

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 14<sup>th</sup> AUGUST 2018

**Attendees:** Dominique Florin Chair, Rob Schoenbeck Vice Chair, Peter Jacobs Trustee & Treasurer, Peter Wesley Trustee, Martin Narraway Trustee, Li Weinreich, Robert Morgan, Barbara Wheatley Manager

**Apologies:** George Donaldson, Rosie Durant

**Venue:** Holly Lodge Estate Community Centre

**Time:** 19.30 Tuesday 14<sup>th</sup> August 2018

### AGENDA ITEM

### ACTIONS

#### 1. Committee Issues

- a. Approval of Minutes – July 10<sup>th</sup>. Approved and signed with one small amendment.
- b. Matters arising from minutes. None. Half yearly meeting date was agreed to be 21<sup>st</sup> November.

BW

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses. Member of staff suffered a severe allergic reaction to a wasp sting. Was taken to hospital and given intravenous anti histamines. There was concern that this allergic reaction may escalate in future and HLEC would like either a letter from his GP to state that he does not require an EpiPen or a prescription for EpiPens, one of which we can keep in the hut.
- b. HLEC Contractors – Portable Facilities, London Gates & Railings, DEF Electricals, EDF Energy

BW

#### 3. Finance

- a. Bank Accounts/Monthly financial report. See reports. £731k in bank. No debtors. 1 garage in arrears. BW to chase. PJ to clarify Sundries figure on MA. New owner of 10 OA to be identified for EMF payments.

BW  
PJ

#### 4. Insurance

- a. Claim made for 3<sup>rd</sup> party damage to vehicle gates HLM/SL – update. Insurance have paid out £1,120.00
- b. Renewal review update. Meeting held with Towergate and all policies discussed. Agreed we should update asset valuations. BW to progress.
- c. Cyber-crime policy for discussion. Unsure that this is necessary at ±£800 pa, but further research needed. Suggested BW contact Nathan Relevy at CIUK and Kevin Nunan at VAC for advice.
- d. Antique jardinière broken by accident outside Hillway Garage by one of our staff. Owner does not feel it is worth repairing but losing this one this destroys the value of the set of 4. He said he would accept ¼ of the purchase value of the set, being £750. Insurance won't pay out unless it is for a repair or replacement and our excess is £500, so HLEC agreed we should pay him direct.

BW

BW

#### 5. Operations

- a. Estate Manager's report /forecast. See report. PJ asked that the newly seeded area on LA/HW junction be re-seeded and the desire line furrows be filled in and seeded. BW reported that the old container is rusting and the door is not opening properly. BW was asked to cost up a new one for next year's budget.

BW

BW

The yard surface was also discussed as it is starting to fall away and is very cracked in places. BW to get quotes for re-doing.

BW

The use of glyphosate was briefly touched upon. BW and Gerry are meeting with a chemical rep to discuss alternatives. She will report back to HLEC next month.

BW

- b. Email Policy. RD was researching this but as she was not present it will be reviewed at the next meeting. RD
- c. Garage Rental Agreement to review. DF will further this with our solicitor to come up with a tighter agreement and ask advice on sorts of usage allowed. DF
- d. Barrier opening hours to review. It was agreed that the extended opening hours should continue and be reviewed at the next meeting.
- e. Skip x 4: 26 MA, LBC in MM, 33 LA, 4 LA. Skip o/s 4 LA is blocking the steps and looks like it may have caused some tree damage. BW to talk to builder. BW

## 6. Estate Security

- a. Recent reported activities on the Estate – Incident Log. RS reviewed the activity on the incident log (no activity since 3 August) and it was decided to continue to leave the HLG gates open during the night for another month. Also, RS provided latest crime stats for the Highgate ward (through 31 July) and although there were forty burglaries reported, there were virtually no incidents on the estate.
- b. Security Liaison Committee Meeting. Next meeting will be held in mid-late September; although Safer Neighbourhood Panel meeting held at the end of July, minutes distributed and highlights reported.
- c. Survey Research Proposal: update/next steps. RS recapped results of the meeting held on 7 August, when it was agreed to proceed with the research. Collectively, it was felt that the ORS (Swansea) proposal to conduct a 'deliberative forum' (with a representative group of residents who would discuss options, alternatives steps such as patrols, etc. and cost implications) is the best next step. Accordingly, a face-to-face meeting to discuss the details of the forum will be organised with Kelly Lock, ORS Head of Qualitative Research and Facilitator of the forum w/c 11 Sept. RS will Doodle committee to determine availabilities. RS  
Results of the forum will help to determine the potential for follow-up quantitative research. Target for the forum is early October with feedback to report to the plot holders at the mid-year meeting on 21 November. Should we proceed to implement the research survey, plan is to finalise before Christmas holiday. RS also noted that costs have been negotiated with a savings of £1130 for both phases.
- d. Community Grounds Sweep. After further discussion with the police it was agreed that it is not an appropriate event to hold on the Estate.

## 7. Parking

- a. MET monthly reports. July report not received as yet. BW to chase. BW
- b. Disabled Bay Policy. HLEC agreed that we should have formalised criteria for issuance of disabled bays across the Estate. BW to enquire of LBC how they determine eligibility. BW
- c. Parking on crossovers to review. This led to a wider discussion about parking in general as well as visitor's notes. It was agreed that the Parking Sub-committee would meet as soon as possible to discuss: BW
  - i. Parking on crossovers

- ii. Disabled bay policy
- iii. Removing parking rules from The Green Book and directing people to the website
- iv. Updating the signage re: disabled badges, GDPR, Contact info etc
- v. Dated visitor's notes

d. Persistent visitor note abuser. See above.

## 8. Projects

- a. HLEC Projects - Accounting package/permit update. Latest meeting was held on 13<sup>th</sup> August and the accounting side of this project is close to being finalised now. HLEC members will have 'read only' access. Next meeting 3<sup>rd</sup> September.
- b. Plot-Owner's Projects. Two new applications, no approvals to report.
- c. Non Plot-Owners - LBC refurb in MM. This project has been extended. BW is trying to make contact with the correct person to invoice for the skip.

BW

## 9. Communications

- a. Joint Communication Group update. Nothing much to report. Minutes of previous meeting were distributed to all HLEC members. Next meeting will be later in the autumn.
- b. Newsletter. Next newsletter to include the C2 & 88 bus route change proposals and drones – see below.  
The bus changes were then further discussed and what the most appropriate route for responding would be. It was agreed that HLEC would not respond as a group but would actively encourage other groups and individuals to respond using the TfL link given out in a recent mailshot.
- c. Website. A new NHW page has been constructed and will go live as soon as the contact emails have been tested.

RS

BW

## 10. Miscellaneous

Supporting wild life initiative - Encouraging habitats for insects, birds and small mammals. A resident has asked for HLEC support in promoting gardens to be more wildlife friendly. HLEC agreed that they would support this and in parallel to this BW has recently been in touch with LBC's Nature Conservation Officer with the view to them helping us set up a conservation management plan or bio-diversity action plan and also to secure some funding for this. BW to progress and include the interested resident if he wishes to be engaged.

BW

Drones on the Estate. A legal paper on this was reviewed and based on that advice HLEC agreed that all drones are to be banned on the Estate. BW to put this in the newsletter. Staff must approach anyone using a drone and ask them to stop. RS volunteered to check out what the Camden policy is regarding drones and determine how we might apply this to the Estate.

BW

RS

## 11. AOB

Newgate recently installed the new barriers with red housings. We had ordered white at an extra cost. Agreed we would keep the red but ask for a refund. BW to action.

BW

**Meeting closed at 21.37**