

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 10<sup>th</sup> JULY 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 10<sup>th</sup> July 2018

### AGENDA ITEM

### ACTIONS

#### 1. Committee Issues

- a. Approval of Minutes – June 12<sup>th</sup> Approved and signed
- b. Matters arising from minutes - None
- c. Selection of new Chair & Officers.  
Peter Wesley resigned from the position of Chair of the HLEC.  
Chair - Dominique Florin, proposed by PJ, seconded by GD  
Vice Chair - Rob Schoenbeck, proposed by GD, seconded by MN  
Hon Secretary - George Donaldson, proposed by RS, seconded by RM  
Treasurer – Peter Jacobs, proposed by RD, seconded by PW  
A unanimous vote of thanks was given to Peter Wesley for his hard work and dedication over the last 7+ years as Chair.

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses – None to report
- b. HLEC Contractors – Herts Demolition, Lee Lifting, DEF Electricals, Portable Toilets, Newgate Barriers

#### 3. Finance

- a. Bank Accounts/Monthly financial report. See report. £768k in bank. £10k more than last month due to receipt of half yearly EMF payments. No invoices outstanding. All garages now let. BW to chase last few outstanding EMF payments.

BW

#### 4. Insurance

- a. Claim made for 3<sup>rd</sup> party damage to vehicle gates HLM/SL – update. Insurance have authorised works and now awaiting imminent visit from contractor.

#### 5. Operations

- a. Estate Manager's report /forecast. Staff bonus of £100 net each was agreed for exceptional work involved in getting the new hut up and running. The truck had to have an emergency repair at a cost of £1,200 when the clutch gave out.

- b. Skip x 3: 26 MA, LBC in MM, 33 LA. BW to invoice Engie for MM skip

BW

#### 6. Estate Security

- a. Recent reported activities on the Estate – Incident Log was reviewed. The last month has been very quiet.  
The Resident's Group proposal for a Security Patrol during August was discussed at length. It was agreed by the HLEC that this was not something the HLEC should allow as a number of residents do

not want the patrols. DF will contact the lawyers again to clarify the HLEC position and possible options. DF will then respond to Mary Selfe's email. If the patrol goes ahead a newsletter should go out to all residents making it clear that this is not an HLEC initiative.

DF  
BW

- b. Security Liaison Committee Meeting. RS gave a precis of the last meeting – see Meeting Minutes. He reported that the group is working well and is getting feedback and suggestions from the various representative communities. Consensus that the meetings should continue. DF would like the group to tackle the issue of patrols on the Estate. SLC meeting minuted several items for HLEC to consider or feedback on:

- o PIR lighting in Lower Park. HLEC had agreed that this would not be progressed as not cost effective.
- o Regular SNT sweeps of the parks with community involvement. BW to enquire further.
- o Motion sensitive lighting and Temporary CCTV units will be discussed by HLEC.

BW

RS explained the recent Camden Conversation meeting. This was a meeting held by the Community Safety and Emergency Management in partnership with the MET Police and other stakeholders. It explored issues that affect our community. It was pointed out at the meeting that the southern parts of Camden are particular hotspots for crime and the police focus is inevitably there, so we do not see as high a police presence on HLE as we would like.

NHW continues to be successful but the uptake could be better. MN suggested a NHW page be placed on the HLE website in order to encourage more people to join. Put item in newsletter to remind people about securing their properties whilst on holiday etc.

BW

- c. Survey Research Proposal: next steps. Vision One proposal was discounted. Discussion about the other two companies. ORS very thorough and professional proposal but very expensive. Sensor specialise in qualitative probing & HLEC agreed that we wanted a quantitative approach but 2/3 of the price of ORS. Discussion about whether to proceed at all with external groups or whether HLEC/residents could put a survey together. Vote taken on whether to proceed with exploring an external survey. 3 against, 6 for. Specific survey meeting will be held to progress this. RS to arrange a date via Doodle Poll.

RS

- d. Community Grounds Sweep. This is an initiative run by the Safer Neighbourhoods Policing Team where residents are invited to join in a session searching grounds for dangerous or illegal items. It was felt that this might be a positive community idea. BW to contact SNT police officer to clarify.

BW

## 7. Parking

- a. MET monthly reports. No reports received to discuss. BW to chase MET.

BW

## 8. Projects

- a. HLEC Projects - Accounting package/permit update
- b. Hut replacement update. We are withholding some monies to cover snags we rectified. Has come in slightly under budget.
- c. Barrier update. Monday 9-Jul installation cancelled by supplier as barriers not ready, now due Thurs 12-July.
- d. Plot-Owner's Projects – No new applications & only one permission granted  
01-05-18 2018/1975/P 14 MA Erection of side dormer extension and rear roof extension
- e. Non-Plot-Owners - LBC contractor, Engie, is refurbishing some floors in MM.

BW

## 9. Communications

- a. Joint Communication Group update. Next meeting scheduled for 18<sup>th</sup> July.
- b. Newsletter. Next one to go out by end of month. To include Summer Party, Watering trees, and reminder to protect homes during holidays.

c. Website. Update Committee page

BW

#### **10. Miscellaneous**

- Email policy. RD asked if we have a policy. Discussion about why and whether required. RD will explore sample policies.
- Summer party review. Party was a great success.
- Camping in Lower Park. A group of residents have asked if they could hold a family camp out one night. Decided that it would set too great a precedent, problems with liability, toileting etc so agreed not to allow.

RD

#### **11. AOB**

RD reported that she felt the No Cycling signs have made a positive difference with much fewer cyclists seen on the footpaths, but there are still a couple of persistent offenders.

BW asked for a review of disabled parking bays and how we issue them. To be discussed further next month.

Clarity sought on parking on crossovers. Review parking rules and discuss at next meeting.

**Meeting closed at 22.15**