

HOLLY LODGE ESTATE COMMITTEE
MINUTES FOR MEETING HELD ON September 9th 2014
AT THE COMMUNITY CENTRE 7.35pm.

Present: Dominique Florin, Olive Gatenby Trustee, Joseph Holderness Trustee, Emma Jay, Martin Narraway, Peter Wesley Chairman, Li Weinreich Secretary

Apologies : George Donaldson, Peter Jacobs Trustee

1. **Minutes** - Minutes of Aug 12th to be signed at October Committee meeting with OG additions to Parking and DSLAMs paragraphs.
2. **Finance**
 - a. PW New savings account opened
 - b. EMF - only long term outstanding and current due was discussed.
3. **Personnel**
 - a. LW ML report on staff hours worked in Aug. Should have been 4 men available @ 9hours/day (seasonal hours) for 25 days = 820 hours. Actual hours worked on grounds maintenance were 638 as only 3 regular staff available with freelance help to cover holiday periods, 1 day holiday & ML meeting time - 51 hours. Hours needed to maintain grass to be discussed with Danny Snapes during his exit interview
 - b. Estate Manager recruitment. Job description document being written by MN. Ad to be posted and then distributed to estate. PJ & DF to be asked to screen applicants.
4. **Parking**
 - a. LW Abandoned car in Oakeshott. Camden have sent letter to owner, if no response by September 11th car can be removed.
 - b. MET meeting. PW BPA rules about black background colour of new entrance signs challenged by OG. LW - MET to reply to HLE about this. There have been unexpected staff changes at MET resulting in some communications issues..
 - c. PW Congestion at bottom of Hillway. ML now keeping track of residents and visitors cars parked regularly all day at Swains Lane entrance. Attempt can then be made to remind residents that they should be parking close to their plot and to ask visitors to park near the plot they are visiting. Committee discussed parking problem of residents near Swains Lane entrance is exacerbated by residents from the upper parts of the Estate parking their cars there for long periods.
5. **Camden Funding Dispute:** No further information
6. **Estate Operations**
 - a. **H&S** - No incidents reported
 - b. **Roads & Paths renovations** MN still awaiting quotes from companies for surveys. Best Estimate around £80k plus survey costs expected to be around £5-8K. The £83 includes the rear of two half i footpaths. Committee discussed problems in Langbourne East footpaths which has cracks + drainage problem on south side.
 - c. **Building works:** Currently 5 skips on HLE. 1 Bromwich has just started a 14 week works schedule. Other works due to finish soon.
 - d. **Replacing Estate solicitor.** PW - 3 have been seen, 4th from Norfolk coming on Thursday.
 - e. **Camden phase 2 renovations.** MN phase 2b Last 2 blocks in Makepeace, and phase 2a H L Mansions in Oakeshott. Projected now due to be finished -by the end of year. Phase 2b Awaiting QS review on £1200 claim for damages on roads and resurfacing required.
 - f. **Electric Substation.** MN Large crane needs to come to estate x4 half days when 40m (x16 vehicles) of Makepeace will need to be closed off. 42 MA have been informed that there is a lift planned over the building. OG all effected residents should be informed. First crane arrival on Oct 29th. Contractors' responsibility to inform residents.
 - g. **Top park railings** PW 3 quotes being obtained. Awaiting for galvanising quote.
 - h. **Cyclists in Langbourne** LW improvement has been reported since pedestrian gates have been closed.
 - i. **Tool Theft** LW Tools have now been replaced and copies of invoices to be sent to Insurance company.
 - j. **Yard wooden fencing.** LW will need replacement soon as fencing

k. Website PW - Currently not being maintained. Professional maintenance will be required and input of historic and new data. Committee discussed whether Estate Manager should do this. Decision about on going content and what the website is for has to be made. EJ brother may be able to restructure website to make it simple to edit and upload content. New manager may be able to sort out input of historic and new data. MN to draw a map of website so content decision can be done. Small sub committee (MN & PW) to make recommendations and liaise with EJ. LW - Website still on DH computer and has to be migrated to somewhere else for restructure and updates,

7. Trees DF Planned walk round with Tree Surgeons soon. Quote from Wassells on Pollarding of Lime trees and waiting on other quotes for review. ML (Foreman) thinks it best to pollard before leaf fall to minimise leaf collection, but may not be possible

8. DLAMs: MN -

- **C**onnections have been done yet.
Proposal to put Yew hedges by hole around DSLam boxes for public safety. Hand rail to be put in whilst Yew shrub is growing. ML to purchase yew shrubs

9. AOB

a. JH Announced his intention to resign as a Trustee and from committee due to his impending departure from Estate. Will carry on in limited capacity until some ongoing issues are completed. Committee thanked JH for invaluable contribution to the Estate. Chairman personally thanked JH for the enormous service, wisdom and advice during difficult negotiations.

b. Half year plot owners meeting will be on November 19th.

c. Abolition or paper car tax discs. LW Round paper tax discs will be phased out starting from October 2014. Committee discussed difficulty for HLE to monitor parking regulation that cars require valid tax disc to park on estate. It was agreed that car tax of cars parked on estate for a long period will need to be investigated. Copy of valid car tax should also become a parking permit application requirement.

d. Robin Grove PW Resident approached Committee about vehicle access to plot and that current fire brigade guidelines about fire hydrants should be 45m from house. MN HLE only liable to conform to regulations when house was built so HLE do not have to make any changes and this has been confirmed in writing by Camden Building Surveyors & Control. ML got fire brigade to review site and they had no problem accessing water. ML Now awaiting report from fire brigade.

Meeting ended at 9:45pm Sep 9th