

**HOLLY LODGE ESTATE COMMITTEE
MINUTES FOR MEETING HELD ON October 8TH 2013
AT THE COMMUNITY CENTRE 7.30pm.**

Present: George Donaldson, Dominique Florin, Peter Jacobs Trustee,
Darren Lennard Vice Chairman, Martin Narraway, Li Weinreich Secretary

Apologies : Olive Gatenby Trustee, Joseph Holderness Trustee, Peter Wesley Chairman

1. **Minutes** Minutes of September 10th approved.
2. **Finance**
 - **Camden Funding** DL Camden have now paid HLE invoice, which covers expenses to December 2013, in full with apologies for delay from JH. PJ, DL - Long term 3 year financial plan based on 9 month actual and forecast of income and expenditures was analysed discussed. Roads renewals budget is based on calculations done in 2010. Works currently planned to start in 2015 and budget will have to be reviewed. DL Thanks to the combined management of the estate and negotiations with Camden, HLE finances are in a healthy position. As and when a definitive quote for roads renewal can be obtained and budget can be evaluated, we are in a position to make a reduction in the EMF. GD This can be done because the roads have help up extremely well but if there is unforeseen damage, EMF may have to increase again. PJ the slow build up of reserve funds through EMF means that committee have to be careful about any EMF decrease. Committee agreed to plans for presentation at half year meeting.
 - EMF LW Unpaid 2012 remains the same. 2013 Dec Unpaid - only 2 plots
3. **Parking**
 - LW Met meeting with PW & OG. MET parking signs to be changed to comply with new BPA regulations. OG consolidated all the HLE regulations
DL made on changes to parking regulations on website. DL to send committee old and new regulations highlighting changes,

“ Full payment of the EMF confers the right of residents to park their vehicles, and those of their guests, on the estate's roads, subject to the following conditions:

Vehicles must display a valid permit at all times. Permits are valid subject to:

Expiry Date (if any), and
Payment of EMF (for plot-owners)
Vehicle being fully licensed
The discretion of the Holly Lodge Estate Committee

Visitors' and tradesmens' vehicles must display a notice at all times detailing:

1. The address being visited, and
2. a contact telephone number

Please note that the address being visited must have a valid parking permit registered to that address.

If you have applied for a permit and are still waiting for one, then please display a note titled “AWAITING PERMIT”, with

- Your Holly Lodge Estate address, and
- the date of application, and
- a contact telephone number

Vehicles must not park on yellow or white lines or on hatched areas.

Vehicles must not park in such a way as to obstruct others.

Tradesmens' vehicles may only park Monday to Friday between 08:00 –18:00 and Saturday 09:00 – 13:00.

No parking on the Hillway/Swain's Lane entrance for more than 2 hours.

- MET to be sent amendments for approval for new MET signs.
- Problems occurred with Apollo vans telling flat resident they could not come because they were not allowed to park. Apollo has now acknowledged that they have 2 permits and agreed vans are only allowed to drop off materials and should not park on estate. DL "details of parking arrangements for Camden contractors can be distributed to flats."

5. Estate Operations

- 1) Staff: Richard Laney contract ends end of October. Committee agreed to further 2 - 3 weeks so that there is 3 staff in the leaf season, which is likely to be in November to cover over the staff holiday period.
- 2) ML getting quote for hot tarring by contractor as discussed with PW and cost of 5' salt spreader for the HLE van tow bar.

6. Trees

- PJ During walk round with Wassels last week, no further tee damage was found. DF Awaiting quote for dead trees already identified, then residents consultation which will be lead by resident nearest tree. Agreement reached about trees on boundaries of 99 Hillway, resident will contribute 50% of costs.
- Wassells to quote for move the very old tree in the middle of the roundabout and re site it if possible. DL to create simple numbered map of Roads, Avenues and Roundabouts to indicate tree sites, which can be used in committee discussions to clarify tree locations. Wassells quoted approximately £1200/tree + labour in July meeting.
- After comprehensive discussion it was agreed that committee should all research suggested list and vote on replacements. PJ to re-circulate chart already done.

8. DSLAM update

MN 11-13k quote for DSLAM recesses that HLE have to build. Has had call from BT indicating someone wants to come and talk. BT appear to be waiting for HLE to sign wayleaves while HLE awaiting to receive wayleaves. MN should have better idea after meeting with BT and anticipates installation will be in the new year.

