
- f. Non Plot-Owners - none to report

## 9. Communications

- a. Newsletter - see Manager's report
- b. Website - see Manager's report
- c. Fostering better relations between residents of flats and residents of houses. Suggested a Liaison Committee be set up to meet quarterly. Chairman to speak with Richard Molineux (Flat representative) to assess interest. RS offered to drive this forward. PW  
RS

## 10. Miscellaneous

## 11. AOB

- LBC Parking Zone review, currently 10.00-12.00, proposal is to become 24hours as in neighbouring Islington. BW to complete the questionnaire on behalf of HLEC. BW

**Meeting closed 22.00**