

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES FOR MEETING ON TUESDAY 12<sup>th</sup> APRIL 2016

**Attendees:** Peter Wesley Chair & Trustee, Dominique Florin Vice Chair, Peter Jacobs Trustee, Martin Narraway Trustee, George Donaldson, Emma Jay, Darren Lennard, Robert Morgan, Barbara Wheatley Manager

**Apologies:** Li Weinreich

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 12th April 2016

### AGENDA ITEM

#### 1. Committee Issues

- a. Approval of Minutes – March 8<sup>th</sup> Minutes of last meeting were subject to comment and as a result they will be amended and signed off at next committee meeting. Going forward could HLEC members please notify BW of any amendments, errors or omissions at least 2 days prior to the next meeting.

#### 2. Health & Safety

- a. LTA's, Accidents, Near Misses Tree o/s 15 LA was windblown and scheduled for felling later this month but was deemed too unsafe to wait so was roughly felled and will have stump ground in due course.
- b. HLEC Contractors None.

#### 3. Finance

- a. Bank Accounts See report. Discussion about depositing cash balances in a more advantageous manner. Could HLEC form a nominee company so we can make deposits more favourably? Bob Rothenberg suggested that such a course of action would be unlikely to be successful No progress on this as HLEC is not recognised as a legal entity. GD suggested Premium Bonds might be a possibility to look at.
- b. Annual EMF payments BW chasing a few outstanding. Discussion about double plot owners paying double EMF. 2 pay double and 1 pays £2.50 for 1 plot and £650 for the other. Agreed not to chase at the moment due to plot-owner's illness.
- c. Camden EMF - status PJ will discuss with DV the currently unpaid debt situation.
- d. Expense Report (act v bud) Reported quarterly – next report due for June meeting.

#### 4. Insurance

- a. Update Nothing to report

#### 5. Operations

- a. Estate Manager's report /forecast See report.
- b. Staff – see Manager's report BW asked for permission to take staff out to Kew Gardens for a CPD

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- c. 5 x Skips day with a talk on Prunus. Committee gave unanimous approval. 9HLG, 1LA, 10HW to side on BA, 26 HW to rear on LA & MM Keepmoat works.
- d. Update on trees – Leyland Cypress in Wassells will be in on 15<sup>th</sup> April to reduce 2 Catalpas on MA, to fell and grind stump of Sorbus o/s 11 LA & to remove a limb on a large oak overhanging 9 RG garden.  
LM, 14 MA Indian Beans, 11 LA  
Sorbus & 9RG Oak

Andrew Wassell chasing LBC re: felling the LM Leylandii after the consultation period which should have now finished. No negative feedback from residents – only positive comments received. Discussion about planting some more trees – cedars and a beech – in the lower park. Current thinking is that 2 cedars would be appropriate, not a beech. But HLEC agreed that we should have a long term plan for the park and as such BW is to investigate consultants to advise.

## 6. Estate Security

- a. Review of current situation

PW summarised recent success in setting up 9 new NHWs in the last 7 months thereby raising general awareness of crime prevention a trial of Security patrols, and building productive relationships with the local police. However, there is a groundswell of opinion from some residents for the HLEC to do more – particularly introduction of CCTV and reintroduction of security patrols to address a recent spate of burglaries. NHWs are reporting a groundswell of opinion that the HLEC is too relaxed and not doing anything to address security concerns. It is clear that the remit of the HLEC is restricted in how it uses plot-owners' funds essentially for the care and maintenance of the "Common Parts" of the Estate. Concerns were raised that money to fund security measures do not cannibalise EMF payments. Problems would arise if a significant number of plot-owners refused to pay for security measures. RM stated for the record that the residents should be grateful for the work the HLEC has done already on looking at security issues.

GD and BW agreed to compile a table that objectively tracks all reported criminal activity on the Estate

DF suggested that we get in a security advisor to look at the whole Estate and make recommendations.

GD suggested that HLEC encourage the formation of a security committee made up of plot owners, flat residents, HLEC member(s) and possibly LBC representation and they are asked to research proposals and bring them forward to HLEC and that these proposals could not go ahead without HLEC permission. It was reiterated that the HLEC does not have a mandate to invest in costly security measures using funds contributed by plot-owners for the purpose of maintaining the common parts of the Estate. The Committee was also reminded that several security companies have advised that the Estate is too large to patrol effectively against burglaries. Patrols

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appear to work well in deterring ASB which was their original purpose. To provide effective security it has been suggested that the Estate would need ANPR cameras on both vehicular entrances, CCTV across all the roads and 2 security patrol men with dogs and radios and perhaps linking in to resident's CCTV camera software. Concerns were raised that we must give consideration to both the plot owners and flat dwellers alike – mindful to not create a split on the Estate. It is also recognised that many on the Estate would not welcome the prospect of a “surveillance society” being created on the Estate.

