

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES ON TUESDAY 12th JULY 2016

Attendees: Peter Wesley Chair & Trustee, Dominique Florin Vice Chair, Peter Jacobs Trustee, Martin Narraway Trustee, Li Weinreich, Darren Lennard, Barbara Wheatley Manager

Apologies: George Donaldson, Robert Morgan, Emma Jay

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 12th July 2016

AGENDA ITEM

1. Committee Issues

- a. Approval of Minutes – June 14th Approved and signed.

2. Health & Safety

- a. LTAs, Accidents, Near Misses – dead branches
No LTAs or accidents to report. Dead branches removed from scarlet oak overhanging the path in the ornamental gardens. Plus 2 large dead branches in OA removed.
- b. HLEC Contractors
Wassells & DEF Electrics have been on the Estate this month.

3. Finance

- a. Bank Accounts
See report. DL researching government bonds.
- b. Annual EMF payments
BW chasing last few. Have instructed MET to ticket 3 that have been reminded several times.
- c. Camden EMF - status
Up to date.
- d. Expense Report (act v bud)
Quarterly report due Sept.

4. Insurance

- a. Update
Annual review meeting about to be scheduled with Towergate. BW to chase with Eve. All insurances go through Towergate except for truck cover which is with Aviva as was more economic than Towergate.

5. Operations

- a. Estate Manager's report /forecast
See report. Grass cutting and general maintenance has taken precedence again this month. Bad weather has stopped us from completing projects such as lamp post gilding and path edging in 2 hour zone. The avenue road name posts are starting to rot and we have replaced the MA/HW one already. BW advised we will probably have to overhaul all the yellowing letters in next year's budget.
- b. 5 x Skips
1 LA, 15 BA, 5 OA, 26 OA and MM Keepmoat works.
- c. Update on trees
PJ to organise annual walk round with Wassells. Some spaces for replanting to be dealt with. Residents will be asked to make a choice in the Autumn. Positions for lower park cedars and beech to be finalised for planting. LM Leylandii – awaiting replacement tree list from LBC tree officer.

6. Estate Security

a. Review of current situation

Small group of residents are getting anxious about ASB and burglaries, especially in the light of the assault on a resident recently. Clarification on the separate issues – ASB in the parks and at the top of Hillway is a different problem to burglaries from residences and the assault. Request from several residents to activate the security patrol again during the July & August when large sections of the Estate are away. Agreed that it is for the residents to secure their own properties. HLEC cannot be responsible for individual properties. Security patrol should only ever be considered for persistent ASB issues. The ‘exceptional circumstances’ required to effect a patrol was agreed to be reviewed on a case by case basis by the Committee. Lengthy discussion about the role of the Police and what more the Committee can do. Need to encourage all residents to call 101, no matter how small the incident, so that the Estate comes higher on the Police tasking algorithm. The assault is a serious matter and one for the Police. Explored hiring temporary CCTV cameras at top of Hillway to deter ASB. Agreed that they would not stop ASB and would not give us any more information that the NHWs are already collecting. Decided that the bollards can be removed from top of Hillway and review ASB activities.

b. Next step

DL to research independent bodies’ advice. PW will draft a response to the residents, commending the NHW work & pointing out that securing property is the responsibility of the plot owners. Awaiting report from Jill Dando Institute.

c. Security Patrol

Agreed not to implement at the moment.

d. Park policy

Residents are asking what are the rules of the park...how late can people be there. Park signs do state that only residents to use the parks, noise to be kept to a minimum and large gatherings must seek permission from the Committee. Logistically difficult to close off the parks and police the rules. Residents to be encouraged to use the same common sense response to any noise under your windows – ask them politely to move on or keep the noise down, or call 101 if behaviour is really anti-social.

7. Parking

a. General update/MET report

Permit renewal is underway with half of the roads invited to renew. Response rate is not good so it is a slow process. When we get to the stage of retiring the old yellow permits we will put up a large banner with the end date. PW felt that the MET tickets had gone down. LW explained it was seasonal and not extraordinary. Have authorised MET to remove the 10 minute grace period for cars parked illegally in the 2 hour zone. Cars can now be ticketed there straight away. Silver VW parked for over a year without tax or MOT. LBC have been instructed to start removal procedure.

b. Visitors' parking

Abuse of the hand written visitor's notes continues, and residents without permits use long term visitor's notes. BW to look at each case and contact the known residents to remind them to park nearer their homes. Suspicious visitor's notes to be investigated by BW and request MET ticket them if appropriate.

8. Projects

a. HLEC Projects

i. Roads & Footpaths

LA south solution is to scrape back some of the banks under the leylandii to flatten the profile thereby reducing the run off of soil etc onto the paths.

Been out to 6 contractors for quotes for resurfacing some of the paths, 1 quote received so far, 1 declined to quote. Aiming to proceed late autumn. Committee asked to authorise up to £70.5k for these works. Increase from budgeted costs due to extra earth works required in some areas. Committee agreed. Overhanging bushes on LBC land discussed as will need to be done so before resurfacing works can proceed. HLM resident has permission from LBC to cut back, which she does regularly, and she agreed to make sure all is clear, but if she has not done so by the time we need access we will cut them back.

ii. Cycle paths

MN has looked at many solutions to try to reduce cyclists/mopeds using the footways and creating desire lines across the verges. Three presented to Committee:

1)Modification to existing road gates to make a meter-wide opening in centre to allow mopeds and cyclist through. The gate could be closed if needed. Decided cost prohibitive and would encourage mopeds to enter along the Avenues at speed where children may be playing and is the problem big enough to warrant the cost.

2)Installation of cycle ramps across verges from pedestrian gates onto the roads. Legal advice is that Committee would be liable for any accidents, despite signage not accepting responsibility.

3)Installation of motor bike barriers (K barriers). Decided these were ugly and expensive.

Discussion about planting barrier shrubs or installing low fencing across the desire lines. Agreed that there is no solution and we should leave things as they are. Thanks to MN for his work, it has been a useful exercise.

Speeding cyclists down Hillway were discussed, not the problem it used to be. BW stops small groups now and then to remind them of speed limit and private nature of the Estate.

iii. Soakaway o/s 26HW

Seeking quotes.

- b. Plot-Owners Projects
 - i. Applications/Approvals None.

- c. Non Plot-Owners
 - i. Makepeace, Langbourne & Holly Lodge Mansions Works continuing with little or no impact on us.
 - ii. Makepeace Mansions Keepmoat Works being reduced but will still be on site until Sept/Oct. Site manager Benn Goldsmith is leaving end of July, replaced by Tony Kelly.

9. Communications

- a. Newsletter One went out recently and is on website. Community Centre is given a page for their news, as are the Police if they have anything to share.

- b. Website Updated with newsletters, minutes and service entries.

10. Miscellaneous

- a. Estate signage update MN suggests we amalgamate the NHW, SmartWater, No Parking and No Cycling signs into one sign for all the gates so as to reduce the number of signs on the Estate. Several options presented. White background version agreed with reduced under text.
2 hour zone signs to be reviewed making clearer that it is residents only with permits permitted to stay for 2 hours. Font for whole estate signage discussed plus Pantone references for colours. Ben Weinreich to suggest designs, PW to brief him.

11. AOB

- a. Emergency services using barrier at HLG 'Main Entrance' sign on fence by HWH/HLG barrier not clear and an ambulance was seen trying to gain access to HLG. Suggested sign should be put on the barrier arm or illuminate the sign. BW & MN to investigate. BW to contact LAS to inform how to enter the Estate.

- b. Yoga classes in the lower park Agreed permission can be given for short term summer classes.

Meeting closed 21.20