

**HOLLY LODGE ESTATE COMMITTEE  
MINUTES FOR MEETING HELD ON July 8<sup>th</sup> 2014  
AT THE COMMUNITY CENTRE 7.35pm.**

Present: George Donaldson, Dominique Florin, Olive Gatenby Trustee, Joseph Holderness Trustee, Peter Jacobs Trustee, Martin Narraway, Peter Wesley Chairman, Li Weinreich Secretary

Apologies :

1. **Minutes** Minutes of May 10<sup>th</sup> & June 10<sup>th</sup> were agreed and signed
2. **Finance**
  - a. Bank current balance £562,993.
  - b. EMF - only long term outstanding and current due was discussed. PJ to ask neighbours.
  - c. Committee agreed to open Savings accounts with Santander & Close brothers.
  - d. Camden outstanding 2012 balance unpaid
  - e. PJ - Next year's budget has to be done within next 6-8 weeks. Should get figures for road renovations by October so Camden budgets proposals can be done.
3. **Personnel**
  - a. Danny Snapes will become permanent Assistant Foreman from September 15 with 6 month probation period. He will be working a few days per week on an hourly basis till then. Travel time to HLE is currently dependent on traffic but he is planning on moving to north London after settling in.
  - b. LW ML started doing a calendar schedule of works of tasks and areas for the year which will be ticked when done. Estate works can then be monitored and staff hours can be accounted for.
4. **Parking**
  - a. OG Shops in Swain Lane were not too interested in proposal of 'HLE ticket books for ½ hour parking in HLE short term car park area. Only butcher thought it would work for them. Committee discussed and agreed that no changes should be made to short-term car park arrangements.
  - b. LW Abandoned car in Oakeshott. Camden required Land Registration proof that HLEC owns the roads. Copy now provided by PW will be sent to Camden.
  - c. OG Can white background on Robin Grove & Hillway entrance sign be changed to black? LW to ask MET again.
5. **Camden Funding Dispute** PW  
Committee discussed current status. Committee discussed whether letter should be written to LBC about HLEC current understanding on agreement with LBC.
6. **Estate Operations**
  - a. **Proposal for Estate Manager:** Committee discussed GD notes on restructuring of HLE administration, which has become overwhelming with the current level of resources. HLE will need to employ an estate manager. Office space may need to be provided if person does not live on estate. GD plan A: employ an external person of a high calibre, 25-30 hour week with presence on estate 4 days a week who can run all the functions of HLE. Plan B: employ secretarial assistance. Parallels to be looked at and recruitment exercise to be done followed by a 6 month handover period. It was decided to investigate plan A
    1. Northwood Park estate is a comparable estate in Morton and may be worth investigating. **GD to contact them. DF to contact recruitment agencies. Advertise role in September.**
    2. PJ Expressed concern about budget for required office space and salary Committee discussed possible options for office space. commented that budget would have to be found for position until the rebuild of the roads was completed. Start date of road works and exact costs still to be determined. MN HLE fixed costs will rise. DF current management costs are very low and these new professional costs are justifiable.
    3. It was agreed that GD, DF & MN would manage search for estate manager.
    4. Similar estates should be contacted to discuss their management solutions - **GD to contact Morton Park & Highbury Park**

5. **DF to talk to recruitment agencies**
  6. **Job description** to be done using LW current task list.
  7. **Job advert to be done in September** for estate manager who should have presence on estate 4 days/week to take on managing residents and staff and take on secretary role. Proposed 6 mth handover from current secretary.
  - b. **HR Resources:** Committee discussed HR options currently being investigated. Peninsula 3 year contract and alternative smaller company (Astute HR) who work in conjunction with an insurance company (Gingko people) who will insure the advice given by Astute. It was agreed that currently there is no urgent requirement to sort out which HR company should be used. It was decided that HR option appraisal should be done by new estate manager.
  - c. **H & S** No incidents was reported
  - d. **Roads & Paths renovations** MN & GD met with Appleyard & Trew (project management & quantity surveyors) who can do a survey of roads and footpaths and make recommendations. Also talked to 2 other companies and awaiting quotes for survey which is a fixed fee, cost to manage works will depend on how works are scheduled. 3 proposals to be reviewed. Aim is to get surveys done this autumn so Camden can only be given HLEC working budget assumption in October. Works has to comply with CDM (Construction Design & Management) regulations and appoint CDM co-ordinator if it takes longer than 30 days or 500 person work days. PJ current plan is for works to start 2015/2016. PJ to look at budget if works start a year earlier with additional of CDM manager costs.
  - e. **Skips** - Currently only 3 skips on the estate.
  - f. **PW New Estate solicitor** - Currently talking to 2 people who may be interested. An estate resident and brother of a resident. PW to follow up.
  - g. **Camden Phase 2b renovations** MN Started Jun 30<sup>th</sup> until approx May 2015. All access and parking will be from Swains Lane.
  - h. **Electric Sub station** rebuild in Makepeace Ave. MN has sent UK Power Networks Holdings Ltd estate rules and regulations and contact details. Parking permits are obtainable, Avenue can be blocked off when crane is needed and charges are as Camden charges for suspending meter bays for crane estimated at 5m long.
  - i. **Contractors** MN prepared booklet to be given to everyone working on the estate.
7. **Trees** PJ - Wassels quoted on shrinking Oak in Langbourne Ave. New trees doing well.
8. **Langbourne Ave Security Survey**
- a) PJ Report on questionnaire that was done in response to parents wanting safety measures in Langbourne Ave so young children can play in the road on the lower pavement.
    - 80% response (27 of 33 plots).
    - 50% agreed that something should be done, 20% did not want any change, 5% maybe No change, 25% were neutral.
    - 1 plot against children playing on the road unless supervised, 3 said it was parental responsibility, 5 against speed bumps, 3 against more signs.
    - OG - Oakeshott & Makepeace avenues opted for speed bumps when survey done on road safety was done some years ago. **Road bumps** were discussed Report on location of current road bumps to be done. It was agreed that as 50% of LA wanted further safety measures it should be installed when roads are renovated.
    - JH Some committee members should meet with road safety officer for advise. - PW & PJ will meet road safety officer.
    - Concerned resident advised to discuss concerns at half year meeting with back up facts and information.
  - b) Problem of speeding GPO vans was mentioned by some plots and discussed. PJ to write to GPO and request that vans change route and access post boxes from Highgate West Hill.
9. **DLAMs:** MN Works on installation recesses started and almost done now that difficult negotiations for completion of works were agreed.

## 10. AOB

- a. Camden flat resident (235 MP Mansions) complained that locked gate made it impossible to get husband's a wheelchair through. Also wants a ramp to her car on Makepeace Ave and access to Swains lane for ambulance pick-ups. MN discussed problem with flat resident. OG resident unwilling to put a disabled badge in the car. Committee concluded that Camden are responsible for placing them in a flat that is not suitable for a disabled person. HLE can help with access through the gate by taking off closer to access Swains lane where car or ambulance can be parked. Letter (drafted by JG) to be sent. MN suggested sending Camden a letter noting that resident seems to have been allocated an inappropriate flat for a disabled person and suggesting that they should be given a parking bay in Swains lane and HLEC should have been consulted before placing disabled people in the Avenue mansions.
- b. PW HLE has been asked by community centre vice chair whether HLEC can help with refurbishment of centre's kitchen so they can hopefully start meals service again for OAPs and sheltered housing. Committee discussed request and need to review the overall plan and budget. Committee agreed that we are not entitled to give plot-owners' maintenance money to projects of this kind, and plot-owners could be asked by the Community Centre to contribute voluntarily.

Meeting ended at 10:25pm