

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 12th JUNE 2018

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

Apologies:

Venue: Holly Lodge Estate Community Centre

Time: 19.30 Tuesday 12th June 2018

AGENDA ITEM

ACTIONS

1. Committee Issues

- a. Approval of Minutes – May 8th Amendment to make to item 6b. BW to action & PW to sign.
- b. Matters arising from minutes – none.
- c. Process for selection of new Chair & Officers. DF & GD to take soundings and discuss. Will report at next meeting.
- d. Amended Non-Disclosure Agreements to sign. DF to sign.

BW/PW

DF/GD

DF

2. Health & Safety

- a. LTAs – None. Accidents – 3rd party damage to gates, see 4a. Near Misses – small fire in yard. Most likely caused by some cardboard thrown on apparently dead embers in the bath we use for fires, which then ignited later. Passer-by called LFB who attended and put it out. Staff now briefed to damp down embers each night and ensure lid is always on when no-one in attendance.
- b. HLEC Contractors – Herts Demolition Ltd

3. Finance

- a. Bank Accounts/Monthly financial report/6 monthly status. See reports. £758k in bank. Half yearly status presented. Expenditure currently £18,102.00 under budget. Overall projected some £10,000 over budget by year end due, in the main, to an under estimate on cost of staff new cabin and need for new barriers. AGM voted approval for the overspend. Agreed BW would work with MN to progress gulley sucking and survey to fall in this financial year – BW to obtain 3 quotes. EMF status discussed. All plots internal paid up to date currently. Twice yearly payers due June 20th so status may change then. A few external plots are recorded as o/s £2.50. BW to chase.

BW/MN

BW

4. Insurance

- a. Claim made for 3rd party damage to vehicle gates HLM/SL. Car with driver apparently DUI was photographed by a resident. BW progressing the claim with Towergate.

BW

5. Operations

- a. Estate Manager's report /forecast. See report. GD asked about grass cutting cycle as grass had got very long. BW explained that at this time of the year when weather wet and warm the grass grows very fast and the cycle is weekly. It had been planned to get all the Estate cut just before the new

hut arrived, so all hands could be on getting us moved into the hut, but we had rain which stopped the cutting and one staff member off for 10 days. This meant several Avenues did not get cut. PJ noted weeds seeding and they should be treated. In future they must not be allowed to seed. Tree gators did not go on early enough this year. 2 young trees have now died. BW to ensure gators are put on beginning of May each year. Poor cold tar repair made to manhole covers on pavement outside 2-8 LA by an external utility company. BW to investigate.

BW

BW

BW

- b. Staff update – Dean Ullah’s enforced absence. Dean sustained a knee injury, not work related, which meant he was unable to weight bear and was absent for 10 days. NHS scan appointment was 2-4 months away, so it was agreed with PW & PJ that we would cover him to go privately at a cost of £400. The scan has been done and he is seeing his GP on 18th June to discuss the findings. Resting it has meant he is back at work on light duties for now.
- c. Implementation of new office systems – covered below under 8a.
- d. Skips x 3 @ 35 LA, 26 MA & LBC works on MM block. 26 MA have also several ton bags on the verge. BW to investigate.

BW

6. Estate Security

- e. Recent reported activities on the Estate / Committee response. Incidents recorded since last meeting – we believe not all are reported: 10 ASB, 8 SUS, 1 ROB, 1 ATT BUR, 1 Theft from Car. Discussion about the response given to the residents when they report. Presently BW responds saying their report will be forwarded to HLEC. It results in no-one getting back to them and it does not look like the HLEC is listening. Suggested that incident report be presented at future HLEC meetings rather than relying on members reading it beforehand. Then any reflections, comments or decisions be fed back to the reporter. DF reported that she had discussed this with BW and takes the view that BW should be given more leeway to respond with more information and facts but within certain parameters – e.g. not promising any actions. Agreed. It was clarified that the Incident Log was not available for all, but is given on request to Safer Neighbourhood Panel Chair and NHW co-ordinators. Since barriers have been left open each night there have been no noticeable changes to ASB at top of Hillway. A request was made by some residents that we share all recorded incidents in regular newsletters to keep everyone informed. Agreed not to do this as it is unvalidated data. NHW do circulate their own data to the co-ordinators.
- f. Security Liaison Committee Meeting. Next meeting 13th June. Research proposal is on the agenda to discuss in general and get some feedback on how the SLC feels about this.
- g. Survey Research Proposal: next steps. One proposal has been put forward and RS suggests we go ahead and get 2 other companies to make proposals. Agreed. RS will organise these meetings. PJ wished it to be noted that due consideration must be given to both sides of the ‘Security Patrol’ issue – those for and those against – when briefing the research companies.

BW

RS

7. Parking

- a. MET monthly reports – none received from MET. Date required on Visitors’ Notes was discussed. MET signs will need to be changed and this will be done shortly during their planned sign change.
- b. Push bike storage. Agreed should not be on the roads due to parking pressure. All plots have space to store bikes, the land around the flats is managed by LBC who should provide safe storage.

8. Projects

- a. HLEC Projects - Accounting package/permit update. Next meeting 25th June. Parking side is completed apart from a few minor snags. On accounting side the data has been uploaded and test runs are taking place. Should be possible to go live later in June and run in parallel with the manual system until we are confident we can move over to the automated system in full.
- b. GDPR – Data Audit update. Changes required were made to application forms and residents were notified before the May deadline. Privacy Statement has been written and is on website or available on request. Privacy Policy is in the process of being written. Data Audit to be progressed.
- c. Hut replacement update. New cabin arriving 13th June. HLE staff to connect up and install kitchen. Should be up and running by 18th June.
- d. Barrier update.

BW

e. Plot-Owner's Projects – planning apps

Approvals

- | | |
|--|--|
| 1-11A Swains Lane &
109-110 Highgate
West Hill N6 6Q | Details of window types, bricks and expansion joints and materials to discharge condition 3 (a,c and f) of planning permission ref 2013/6674/P dated 06/08/2014 (as varied by 2016/6010/P, 2017/0529/P and 2017/6643/P) for: the erection of two part 2/part 3 storey mixed use buildings. |
| 32 Oakeshott Avenue
London N6 6NS | Erection of boundary fence in rear garden. |

Applications

- | | |
|--------------------------------|---|
| 81 Hillway N6 6AB | Additional roof light to match those approved under 2017/3800/P dated 28/11/2017 for erection of single storey front extension, rear extension and roof alterations to existing dwelling house. |
| 16 Langbourne
Avenue N6 6AL | Erection of dormer roof extensions to side and rear. |

- f. Non Plot-Owners – Floor replacement being done by LBC contractors Engie in MM block 57 - 64.

9. Communications

- a. Communication Group Meeting (Proposed for end of month) 2 meetings have now been held with all committees across the Estate. RS to add Bike Storage to next agenda.
- b. Newsletter. May edition went out.
- c. Website continues to be updated.

RS

10. Miscellaneous

- Summer party update. All on schedule for 24th June. Flyers have gone out and posters are up. Flags will go up on Monday 18th. Comments were made about the publicity not having gone out early enough this year. BW to print Golden Tickets (free burgers to under 14s) and Artiste's vouchers and email a reminder. Agreed to donate any left-over food to a homeless charity- PW will organise.
- Update on No Cycling signs for LA gates. Signs are up now on all the pedestrian gates.

BW
PW

11. AOB

Meeting closed 21.35