

**HOLLY LODGE ESTATE COMMITTEE
MINUTES OF THE MEETING HELD 14 June 2011**

Present: Gregg Egen, trustee and chairman; Dominique Florin; Olive Gatenby, trustee; Chris Jackson; Darren Lennard; Naomi Stungo, executive secretary; Peter Wesley, vice chairman
Apologies: Peter Jacobs, trustee and treasurer; Joseph Holderness
Attending: Reg Smith, Daniel Virgili

1 Minutes The minutes of 10 May 2011 were agreed.

2 Projects

2.1 Gas closers: the speed of closing can be altered by adjusting the closers but they cannot be made easier to open. Action: monitor complaints re. gates, Reg / GE / DL to speak to manufacturers; Maurice to lubricate closers properly.

2.2 Steps: consultant Ellis & Moore's report concluded that damage was not structural. Capital Gardens are planning some unrelated repairs to steps. The £28K retention will be paid once this work is complete. Action: Reg to circulate Ellis & Moore report, DL will photograph all affected steps, HLE to monitor

2.3 Roads / footpaths: Reg presented figures for repairs. However as a number of areas were not included in the numbers GE called for a full audit. Decisions required re work to Robin Grove and pavements outside the flats. Need to make provision for road / paths repairs going forwards.

3 Financial planning

- Daniel Virgili (DV) indicated that the cash position at end May was £89K
- Second tranche of plotholder VMF contributions due in mid-June. Action: DV to revisit cash position at the end of June.
- VMF invoice calculation to Camden approved. To be sent ASAP.
- DV asked to provide list of VMF non-payers. Also historic non-payers. DV to ask Pippa about payment from the flats on Swains Lane.
- All committee members to be circulated with a copy of the Camden VMF formula
- GE asked JH to join him and PJ on finance sub-committee to update 3-yr plan
- Agreed to give Geoff Lee a preview of the 3-yr plan given his involvement in the project
- PW suggested we consider ways of generating revenue

4 Parking

- Parking sub-committee reported its recommendation to open discussions with MET
- DL emphasised that the relationship between plotholders / the committee / parking co. would change
- Decision to keep permit issuance in-house
- Decision to maintain existing system of visitor permits for time being
- Some concern expressed re handing ticket cancellations to MET. PW emphasised that MET would refer back any contentious issues to HLEC. HLEC would also get regular updates
- Discussion re extra signage. GE not keen. Decision to keep to a minimum

- Decision to proceed to negotiate an agreement with MET. Any agreement to be put before the committee prior to signing
- No response from NPS

5 Website

- Mark Rogers has to release the domain name
- DL said that website construction, ownership and hosting are different from content, which is a separate project. DL & NS said much of existing content needs editing (either due to not being current, or not consistent with Committee's aims and obligations). Content is for the Committee to advise and decide, DL has done no editing.

6 Hillway entrance

- When we know Camden VMF payment is coming in and when need to revisit the Hillway project.
- Ask Reg for some specific costings for key elements
- These to be brought to next meeting

The meeting ended at 10.20pm