

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 10th OCTOBER 2017

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

Apologies: Robert Morgan

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 10th October 2017

AGENDA ITEM

ACTIONS

1. Committee Issues

- a. Matters arising – none noted
- b. Approval of Minutes – September 12th Approved & signed

2. Health & Safety

- a. LTAs, Accidents, Near Misses - None reported
- b. HLEC Contractors – Wassells - Noted

3. Finance

- a. Bank Accounts. Below £700k in bank now which is on trend for this time of year.
- b. Monthly financial report. No outstanding debts. 2 LBC invoices remain unpaid. BW to chase again. BW
- c. Outstanding EMF payments. All up to date. Discussion about double plot owner who does not pay the full amount whereas the other 2 double plots do. PW to write to them. PW
- d. MA Q3. Will be £40k under budget. Discussion about how we report/repay this to LBC. Agreed that it will be smoothed out over the 2 year cycle. Salaries, insurance, hut & park lighting adjustments to be sent to DV. PJ
- e. Camden invoicing summary. PJ went through the figures.
- f. 2018 3-5 yr plan. Explained by DV & PJ.
- g. 2018 long term plan. Document for Residents' meeting will go up to 2021/22.
- h. Staff salaries.

Strategy for coming years:

- Will review LLW in 3 years' time to check the differentials are still appropriate.
- The August CPI figure will be used for annual salary increases if it is commensurate with the Estate's financial circumstances.
- Any additional increases will be conditional upon change of roles or performance related.

4. Insurance

- a. Update on renewals & JKW. All policies renewed and paid as per quotes. Underwriters are asking for us to engage a licenced Japanese Knotweed removal company, otherwise they will not cover us for any JKW claims arising. BW in discussion with them because we have cleared the 3 small outbreaks and will continue to monitor and treat until removed, so nothing for an external company to do. BW

5. Operations

- a. Estate Manager's report /forecast - see report
- b. SF's RHS Level 3 course – To revisit BW

- c. Tree update – To revisit
- d. No skips
- e. Accounting package/permit update – To revisit

PJ

MN

6. Estate Security

- a. HLERG Night Watchman trial update – dealt together with item below.
- b. Security matters.

A recap of the recent Safer Neighbourhoods Panel meeting provided an update on efforts made to thwart moped-related crime, now the number one priority in Camden. Crime statistics for the past three months (through August) show that burglaries in the Highgate ward (29) were unchanged from the previous three months (30), although none occurred on the Holly Lodge Estate. Moped-related crime increased to 59 from 33 in the previous period (with 28 in June alone.)

A summary of the Holly Lodge Residents' Group (HLERG) Nightwatchman Trial was given, indicating the group's assessment of a success and a desire to repeat the activity for the Christmas and Easter Holidays. The goal is to increase the number of members in the group to 100 from current 45, thereby reducing the estimated cost for the two periods (29 days at £175/night) to £50 / member (£5075.) The spokesman for the group indicated the desire to meet with (representatives of) the HLE Committee to gain permission for continuing the effort, once the residents of the estate had been canvassed to determine the extent of their interest and support.

The number of initiatives taken by the HLE Committee to improve security on the estate this past year were highlighted in the "Security Concerns" document and it was agreed that these would be presented by the Chairman at the half-yearly meeting in November. It was proposed that a general consultation meeting be announced for early in 2018 to assess the security concerns of the residents, but this was not confirmed and may be re-visited at the November meeting based on the actions of the HLERG in the interim.

PW
BW

A written response to the RG Trial report, will be drafted and prepared to be distributed to the residents pending the next steps taken by the HLERG and whether or not it be deemed necessary.

PW

7. Parking

- a. MET monthly report – circulated but not discussed
- b. Electric charging points update – to revisit

8. Projects

- a. HLEC Projects – see Manager's report
- b. Roads & Paths update – will be circulated by email
- c. Lower park lighting. Costings were presented but HLEC requested more information, particularly light spill area and pictures of bollards on other sites.
- d. Hut roof/replacement – Agreed a replacement hut is needed. Guideline budget of £25k agreed. BW to research.
- e. Plot-Owner's Projects – see separate document for planning applications and permissions.
- f. Non Plot-Owners. Nothing to report.

BW

BW

BW

9. Communications

- a. Newsletter - A newsletter will go out this week.
- b. Website - see Manager's report

10. Miscellaneous

- a. Halloween arrangements will be the same as in past years and has been announced in the newsletter. Posters will be put up. Staff will be in until 8pm.

BW

11. AOB

- Add Security Concerns to Residents' meeting agenda.
- 12 HW fireworks. Concerns raised by neighbours. Advice taken from insurance company's legal team. BW to write to resident outlining his responsibilities and that we will be contacting LBC, LFB & HSE.
- Dog Poo – fining powers – to be revisited
- Request to close barrier earlier each evening to stop evening rat run – to be revisited
- Email circulated by SL resident containing a photo of a person apparently begging. Agreed that it was not appropriate to circulate such a thing. DF will reply to him.

BW

BW

DF

Meeting closed 22.25