

**HOLLY LODGE ESTATE COMMITTEE
MINUTES FOR MEETING HELD ON January 14TH 2014
AT THE COMMUNITY CENTRE 7.40pm.**

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

Apologies : Joseph Holderness Trustee, Peter Jacobs Trustee

1. **Minutes** Minutes of December 10th were approved and signed
2. **Finance**
 - 1) PW Bank balance no major changes since last month Subsequently established to be over £518,000.
 - 2) LW EMF 34 Late payers, 3 failed direct debits, 2 non payers, 12 non rent charge payers in Swains Lane. Parking enforcement starts on Feb 4th for residents & visitors who have no parking entitlements as a result of non-payment or short payment of EMF
 - 3) Awaiting garages income report from accountant.
3. Camden Funding DL - Camden invoice for 2013+2014 forecasted expenditures have now been paid without comment.
4. **Parking**
 - 1) OG New MET signs now OK. Additional HLE new sign will be similar and posted under MET signs in Estate main entrances and crossroad entrances of Avenues.
 - 2) Road tax discs. Problems that may be caused by abolition of car tax discs in 2014 was discussed. MN Tax of any cars parked in same location for long periods can be verified on line by HLE to inform MET. MET can then take action.
 - 3) Renewal of car permits was discussed to replace current ones that distort over time. New permits to be requested from Met.
 - 4) MET parking signs to be updated + HLE parking regulations to be placed beneath MET signs when text has been approved. Removal of abandoned cars on estate was discussed. MET have started removal proceedings on known cars but the process may take several months for each car removed
5. **Estate Operations**
 - 1) Staff: PW LC replacement was discussed. LW concerned that current staff contracts are 'vague' and job descriptions are not complete. Hopes to get HR person to review contracts asap in 2014.
 - 2) OG has met a possible candidate.
 - 3) LC Job description ML doing a draft outline. To be reviewed by Committee. MN & DF to help.
Committee discussed where advert should be placed.
6. **LBC Mansions' Renovations**
 - Committee discussed Mansions renovations due to start in January for proposed 54 weeks. Contractors want to start asap. volunteered to be point of contact with contractors and organize a meeting every 2 weeks. ML to monitor contractors not infringing builders' code. LW to establish initial quarter invoice calculation, once this has been agreed DV to be informed and generate invoice. MN to track variances at contractors' meetings and reconcile costs for following quarter invoices. LW - will arrange a meeting with Camden & contractors on Friday 17th. Traffic flow of skips & lorries was discussed to be organised at meeting so that lorries will cause minimum damage. Deliveries and collections to avoid school runs. Photographs of road surfaces and verges to be taken before works commence.

7. **Trees**
DF Wassells still waiting for Camden to reply about taking out Chestnuts. PJ to chase up. Wassells was contacted about Leylandii in Langbourne after health & safety complaint by Flat resident to Susan O'Hara. Problem is that if they are cut back they will grow back at a faster rate and they have a protection order. OG Leylandii originally planted for greenery and as a screen by the mansions, error made 6-7 years ago when Leylandii were trimmed and they got wider and taller very quickly. Trimming will exacerbate size problem. DF survey was done several years ago about whether residents wanted the Leylandis and it showed a 50% split. Currently preservation order prevents removal of these trees. Any action will have to be generated by residents.
8. **Skips policy & Builders code** DL to update website with latest policy and code.
9. **DSLAM -**
 - MN BT say they will be giving quotes for retention wall. If required quotes already obtained by HLE can be sent to BT for them to supervise works.
10. **AOB**
 1. Makepeace Avenue. DL Only one problem raised when builder parked outside a resident's house so overall Makepeace Avenue parking seems to have been sorted out.
 2. Bromwich Avenue. LW - SF had to deal with resident's complaint about neighbours' builders vans as there are several building works in Avenue. Content of January newsletter was discussed. Websites on local issues to be included.
 3. Gate Keys - To be given to all Committee members.
 4. Motor bikes policy- OG No motor bikes policy at present and will have to be addressed. Permits may be required.
 5. Maintenance Hut at Swains Lane entrance - OG Needs urgent repairs - ML to address.
 6. Community Centre wheelie bins enclosure - OG Camden was suppose to be organizing an enclosure. Currently mattresses etc are left by the bins on estate pavement. Action - HLE to ask LBC to remove bins to an enclosure.
 7. Damaged grass verge in top of Hillway. OG - verges need to be checked at end of all works.
 8. Pavement vegetation - OG growth in Langbourne & Oakeshott Avenues has to be attended to. All work by plot-owners must be checked for damage to verges, and cost of repair to be met by plot-owners.

January 14th 2014: Meeting ended 9.45