

**HOLLY LODGE ESTATE COMMITTEE**  
**MINUTES FOR MEETING HELD ON February 11<sup>TH</sup> 2014**  
**AT THE COMMUNITY CENTRE 7.40pm.**

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

Apologies : Joseph Holderness Trustee, Peter Jacobs Trustee, Olive Gatenby Trustee

1. **Minutes** Minutes of January 10<sup>th</sup> to be approved in March meeting

2. **Finance**

- 1) Accountant DV reported on 2013 accounts. Income £326k compared to £296k because of £14k increase in EMF contributions & arrears + 11K for Camden contractors parking + garages income.
- 2) DV to classify as "Parking, Contractors & builders payments, Skips charges". **Expenditure increase of ?? due to salary increase of £2k + Robin Grove repairs**
- 3) Tax liability will be £2500 compared to £600 last year. 15% of costs is offset against income. DV to raise question about these offsets with accountant. MN queried whether cost of BT boxes recesses (£11-£12K) can be offset in 2014.
- 4) Bank balance £522k after receipt of LB Camden forward payment of forecasted expenses.
- 5) Committee discussed the principle behind having a high bank balance. One year's operating expenses (£200k) is tried to be maintained and Cash is building up for planned estate roads renovations project. Tenders will need to be obtained next year if agreement is reached with LB Camden. BACS payment to be introduced for June 1/2 year payments.
- 6) DL and GD asked DV for expected June 2014 EMF payments. DV estimated about £32K
- 7) Garages: Committee discussed garage rent collection with DV & LW. LW requested DL to end quarterly statements to tenants in arrears. It was agreed that tenants in arrears should be given a notice to leave.
- 8) DL - VAT should be charged if estate income exceeds £79k but if it is an exceptional temporary situation VAT exemption can be requested.

3. **Parking**

- 1) LW New MET & HLE parking notices being, installation date to be confirmed with works team.
- 2) Committee discussed new paper permits to replace yellow plastic permits. Committee queried larger size. MET seem unable to source plastic permits that does not bend in the heat. PW Parking in avenues is becoming more and more of a problem and will need to be carefully reviewed. 4. **Camden Funding**

PW Reported on meeting to discuss HLE and LB Camden situation with Solicitors on Jan 22. Possibility that HLE may be an Estate Management Scheme entity, which does not have same obligations under the landlords, tenants act or be subject to adjudication of LVT. PW & DL to meet with advisors again this month.

5. **Estate Operations**

- 1) MN Camden Mansions renovations. Met Camden & Phillam today. Works appear to be going smoothly, they are not occupying all the spaces that they requested and have been charged for. MN logging usage of parking spaces and plan is to reconcile charges in next invoice. Camden promised to give HLE PO number by Feb 14<sup>th</sup> so first quarter invoice can be sent. LW to clarify with Camden that PO is suppose to be for forecasted project total. Committee agreed that if PO not received works would have to be stopped.
- 2) LW Building works spreadsheet has now been started in drop box so committee can monitor works on the estate. Skips information should be added to spreadsheet. ML to get builders information. MN to provide CAC planning applications information for spreadsheet and when approved builders code and skips policy can be sent to resident.
- 3) LW Personnel Assistant Foreman recruitment. Contracts being looked at by VAC who are trying to get it done through a different scheme. Contracts have also been sent to a highly recommended HR consultant so should be done this month. MN circulated draft advert for position. Content was discussed. Wassells advised using Horticultural weekly. Local papers to be investigated.

- 4) ML says will need help with grass until LC replacement is hired. Committee agreed to monthly contracts with Richard Laney.
6. **Trees**
  - 1) MN to check Camden online on progress of removal of Horse Chestnut application by Wassells.
  - 2) Laylandi: Any trimming back will exacerbate its growth and removal of this protected tree has to be by action of residents conducting a survey.
  - 3) Trimming of trees around lights being done by Wassells.
7. **DSLAMs**

MN BT apologizes for not getting back to HLE on building of retaining walls for DSLAM boxes. Quote already obtained by HLE to be emailed again with request for BT to project manage.
8. **AOB**
  - 1) LW Project management task forms. ML started using forms designed by PW & LW. Seems to be helpful in focusing ML on the numerous varied tasks required of the foreman and easier to monitor progress.
  - 2) PW Party in the park. First meeting held and June 8<sup>th</sup> date after May day and half term was decided on. Committee discussed plans and details to be given when all the plans have been fully formed.
  - 3) Avenue gate key copies were issued to committee members present. (DF, GD, MN. PW, DL, OG already have copies)
  - 4) Swains Lane hut repairs quotes were discussed. Committee accepted £560 quote from B Spring.
  - 5) PW Committee informed of preschool opening in Family Centre which will be open all year round from 7.30 am to 7.30 pm. It is to be run by people who currently run nursery schools by Bertram street & Gospel Oak. Parking problems of parents dropping off and collecting children was discussed. Committee agreed to allow 15 minute temporary parking. MET to be informed and asked to comment on how to administer plan. Use of parking clocks was discussed. Any parents needing to stay longer than 15 minutes can park in Swains Lane.
  - 6) MN TESCOS renovations. Swains Lane residents association have objected to the style of the entrance displays. Councillors and various heads of planning have been approached about aspects of the renovation not being in keeping with the neighbourhood.

Meeting ended at 9:30pm