

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 13<sup>th</sup> JUNE 2017

**Attendees:** Peter Wesley Chair & Trustee, Peter Jacobs Trustee & Treasurer, George Donaldson Secretary, Martin Narraway Trustee, Li Weinreich, Emma Jay, Barbara Wheatley Manager

**Apologies:** Dominique Florin Vice Chair, Robert Morgan

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 13th June 2017

### AGENDA ITEM

### ACTIONS

#### 1. Committee Issues

- a. Approval of Minutes – May 9<sup>th</sup> Approved & signed. Suggested we add a Matters Arising agenda item for a trial period. Add an Actions column into minutes.
- b. Appointment of new Committee member. Was agreed that RS is the best fit as he has worked on the Parking sub-committee. PW will speak to him and let the other applicants know.

BW

PW

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses – none
- b. HLEC Contractors – DH Waste, Wassells, DEF Electrics

#### 3. Finance

- a. Bank Accounts. Just over £700k on account at present which is in line with what we would expect at this time of the year.
- b. Annual EMF payments. BACs and cheque payers reminded and some payments received already. DD status won't be known until 20<sup>th</sup> June when payments are taken. Will review and chase those necessary after that date.
- c. Camden EMF – status. All up to date
- d. Monthly financial report. BW to chase Manders invoice & outstanding HW EMF.
- e. Q2 management accounts. Most budget items on course as estimated. However, there appears to have been an overspend on trees and small projects. BW & PJ to meet with DV to clarify what these are. Overall the forecasts are good and if we continue as we are we will be significantly better than budgeted.

BW

BW  
PJ

#### 4. Insurance

- a. Update – BW to investigate cover for portable equipment as we now have over £8k of machinery etc and it may not be cost effective any more to self cover. Check that cover in place for DU and chainsaw work.

BW

#### 5. Operations

- a. Estate Manager's report /forecast. See report. White lining quote approved to £1k. BW to book them in and add 2 disabled bays in MM. Behind on grass lately with staff absences and warm wet weather increasing growth rate. Hired a sit on mower to get on top of it. Discussion about purchasing one for the Estate. BW to investigate cost, maintenance, insurance etc. Agreed we will

BW

offer some overtime to the staff to complete outstanding project work such as gilding the lamp posts, clearing of RG gulleys etc.

- b. 3 x Skips – MM Keepmoat works x 2, 8 MA
- c. Accounting package update. MN is progressing this and will update at next meeting. MN
- d. Dog mess legislation. Apparently, we can apply for ticket issuance powers from LBC for dog fouling. EJ will investigate. EJ

## 6. Estate Security

- a. General update.  
Burglary in RG, daytime. Door kicked in – jewellery and small items stolen.  
Scooter rider caught in LA at 7.40 breaking into a car. Resident tackled him and took photos.  
Fraudulent car finance scam. Is identity theft possible from recycling bags?  
Very little ASB at top of HW or in parks to report.
- b. NHW re: security patrols  
HLEC has taken legal advice on where they stand on permitting residents to privately employ security patrols.
- c. Activities at top of HW & HLG/Park - Cones/Patrols/CCTV/PIR lights.  
Cones are no longer being put out and ASB does not appear to have increased significantly.  
Lighting in lower park – BW to explore with Mary Selfe, Ian Whittaker and Ronnie Day what they propose the options might be. BW  
Dummy CCTVs – Agreed that installation of these would be fraught with difficulties. Residents would have to be told and they would not be effective once word got out they were dummies.

## 7. Parking

- a. General update. 4<sup>th</sup> parking app to be purchased for use on an Estate phone and used by residents at weekends. RS, MN & EJ have volunteered to be on a rota. BW to set up app & organise training – also try to find another couple of residents willing to share the rota. BW
- b. Electric charging points  
MN is in contact with UKPN for a quote on fitting power points. Spreadsheet prepared by MN looks like income will contribute to capital costs quite quickly. MN continuing to gather info and figures and will then HLEC will arrange a consultation with residents. MN
- c. Subcommittee update. Have not met recently. Agreed that we will meet again once the accounting package is ready for commissioning.

## 8. Projects

- a. HLEC Projects – Yard resurfacing, RG Lane, Gate pier in ornamental garden. Yard and gate pier rebuild will be done in the autumn once the main mowing season is over. BW to progress. Overtime to be offered to staff to complete clearance of RG gulleys, lamppost gilding, gate painting etc. BW
- b. Plot-Owner's Projects  
89 Hillway rec'd PP for loft & side extension  
26 MA rec'd PP for rear extension  
19c SL application for rear skylights

- c. Non Plot-Owners
  - i. Makepeace, Langbourne & Holly Lodge Mansions refurbishment works continuing with no impact on us
  - ii. Makepeace Mansions Keepmoat works on last phase with end date set as 16/6/17. Two further weeks needed to remove hoardings and skips. BW to arrange snagging meeting. BW

**9. Communications**

- a. Newsletter. One went out earlier this month advertising the party amongst other things.
- b. Website - Continued to be updated.

**10. Miscellaneous**

- a. Estate signage update. Waiting for a few more NHW signs from SNT police. Intend to put up larger SmartWater signs along with the NHW signs on all the outer gates – facing outwards. MN looking at fixings for these. MN
- b. Summer Party update. All plans on course.

**11. AOB**

- Speeding on LA. Resident asking what plans there are for signs etc following the survey. BW to revisit minutes as this was discussed at a meeting last year. PJ to look at the survey results. BW  
PJ
- Highgate Neighbourhood Plan. Reminder about election on 6<sup>th</sup> July.
- LA street party planned for 8<sup>th</sup> July.

**Meeting closed at 22.05**