

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 11th DECEMBER 2018

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

Apologies:

Venue: Holly Lodge Estate Office

Time: 19.30 Tuesday 11th December 2018

AGENDA ITEM

ACTIONS

1. Committee Issues

- a. Approval of Minutes – November 15th Approved and signed.
- b. Matters arising from minutes – None.
- c. Matters arising from Plot Owners' meeting
 - i. Review the discussion on Security – discussed under item 6
 - ii. Check if documentation exists from Camden negotiation to see if format for payment is based on expenditures.
No formal written agreement was ever reached with LBC though it is believed a precedent has been set by their historic payment of our invoices which are calculated on expenditure.
 - iii. Explore the possibility of implementing an Estate security survey – discussed under item 6
 - iv. Provide preliminary cost analysis/income generation (estimate) for EV charging units.
MN has been applying for grants and is currently updating the cost analysis. MN
 - v. Consider undertaking a risk assessment for larger Estate.
MN has provided a risk assessment matrix and BW will arrange a meeting with PJ & MN to brainstorm topics to assess and rate. BW

2. Health & Safety

- a. LTAs, Accidents, Near Misses. None reported.
- b. HLEC Contractors. Bestco, Wassells.
It was noted that the optical fibre works on HWH may have some impact for access to HLG & RG. BW visited them post meeting and was informed that the entrances will be done half at a time so there will always be access.
A number of residents in Robin Grove have been concerned about the poor condition the road surface in Robin Grove, particularly in the area between the main road of Highgate West Hill and the entrance to the communal garages to the South, where several holes have started to appear in the tarmac surface. BW will investigate and organise reparations. BW
In addition, RM asked if a rougher surface material could be used to cover the steep final few yards of the slope entering the main road, akin to the strip at the junction already laid by Camden. This would provide a more secure footing for residents negotiating the slope in wet or icy conditions. BW will explore options with MN. BW/MN

3. Finance

- a. Bank Accounts/Monthly financial report
See report. Currently ±£570k on deposit. There was a slight overspend on the year's budget. Discussion about how to invoice LBC for this. Suggested we notify LBC once the accounts have been agreed at AGM and then add to next year's invoice in Dec 19. LBC is in process of being invoiced for this year at the moment.

4. Insurance

a. Update on claims, 59 HW tree & SL gate

Our claim for the SL gate, which was damaged by a car taken without owner's consent, has now been paid out in full, including our excess, as owner's insurance company have accepted liability. 59 HW claim for subsidence. HLEC very concerned about this and will vigorously oppose it. Our loss adjuster has visited and said given the claimant's structural reports and bore sample evidence it was likely that they would settle the claim and we would be required to fell the tree. If we did not fell the tree it could be considered an ongoing risk and they therefore would not cover it – thereby making HLEC liable for any future claims. We suggested further investigation should be undertaken or options explored by our insurers such as employing our own surveyor's report, root pruning or installing a root barrier. Awaiting a response from our insurers. Alongside this an application to LBC for permission to fell has been submitted by their agents. BW to file our objection to the planning application. HLEC to explore commissioning an independent report. BW to investigate benefits of TPOs being placed on all the limes.

BW

5. Operations

a. Estate Manager's report /forecast

See report. Holly tree in BA felled by mistake. The intended work was to cut back the scrubby hollies on the right-hand side of the vehicle gates and retrain them into a hedge. We will now be rethinking that whole section of the verge plus the shrub bed and will consult with the immediate neighbours there.

Verge damage continues to be caused by lorries delivering to some of the building projects across the Estate. We have spoken with the contractors and the plot owners, we have placed rocks on the verge to protect the grass, but it continues, and we are left with ugly bare gashes across the verges for the duration of the works. Discussion about holding a damage bond from the builders or plot owners to cover any repair costs but this would not solve the damage being caused in the first place and may lead to a cavalier attitude towards any damage as it will be covered by the bond. Agreed that an addition will be put into the Builder's Code stating HLEC take damage to the verges extremely seriously and a damage bond may be demanded from any project that has vehicular access. MN & BW will explore other options such as hiring out temporary driveway boards, demanding repairs be made daily, temporary bollards or fencing.

BW/MN

Removing ivy from the trees was questioned. There are conflicting views about whether it is harmful to trees. BW to check with Wassells.

BW

BW requested the HLEC consider a staff bonus for the heavy workload undertaken re-turfing the footpath edges. It was agreed to be given but that the principle of bonuses would be revisited and clarified at a later date.

b. Email Policy – no further action required

c. Garage Rental Agreement update – Word doc format version to be circulated so HLEC can respond and comment.

d. Skip Licence review update – LBC skip policy/licence plus Word doc format version to be circulated so HLEC can respond and comment. BW to feedback to solicitor

BW

e. Skip x 1: LBC in MM. It is expected this will be here until April 2019. BW to invoice next quarter.

