

HOLLY LODGE ESTATE COMMITTEE
MINUTES FOR MEETING HELD ON August 19th 2014
AT THE COMMUNITY CENTRE 7.35pm.

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

Apologies : George Donaldson, Joseph Holderness Trustee

1. **Minutes** - Minutes of July 8th were agreed with removal of item 8 4th bullet and signed
2. **Finance**
 - a. PJ Bank current balance £534k
 - b. Garages - Currently only 1 vacant. LW Garages have to be insured for total cost of rebuild. **Garages were built with shared walls so if any inner garages need rebuilding all will be affected. Cost of total rebuild being investigated.**
 - c. EMF - only long term outstanding and current due was discussed.
3. **Personnel**
 - a. HR - C Jepsom leaving VAC- flowers to be sent for all her HR help to HLEC. DF currently HLEC have a number of sources for support , after Estate manager has been recruited they should resolve long term HR support.
 - b. Committee discussed whether 4 staff needed all year round as winter periods continue to get shorter and grass-cutting season is extended. It was decided on 3 permanent and seasonal staff as required. It was decided to offer SL permanent contract with opportunity of training to develop his skills conditional on being able to drive. **PW & LW to see SL.**
 - c. LW ML report on staff hours worked in July. Should have been 4 men @ 9hours/day (seasonal hours) for 25 days = 900 hours. Actual hours worked on grounds maintenance = 617 as only 3 staff with freelance help to cover over holiday periods & ML meeting time - 47 hours.
 - d. 2 to 3 work experience + 1 paid graduate also worked on estate as casual labour - painting gates, clearing rubbish etc agreed with secretary.
 - e. Estate Manager recruitment. Job description document was discussed and approved with some minor amendments. Advertisement to be run in September FF made enquiries and was recommended using REED online. Committee discussed state manager's office location if they were not living on estate. Possibility of renting office space in community centre or adding another portacabin above staff hut.
4. **Parking**
 - a. LW Abandoned car in Oakeshott. Camden now awaiting owner's details from DVLA so letter can be written and then car will be removed if no response to letter after 3 weeks.
 - b. MET have been asked again if white background on Robin Grove & Hillway entrance sign be changed to black.
5. **Camden Funding Dispute** PW - No news
6. **Estate Operations**
 - a. **Roads & Paths renovations** MN & GD have met 3 engineers, 1. Jacobs, Engineering company. Due to write with proposal by end August. Sounded sensible. 2. Appleyard & Trew & Peter Brett Associates, A&T (QS's) worked for Guinness, PBA (Engineers) work on the Moor Park Estate. Mgt costs high at £17,500 for priced survey with priorities, etc. Expect misunderstanding, too much detail, etc. 3. Goater Jones, Architect, recommended by local builder/QS. Lower cost, £6,000 for survey, but didn't instil confidence. Also now reviewing Reg Smith 2009 road renewal files, that company to also be contacted.
 - b. PJ - DV to start next year's budget in mid September so Roads and New Estate Manager costs will have a bearing on this.
 - c. Camden renovations works in Langbourne & Makepeace
 - d. **H & S** No incidents was reported. H&S item to be first item on estate operations report. Report to be done on HLE contractors working on estate. Query was raised about insurance of casual labour staff working on estate. Work experience people should have official disclaimer signed by parents. HLE responsibilities and obligations should be clarified.
 - e. **Skips** - Currently 4 skips on the estate. (25 Oakeshott, 67 Hillway, 8 Holly Lodge Gdns, 1 Robin grove).
 - f. **Works on Estate** - I Makepeace ongoing, Camden Mansions in Makepeace Av south from Jul 9'14 - May 2015, Electric substation behind Makepeace mansions Aug 18*Sep 5th. Suppose to inform ML of dates for permits. They now appear to just be parking with only notes.

- g. **Camden Phase 2b renovations** MN No news
- h. **Estate Solicitor** Committee discussed search for new solicitor. Search continues for solicitors in Camden and out of London.
- i. **Top park railings in Upper gardens.** PW Quotes obtained for renovations / replacement. For repairs and repainting or sandblasting and painting or replacement. (£7660, £11,400 or £16,476). Committee to review best option. Clearing of brick wall that was covered by ivy was discussed
- j. **Cyclists** have been going through Langbourne Ave and driving on pathway since pedestrian gate was left open because of broken closer. This was replaced by closer removed in Makepeace Ave by 235 MP mansions. Committee discussed options to deter cyclists and it was agreed keeping gate closed was best.
- k. **Tools theft.** Weekend of Aug 9th. 2 strimmers, 2 hedge cutters & 3 blowers were stolen. Hut Roof leak tripped electric breakers in Hut and roof has now been repaired. Insurance claim in progress. Committee discussed breach of security of yard. Advice being sought from Police and Crime prevention officer. PW or LW to attend police meeting. Committee discussed cutting the shrubs by the yard fence.
- l. **Grab Lorry** Removed about half of compost heap and all of 8yd skip. Lorry needed more room to manoeuvre and yard will be rearranged when grab lorry required in approx 9 months.
- m. **Wooden Fence in yard** ML reports old fencing in yard will need to be replaced in the near future. Quotes to be done. Trees review to be done in September.

7. **Trees** PJ -

- a. Emergency expense when catalpa tree in corner of Langbourne and Highgate Westhill was split down the middle and Wassells came to remove hanging branch.
- b. Wasells to quote for reducing 4 trees on HLE
- c. Quote of £15,200 + VAT to pollard the Lime trees this winter which is fourth year since it was done. Quote is 9% (£162 per tree) increase from 4 years ago when it was done at a low rate. It was agreed that alternative quotes should be obtained.

8. **Langbourne Ave Security Survey**

- PJ Spoke to GPO and they are unable to reroute vans because of pedestrian crossing in Westhill. Van drivers will be told to drive slowly In HLE.
- Speed bumps will calm traffic if LA residents agree to their installation. PW to speak to

9. **DLAMs:** MN

- Fibre has arrived and copper to be done next week. Barrier to be placed for public safety. After discussion matured strong shrub to be investigated or 1.5m handrail. Discuss shrubs with Danny Snapes

10. **AOB**

- **Hut renovations.** Hut will need to be renovated or replaced in the future. Plans may include putting another room above hut.

Meeting ended at 9:35pm