

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 12th March 2019

Attendees: Dominique Florin Trustee & Chair, Rob Schoenbeck Vice Chair, Peter Wesley Trustee, Martin Narraway Trustee, George Donaldson Hon Secretary, Robert Morgan, Li Weinreich, Rosie Durant, Barbara Wheatley Manager, Daniel Virgili (for item 3)

Apologies: Peter Jacobs Trustee & Treasurer

Venue: Holly Lodge Estate Office

Time: 19.30 Tuesday 12th March 2019

AGENDA ITEM

Reports referred to may be requested from the Estate Office.

ACTIONS

1. Committee Issues

- a. Approval of Minutes – February 12th. Approved and signed
- b. Matters arising from minutes. None
- c. AGM preparation/Election process. Candidate invitation letter to go out tomorrow with a minor amendment.

BW

2. Health & Safety

- a. LTAs, Accidents, Near Misses - none
- b. HLEC Contractors. Wassells were in to complete the audit works and remove the Holm oak in RG which is badly infected with Ganoderma.

3. Finance

- a. Bank Accounts/Monthly financial report. ±£580k in bank. Debtors LBC £158k. HLEC will revisit possible actions over this debt by email during next 2 weeks and escalate if necessary.
- b. MA Q1. LBC's unpaid invoice is reflected in the ongoing accounts, but taking this out of the equation the rest of the accounts show income is more or less on target. Underspent by £8k to date.
- c. Outstanding EMF. BW to continue chasing the few outstanding.
- d. 2018 Year End Accounts to approve. Approved and signed.

DV/HLEC

BW

4. Insurance

- a. Update on 59 HW tree claim. We have gone back to insurers asking for more evidence, especially over time, from the claimants. Awaiting their response.
- b. Update on 26 HW fallen tree roof damage – with underwriter's legal team to ascertain whether we were negligent. They are aware of all the circumstances and why we repaired the roof. Wassells' delay in applying for the felling permission is also being looked at as possible negligence. BW to contact resident to ask that they claim on their insurance to refund the HLE.

BW

5. Operations

- a. Estate Manager's report /forecast. See report.
- b. Skips x 3: 4 LA, 15 LA, LBC in MM

6. Estate Security

- a. Recent reported activities on the Estate – Incident Log. 18 incidents recorded in February: 2 SUS, 1 THEFT from shed, 5 ASB, 6 CAR & 4 Parking. Compared to 16 reported in Feb 18.

BW/DF
BW

On call phone being used for minor problems during the day. BW & DF to draft a new letter to go out to residents to clarify its usage. BW to contact Zac @ MET to ask for more night patrols.

- b. Mobile CCTV Initiative update. MN & RS presented the costings from 4 companies. 3 temporary CCTV towers and 1 permanent solution. Agreed, after a vote, that these quotes should be worked up and circulated with the papers prior to the AGM before spending quite a large, unbudgeted sum of money. LBC to be approached re positioning of small permanent cameras on their lamp posts and using their electricity supply as this option may be the more cost effective. As a preliminary to this project BW to initiate a yellow line and No Waiting signs at the top of Hillway as soon as possible and will consult with the most affected residents. MN/RS
BW

7. Parking

- a. MET monthly reports. 3 month's reports were examined. Questions arose about the PCN payments and how vigorously they are chased by MET and then when received are previous month's figures updated as these payments come in? BW to clarify with MET. BW

8. Projects

- a. EV Chargers update. Planning application is in with LBC. UKPN quote better than expected. 2 residents are exploring private kerb side chargers outside their houses. Concerns raised that this will lead to the need for designated parking spaces and create a precedent across the Estate which could not be met and therefore may not be a feasible option.
- b. HLEC Projects - Accounting package/permit update. Meeting to be arranged between MN, PJ & BW to progress this. BW
- c. Plot-Owner's Projects. BW to send Builders' Code to all granted applications. BW
- d. Non Plot-Owners - LBC refurb in MM continues with little impact on us. BW to chase invoice for parking space. BW

9. Communications

- a. Joint Communication Group meeting 20th March. New participant will join this meeting, and this will make a good representation of residents across the Estate, both flats and plots.
- b. Communications Management. Several issues were mentioned: 1) the need to improve communication directly between HLEC and the estate residents. 2) workload implications for the Estate manager and 3) the need to respond collectively in order to avoid individuals being blamed for collective decisions. It was suggested that BW respond to residents on HLEC issues through the use of a "committee@hle" e-mail address. It was also agreed that DF & GD would continue to help with replying to committee issues.
- c. Newsletter. Agreed a newsletter should go out informing residents that the top of Hillway will be designated a 'No Waiting' zone and include the CCTV proposal. BW
- d. Website continues to be updated as needed.

10. Miscellaneous

- Green book update. GD is progressing and has found some good photos to include. GD
- Request for grass verges as flowering lawns to encourage insects – to revisit next month. BW

11. AOB

- Question raised about whether we should get involved in resolving parking disputes between

residents. All agreed no, it is not for us to be involved.

- Letter objecting to the extension of CPZ in Highgate village was sent into LBC.
- A large folio of some old HLE photos has been handed to the HLEC. A discussion is needed about how and where this is stored and/or exhibited. HLSI was suggested. To be added to next agenda.
- Trustees' voluntary agreement made in 2010 to be discussed at next meeting and other options for HLEC members.

BW

BW

Meeting closed at 22.35