BW

6. Estate Security

a. Recent reported activities on the Estate – Incident Log was reviewed. There has been a slight

increase in ASB and it was agreed that the cones would go out every evening until 24th December. Lengthy discussion about efficacy of allowing residents to draft some research into attitudes across the Estate on security. Agreed that the Security Liaison Committee (SLC) should be driving this so it is unbiased. If an internally designed survey is agreed, it may be that HLEC ask an external research provider to check it over. RS to draft the next SLC agenda and briefing notes. Circulate to HLEC for comment prior to their meeting.

RS

- b. Security Liaison Committee Meeting is scheduled for 15th January 2019.

7. Parking

- a. MET monthly reports. Tickets are down marginally. Could be that residents are abiding by the rules more or that MET are not patrolling as much. BW feels they are in regularly but only once or twice a day. We have asked them to focus on the 3-hour zone.
- b. MET new signs to approve. MET were planning to add small signs under the existing ones with a GDPR statement in order to comply with the new data protection regulations. As we have a temporary sticker on the existing signs and would like to reword a few lines we asked them to re-do the signs to include our amendments and their GDPR statement. It was agreed with MET that the HLEC contact info would be better on a separate small sign as it is not their information and we want people to be clear about who issues permits and who can open gates for deliveries etc. Drafts were considered by HLEC. Suggested that smaller sign should say '*Permits for Residents' parking can be obtained.....*'. Discussion about whether to use the word permit or badge as previous advice was that 'permit' implies HLEC giving permission and has legal implications, but 'badge' is confusing, and we need to be consistent. BW to check previous decision in meeting minutes.
- c. Disabled bay allocation – next steps. It was previously agreed that the only reason for holding an HLEC badge would be for those residents who require a disabled bay. BW & RS are working on the application process and will present to HLEC at next meeting.
- d. EV Chargers update.
£1,882 grant confirmed from Greater London Authority. Supplier registration process is underway. Planning application planned, but not made yet, for design of foundations. It is part of the grant scope; architect to be appointed. The planned position for the units is on the MA west, south side by the junction of HW. No commitment has been made to install the charging units until agreed by residents. An EV parking sub group has been formed to explore the project further.
Email received from resident about running a cable from his house under the footpath to the road. It must be made clear that dedicated bays for individual residents would not be permitted, even if he allows his neighbours it use it, but would be interesting to see his plans.
- e. Persistent note abuser – next steps. Re-visit next meeting.

BW

RS/BW

MN

8. Projects

- a. Defibrillator. Following a staff first aid course BW asked HLEC to reconsider the installation of a defibrillator on the Estate. Community Centre is planning to install a box. RS will speak to Tesco's about installing one. BW would like to see one at the top of the Estate as well outside the yard and will investigate sharing costs with CC. BW will present pictures and costs at next meeting.
- b. HLEC Projects - Accounting package/permit update. On schedule with permits, just a few snags to iron out. On the accounting side awaiting some input from CIUK.
- c. Plot-Owner's Projects. Nothing to report.

RS

BW

- d. Non Plot-Owners - LBC refurb in MM, see item 5e.

9. Communications

- a. Joint Communication Group update. Meeting planned for after the SLC meeting – no date set yet.
- b. Newsletter. Latest one was circulated at the beginning of December and is on the website.
- c. Website. Updated with newsletter and AGM papers.

10. Miscellaneous

- Green garden waste collections. Resident has requested that we consider offering a green waste collection service because they are unhappy with the Veolia service. Willing to pay the same to us to do. Discussed several options including engaging a private waste collection company. BW could not find an external company willing to take on a regular collection service. HLEC decided that it would not be cost effective for us to do it either. Recommend that residents are advised to petition Camden for a better service and that the operatives clear up after themselves.
- Bin store at bottom of Hillway – extend? In an effort to reduce the rubbish on Swains Lane caused by foxes breaking open the rubbish bags it was suggested that we extend the small bin store to enable the other flat owners to deposit their rubbish there. This box is emptied daily. Agreed in principle. BW to contact the residents above the bin store. BW
- Motor bike parking on mansion avenues. Request from resident to consider motor bike anchors or hoops. Currently there are a lot of motor bikes, especially on the mansion block avenues and they take up many parking spaces by being dotted around or they use the bike hoops under windows waking residents up. Agreed the JCG would be best placed to explore the need for these. RS
- Cutting back the laurels along 99 HW & park border. Resident has asked for the laurels overhanging his garden be cut right back so they are below his fence top. Also, for the limes at the rear of his property to be lifted and crowns reduced. Cutting the laurels back is on the schedule for maintenance already. RD would like to look at the 'lollypop' laurel and the limes with PJ and will report back to HLEC.

11. AOB

- Code of Conduct in plot-owners' meetings. RD handed out some examples of codes for consideration. Will revisit next meeting. RD/PJ

Meeting closed 22.28