

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 11th JULY 2017

Attendees: Peter Wesley Chair & Trustee, Dominique Florin Vice Chair, Peter Jacobs Trustee & Treasurer, George Donaldson Secretary, Martin Narraway Trustee, Li Weinreich, Rob Schoenbeck, Barbara Wheatley Manager

Apologies: Robert Morgan, Emma Jay

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 11th July 2017

AGENDA ITEM

ACTIONS

1. Committee Issues

- a. Approval of Minutes – June 13th. Approved & signed. NB- add Matters Arising next month. BW

2. Health & Safety

- a. LTAs, Accidents, Near Misses – none
b. HLEC Contractors – Wassells

3. Finance

- a. Bank Accounts. ±£750k on account.
- b. Annual EMF payments. BW to check with DV re: outstanding list which does not look complete. BW to chase failed DDs and check current parking permits against non or part payees. BW
- c. Camden EMF – status. All up to date.
- d. Monthly financial report. No outstanding debtors. All garages paid up to date. A few half yearly manual EMF payments still to be collected. BW
- e. 2nd quarter revised statement. £15k was added in error to management accounts for security. Check whether it was included in the Nov half yearly meeting budget agreed by residents. BW/PJ

4. Insurance

- a. Update. - Cover for ±£8k of portable equipment & machinery at £321.08 pa was agreed. BW to set up cover. BW
Japanese knotweed. The cost of controlling and eradicating knotweed are not covered under the terms of the policy. We are expected to take all necessary measures to remove it in order to satisfy the reasonable precautions condition within the wording. BW to check this wording. BW

5. Operations

- a. Estate Manager's report /forecast. See report. White liners in 12th July to refresh a few parts and create new disabled & motor bike bays.
Forestry Commission is warning about processionary moths on oak trees. One tree has been quarantined on Hampstead Heath. BW to arrange for Wassells to check our oaks. BW
BW to arrange the order of new cedars for the lower park – will be planted Nov/Dec. BW
Clover and Coltsfoot cropping up all over the verges. BW asked to investigate possibility of weedkilling – add to next month's agenda. BW

- b. 4 x Skips – MM Keepmoat works x 2, 8 & 9 MA
- c. Accounting package update. MN, BW and John Kernthaler met with the contractor to discuss and clarify the parameters & detail of the database plus how it will be used. Meeting again next week to progress it.

6. Estate Security

- a. General update. Some minor ASB logged on Incident Log. LA resident chased off a moped rider breaking into his son's car.
 BW has approached the Hampstead Heath Police to see if they would drive through several times in the evenings. They have agreed but HLEC requested that this should be postponed until the Residents' Group night watchman trial is completed.
 Robin Grove residents have asked for CCTV cameras to be put up in their car parking area. It is very secluded. HLEC would like to meet with residents to understand their plan and provide input about how best to get it done. This would assume unanimous support from the RG residents. RS has offered to be involved in this. PW/RM/RS
 BW is investigating whether residents can access the LBC Noise Patrol people to report ASB in the parks. BW
- b. NHW re: Residents' Security Group (RSG) Night Watchman proposal. PW to draft a response to their proposal. HLEC would require a written undertaking that they would be exonerated from any consequences of accidents, mishaps or negligence of the RSG, its contractors or agents. Plus HLEC will ask for assurances that they have PI insurance cover up to £5m. An item will be put in the next newsletter clarifying whose initiative this is. PW
BW
- c. Activities at top of HW & HLG/Park - Cones/Patrols/CCTV/PIR lights. PW, BW & MN met with concerned residents regarding lighting in the lower park to combat late night ASB. BW will take advice from a resident lighting designer and put together a costed proposal for next meeting. BW

7. Parking

- a. General update. HLEC now have an 'Estate' phone with the PCN app installed. A rota has been drawn up for weekend cover.
 A car transporter has been noted dropping cars off on LM & HW. These cars often stay overnight. BW is investigating the resident & company involved. BW
 There is a resident in HLM that persistently flaunts the parking rules, parking over white lines and in turning bays. They have been ticketed numerous times. BW has contacted the LBC housing officer to ask for their help in contacting this person.
- b. Electric charging points. MN advised that he has overpriced the original plan so he will revisit. Research is ongoing. MN

8. Projects

- a. HLEC Projects. Quotes being obtained for rebuilding the ornamental gate pier and recreating a flight steps down from the rose garden. BW
- b. Plot-Owner's Projects
 Application 8 MA replacement UPVC rear French doors.
 Application 81 HW attic & ground floor extension.

- 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 imminent. BW to organise final snagging meeting with site manager. BW to invoice for Q2 parking spaces. BW

9. Communications

- a. Newsletter. Items to include in next issue -Processionary moths, Update in refreshing of white lines, HNF referendum update, Watering of trees during dry spells, Electric 214 buses. BW/MN
- b. Website updated as required.

10. Miscellaneous

- a. Estate signage update. Awaiting extra NHW signs from SNH Police. Fittings will be explored and the these the signs will be placed along with the SmartWater signs on all the outer gates. MN/BW

11. AOB

- BW to provisionally book the Community Centre for the half yearly residents' meeting. 15th & 22nd November. BW

Meeting Closed 21.45