## b. Preparation for AGM

It was decided to remind residents that the HLEC remit does not extend to major security investments. The Committee is however amenable to sharing information gathered so far.

## 7. Parking

### a. General update/MET report

See MET reports.

## 8. Projects

### a. HLEC Projects

i. Roads & Footpaths - See attached (001 scope) Total area identified is 1094 m2, @ £33.30/m2 (Bestco estimate) is £36,430 + VAT, £43,716, which should be within our budget.

Plans are for this summer to undertake resurfacing to several stretches of footpath in the eastern part of the estate. Aggregate will be the pink granite as we move to have all footpaths in this. PJ asked about some holes in LA road. MN said that this part was planned for next year as they are not too large.

ii. Cycle paths – see attached (005 Cycle paths), costs awaited.

MN presented a proposal to officially hard surface the ‘desire lines’ where cyclists have eroded the verges at the avenue junctions of SL plus HWH. Also a proposal to extend the turning circle on HLM to help larger vehicles turn without clipping verges. Awaiting budget price and if happy with that then MN will get quotes, or we could add it to the footpath project to be done all at the same time. Approved both paths and turning bay in theory but will revisit once costings are in.

iii. Soakaway o/s 26HW

BW met with Graf UK, a storm water management company, to discuss dealing with the water running on to the footpath. Proposed burying ‘eco blocks’ which hold 2/3 more water than a traditional gravel soak away. Awaiting drawing and costings.

### b. Plot-Owners Projects

i. Applications/Approvals – see separate document (Planning Apps 20160412)

#### Applications received

51 HW -Single storey rear extension and associated landscaping to dwelling house

17 MA - Erection of a dormer window to the eastern side of the roof

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94 HWH - Variation of condition 3 (approved plans) associated with planning permission 2015/4457/P dated 30/10/15 (for erection of a single storey rear extension at ground floor level, namely increase the roof of the rear extension from 400mm, alterations to the design of the roof including installation of new fanlights to the rear and change of the material of the roof to glass and solid clad in zinc

26 OA - Replacement of the approved double glazed, double door at the rear elevation with double glazed window granted under reference 2015/3978/P dated 11/09/15 for erection of single storey rear extension, single storey side extension and front porch extension.

## Applications Granted

None

- c. Non Plot-Owners
  - i. Makepeace, Langbourne & Holly Lodge Mansions LBC refurbishment works continuing with little or no impact on us.
  - ii. Camden Phase 2B Makepeace Mansions Keepmoat works being reduced but will still be on site until Sept. Hoardings have been pushed back thereby revealing two grass verges and opening up a few more parking spaces. We have taken the verges back now and have re turfed them.

## 9. Communications

- a. Newsletter BW asked for any items please to go in next newsletter due out in next 2 weeks. BW to email HLEC with items already planned.
- b. Website updated AGM papers have all been added to the website.

## 10. Miscellaneous

- a. AGM See above.
- b. Summer Party 2016 Plans all going ahead. Musicians booked. Brookfield can't bring their choir. Flyers printed and distributed to houses. Flats will be done this week.
- c. Strategic Plan – subcommittee to be formed Decided this would be an extraordinary meeting of whole HLEC rather than a subcommittee. PW to arrange.
- d. Lower Park plans – subcommittee to be formed Agreed it would be better to engage a specialist advisor to come up with an overall plan for the Lower Park. BW to investigate.
- e. Estate signage update PW/BW – no action

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## 11. AOB

### a. Register of Business Interests

During the process of developing a Procurement a thought arose that we ought to have an HLEC register of interests. After discussion it was agreed that it was sufficient to declare and minute any interests at the beginning of each Committee meeting. BW to add to future agendas.

### b. Gail's Bakery

A resident has suggested that in order to reduce the disturbance caused by early morning deliveries on SL the delivery trucks could be given permission to park and offload in the 2-hour zone, thereby being further away from most bedroom windows. Parking rules state no commercial vehicles allowed on the estate before 08.00 so was agreed after much discussion that permission cannot be given.

**Meeting closed 21.50**