

**HOLLY LODGE ESTATE COMMITTEE
MINUTES FOR MEETING HELD ON April 22nd 2014
AT THE COMMUNITY CENTRE 7.30pm.**

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

Apologies : Joseph Holderness Trustee

1. **Minutes** Minutes of March 11th approved and signed
2. **Finance**
No major changes in cash balance, EMF, garages,
No report on Invoice due or paid.
Savings accounts. DV has located savings accounts to place EMF funds that can be protected by FSA scheme
3. **Parking**
 - 1) New MET white sign in Robin Grove entrance. Zac still to reply about changing position or colour of sign.
 - 2) **New Paper permits** - Committee discussed new MET paper permits and use of different colours to for different roads so that flow of parking can be easily monitored by staff. Committee agreed that having 3 colours would work. DL & LW to review different quadrants.
 - 3) MN Car with applying for permit noticed from flat 241 Makepeace. LW called MET who issued PCN.
4. **Highgate Security meeting**
GD Highgate is a low crime area. Will attend next meeting.
5. **Personnel advert LW**
Good response. Started telephone interviews which are based on experience & qualifications in the CVs. Approximately 10 more to review qualifications with Maurice. It was agreed that LW & ML should do a shortlist of about 6 people and then CV's to be distributed for committee to review. Interview panel can then interview over 1 day.
6. **Estate Operations**
Committee discussed project management of future road and pavement repairs and getting a specification for quotes by November. To be discussed next month.
7. **Camden Funding Dispute PW**
Letter sent to Limes Developments - principle holder of the Mansions, Marcus Jolly (main contact) was on holiday, spoke to Finance director Steve Diver. Letter has been received and discussed between Chairman and Marcus. Waiting to receive reply.
8. **Summer Party PW** Plans going well. WI cake stall proposed for community centre.
9. **ESTATE OPERATIONS**
 - Quarterly Staff Meeting to be sorted out by PW & MN
 - Trees PJ
 - a. Sweet Chestnuts now planted in Hillway Crossroads and replacement Lyme tree north of crossroads. Tree on Southside of Makepeace and Hillway still outstanding.
 - b. 2007 Tree Survey will have to be updated. PJ to start with ML
 - c. Gingko tree on Hillway roundabout still to be moved. Has to be done in winter season.
 - d. Liquid Amber 'Pippa' tree has not survived. New location may need to be found for replacement. Pippa to be consulted.
 - e. PW queried replacement for Cedar tree in Hillway gardens
 - **DSLAMs** MN BT have now gone to a different contractor. still awaiting for quote.
 - **Building works** MN Camden have settled first invoice. Awaiting forecast for next quarter and suppose to be under same PO which should have been corrected. PW Monthly Skips income to be done. MN I Makepeace Avenue expected finish end of May.

10. HR + H&S advisor Committee discussed options.

- Peninsula 3-5 year contract has telephone support and benefit of insurance cover but no guaranteed advisor. It was decided on Peninsula 3 year plan commitment.
- Committee to also look at Health & Safety support. HLE to start and review monthly H & S report with details of all incidents.

11. **AOB**

- a. Parking of Swains Lane visitor's van was discussed and it was agreed that van could park on estate during the day and can park in Swains Lane except between 10-12.
- b. Website - Services page. DL there has been no input from residents in the past year so it becomes outdated and is redundant unless someone can look after it. PW will try to contact a resident who may be able to do this.

Meeting ended at 9:50pm