

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 13<sup>th</sup> FEBRUARY 2018

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

**Apologies:** Dominique Florin

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 13th February 2018

### AGENDA ITEM

### ACTIONS

#### 1. Committee Issues

- a. Approval of Minutes – January 9<sup>th</sup>. Approved and signed
- b. HLE Committee Elections. Process agreed as follows:
  - i. Circulate announcement of election at upcoming AGM and ask for submissions/resumés of no more than 250 words to be sent in by 21<sup>st</sup> March. Include in same newsletter a summary of the Security Meeting, EV survey results plus any other items suggested by HLEC members.
  - ii. Collate and send out resumés on 3<sup>rd</sup> April plus AGM invitation/agenda and explanation of proxy voting process.
  - iii. Prepare ballot papers and list of plots for AGM on 25<sup>th</sup> April.
  - iv. Voting will take place at a designated time prior to the main AGM. 1 ballot paper per plot with 6 votes maximum. 1 mark per candidate otherwise paper will be deemed to be spoiled. Vote counting will take place by invited residents in a separate room whilst AGM business continues. Perhaps moderated by Father Andrew?? Result announced by end of AGM.
- c. AGM 25<sup>th</sup> April – Confirmed at Highgate Library Civic & Cultural Centre
- d. Update Register of Interests. Forms completed by all except DF. BW to follow up.

RS/BW

BW

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses - none
- b. HLEC Contractors – Wassells, Nathan Relevey (EMS system) & Andy Wooler H&S consultant who advised on next steps to bed in our safety culture.

#### 3. Finance

- a. Bank Accounts/Monthly financial report – see reports. BW to chase up outstanding EMF payments. DV to chase up payment of LBC's invoice.
- b. Approval of the final accounts for year ending 30th November 2017. Further clarification sought. PJ to answers to next meeting.

BW/DV

PJ

#### 4. Insurance

- a. Nothing to report

#### 5. Operations

- a. Estate Manager's report /forecast. See report.
- b. Skips x 1 @26 MA

- c. Barriers. A risk assessment was done on the existing barriers (MN to circulate to all HLEC) as it was brought to our attention that they may not be compliant with current Door Hardware Federation's Code of Practice. MN to seek quotes for new barriers. MN
- d. Gritting & MET severe weather warnings update. MN met with Georgia Gould and Oliver Lewis from the council when they visited the HLE on her tour of Camden estates and asked if we could be included on their list of gritting alerts as we have a good number of LBC residents on the Estate. They thought that this was a good idea. MN to chase up. MN
- e. Builders' Code revisions – approval sought and given for minor change to skips paragraph. BW to update on website. BW

## 6. Estate Security

- a. Security Meeting / Next Steps
  - Synopsis. RS presented a synopsis of the meeting held recently at St Anne's Church, which is intended to go out to all residents, to which EJ had made some suggested amendments. These were discussed and many agreed upon. RS will finalise and circulate for final approval before including in the next newsletter going out 28th February. RS
  - Security Liaison Group. RS announced that he would pursue the goal of contacting our DWO (Dedicated Ward Police Officer – Wendy Lee) and our local councillors to solicit their support to meet regularly with representatives from the HLEC and other Estate committees to address security issues particular to the HLE. He intends to host a preliminary, informal meeting with the councillors and the DWO to gauge their willingness to be involved. EJ expressed concern and upset at not being included in this initial meeting.

## 7. Parking

- a. MET monthly reports – no reports received from MET as yet. BW will circulate by email. BW
- b. Electric charging points update. EJ presented the results of the recent survey, a summary of which will be announced in the next newsletter with the full report lodged on the website. In essence the survey showed a strong majority of 2 to 1 in support. Location of charging stations was queried by some respondents, MN suggested just west of Hillway in Makepeace which was agreed. Next step is to apply for planning permission. MN to progress. The results for a Car Club vehicle showed a small majority in favour (55%) with location either before Hillway gates or centre of Hillway. Agreed, as will be accessible to all should be before gates. EJ to see if the Car Clubs are interested. EJ  
MN
- c. Bike parking. To be revisited.

## 8. Projects

- a. HLEC Projects - Accounting package/permit update. The first batch of permits have now gone out with the flats to follow shortly. There are still a few snags to iron out which BW is dealing with. The accounting side of the system is still work underway. BW
- b. Hut replacement – approval sought. BW presented quotes and recommended we go with Portable Facilities. The final costs were approved, and we aim to have the new hut delivered at the end of March. BW asked for volunteers to help sort through the archived files and dispose of old papers. It was suggested we ask Pippa to help. BW
- c. Plot-Owner's Projects – 26 MA update. BW met with the owner and contractor and agreed that they could extend the conveyor belt to speed up the removal of spoil. Have loaned the contractor a key to the gate so they can manage traffic when deliveries taken. Planning applications granted: 40 HW erection of single storey rear extension, 30 OA Erection of side dormer extension, single storey side extension, alteration to rear doors and addition of solar panels to side and rear roof slopes. BW to send out Builders' Code. BW
- d. Non Plot-Owners - none to report

## 9. Communications

- a. HLE Joint Communication Group. To include representatives from the flats and plots. Inaugural meeting set for 26<sup>th</sup> February.
- b. Newsletter. Next one due out by end of month. BW to ask all for items.
- c. Website. To be updated with recent minutes and security papers.

BW  
BW

## 10. Miscellaneous. None

## 11. AOB

There have been concerns raised by 2 residents about the placing of one of the new Cedars in the Lower Park. It has been suggested that it will shade the houses on HLG. BW asked that all HLEC members take a look and feedback thoughts. It is not too late to move it if need be.

**Meeting closed 22.30**