9. Web site

DL minutes to be put on website when time allows.

10. Skips policy

MN - understanding from September meeting, circulated to committee:

Purpose

To encourage plot-owners and their contractors to minimise the parking of skips on the Estate's roads and crossovers, and so minimise disruption to residents, damage to roads, kerbs and verges, and the loss of parking spaces.

Scope

- Any skip parked on the Estate roads or crossovers.
- A standard skip is defined as having a maximum capacity of 8 cubic yards (6 cubic metres) and/or length of 12 feet (3.7 metres).
- A skip that is larger than this will need specific permissions from the Committee (as there may be issues for verge, kerb and tarmac) and shall attract a higher charge.

Charges (for a standard skip)

1 week: £35
2 weeks : £70
3 weeks : £105
4 weeks : £140

To be paid in advance of skip delivery. Payment is refundable in the event of non utilisation. Unauthorised skips will be charged at £35 per day.

Any damage caused to kerbs, verges, roads, crossovers, etc, is to be repaired by the Plot Holder and fully reinstated to the Estate's satisfaction

Additional Charges

Please note that works that are of a particular intensity shall attract additional charges, for example

- high frequency of skip movements (more than twice a week)
- works of extended duration (after a period of 6 months).
- needing to reserve kerb space in addition to a skip

When additional charges are applied these shall be based upon Camden's rates for reserving parking bays.

Administration

The Skips Policy will be administered by the Estate foreman and his team, and payment will be by cheque, payable to the 'The Holly Lodge Estate'. The payment is to be from the plot-holder directly, and the contractors, building teams and skip-lorry-drivers will not be asked for payment.

To be put on Website.

11. Builders parking

MN circulated to committee;

Purpose

To ensure that building work is being controlled and that nuisance to Estate residents is minimised.

All Plot-Owners

- Please show this to your builder, their compliance to these rules is your responsibility.
- Before starting work advise the Estate Foreman or Secretary of the works, their intended duration and contact details of the main builder.

All Builders must

- Work only within the acceptable working hours on the Estate which are;
08.00 to 18.00 Monday to Friday
09.00 to 13.00 on Saturday
No working is permitted on Sundays and Bank holidays.
- Make sure that all deliveries including skip removals/replacements are between the hours of 08.00 – 18.00 Monday to Friday and 09.00 – 13.00 Saturday.
- Make sure that any delivery or skip etc causes minimum congestion or nuisance on the roads
- Abide by the 20mph speed restriction.
- Not to erect hoarding or contractors sign boards as the estate is a conservation area.
- Work must not be carried out on the pavements or verges (especially cement mixing) and materials should not be left overnight on the verges unless the Estate Foreman agrees that it is unavoidable and that due protection has been put in place.
- Ensure no materials are left on the road unless space has been reserved by paying for parking bay(s) in accordance with Camden's published rates.
- Ensure that any damage caused to kerbs, verges, roads and pavements is repaired and fully reinstated at their expense and to the Estate's satisfaction.
- Ensure that all the neighbours are treated with respect and courtesy
- Ensure no more than 2 contractor or employee vehicles park on the estate at any one time unless previously agreed with the Estate Foreman (additional vehicles will be fined).

Administration

The Estate Foreman will make contact at frequent intervals and builders must discuss all potential issues with him and are expected to abide by his requests.

To be put on Website.

Links to Skips policy & Builders code to be in news letter.

12. AOB

- 1) LW Insurance legal cover. Currently 5k cover for a claim at £63.60. High full dispute cover for broader cover costs £636 for £100k, £795 for £125k cover. Still awaiting broker policy details, conditions and restrictions. Amount of cover to be decided.
- 2) I Makepeace Ave - MN works seem to be going well.

- 3) Bromwich Avenue relocation of crossover to other end of disabled bay done and residents seem happy.
- 4) Car vandalism was reported by Holly Lodge Mansions resident who was parked at junction of Hillway and Oakeshott Ave.
- 5) October Newsletter: MET signs to be updated. New parking rules subject to installation of New MET signs & new Builders Code. MN-Dslam update & Highgate Neighborhood Forum notice.

October 8th 2013: Meeting ended 9.40pm