

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES ON TUESDAY 9th OCTOBER 2018

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

Apologies: Robert Morgan, Li Weinreich

Venue: Holly Lodge Estate Office

Time: 19.30 Tuesday 9th October 2018

AGENDA ITEM

ACTIONS

Reports referred to may be requested from the Estate Office.

1. Committee Issues

- a. Approval of Minutes – September 11th. Approved and signed
- b. Matters arising from minutes. None

2. Health & Safety

- a. LTAs, Accidents, Near Misses – 1 x large branch & 2 x trees down in recent high winds.
- b. HLEC Contractors. County Clean, Tuckwells, Wassells, Newgate.

3. Finance

- a. Bank Accounts/Monthly financial report. See reports. £685k on deposit. No debtors or creditors.
- b. 2019 budget proposal. PJ presented the draft budget and assumptions. Proposed works on roads and paths will take the 2018 spend over budget by ±£15k. Discussion about whether to reduce the scope of works or hold a retention to go into 2019 budget. Agreed to hold a retention. Still some variables in the budget so agreed that a smaller working party would meet in next few days to finalise.
- c. Staff salaries to review. Further to the agreement made last year the salaries will increase at CPI rate of 2.7% this year.

BW

4. Insurance

- a. Update on renewals. All assets were revalued, policies were reviewed and have been renewed for the coming year.

5. Operations

- a. Estate Manager's report /forecast. See report.
- b. Email Policy. Nothing to report yet. Revisit next month.
- c. Garage Rental Agreement update. Draft agreement received from solicitor. Some additions and amendments suggested. BW to relay these to him.
- d. Skip Licence review update. Awaiting draft from solicitor.
- e. Skip x 4: 61 HW, LBC in MM, 35 LA, 13 HLG

RD

BW

6. Estate Security

- a. Recent reported activities on the Estate – Incident Log. Very few incidents reported this month. Elderly resident was scammed. BW to contact family as she is quite vulnerable. HLEC asked that BW try to get more precise timings of logged incidents.
- b. Residents' views – newspaper articles. Two articles regarding private security patrols on other estates were handed in by a resident and HLEC were made aware.
- c. Security Liaison Committee Meeting. Postponed until after the Security Forum.

BW

- d. Deliberative Forum update/next steps. Long discussion about poor response and involving the flat reps. Suggested we send another invitation out or perhaps cancel the event. DF will talk to ORS. DF

7. Parking

- a. MET monthly reports. Concerns raised about lack of visits. BW to contact them to request more frequent visits, especially to the 3 hour zone. RD thought the numbers in their reports do not appear to add up. Will schedule a phone call with MET to discuss. BW/RD
- b. EV Chargers update. Mayor of London grant and planning permission being applied for. More definitive costings being obtained. Will go back to residents once we have this information. MN
- c. Subcommittee meeting update - Disabled Bay Policy & App Form. After agreeing that we should follow the LBC process the sub committee prepared a draft application form and policy. However, on reflection, the Chair raised a concern that it might be too complicated a process for us. The general sense was that we needed a procedure and it could be based on LBC but simplified and we would not be obligated to pursue the outside 'checking' that LBC does (but to keep the "may instruct a qualified OT" as a backstop.) Also, that we would look at other (borough) examples of their disabled bay policies. BW to take legal advice on what our obligations are and will revert to HLEC. BW
- d. Cycle storage/parking in flat avenues. HLEC do not have a problem with the TRA exploring the installation of cycle storage/hoops in between or behind the mansion blocks. CAAC may have a view. Will be on their next agenda. To be discussed at Joint Communications Committee meeting with Tenants and Leaseholders representatives. MN
RS

8. Projects

- a. Roads and paths walk round update. 5 zones of works to footpaths were identified and have been quoted for. It was agreed that these should go ahead in November. Some minor works were also identified which will be attended to in house.
- b. Tree walk round update – A list of trees for monitoring or attention was drawn up after the walk round this month. Wassells have quoted for some of the works which include removing & replacing dead or dying trees, thinning crowns, grinding out stumps from the trees we lost in the winds and staking some of the more vulnerable specimens that have suffered in the long hot summer. The final scope and cost of these works is yet to be agreed. Many of the identified issues can be dealt with by our own team and work is already underway on that list. The pollarding of the limes is scheduled for last 2 weeks in November.
- c. Leylandii in LM – application to LBC for removal to consider. In the light of the damage to our infrastructure, see drains below plus root heave in road noted on recent walkround, it was suggested that the time might be right to apply for the leylandii to be replaced with something more appropriate for the site. HLEC happy for this application to go ahead. BW to instruct Wassells. BW
- d. CCTV survey of drains update. The gulleys were cleaned and we were advised that there was a large amount of silt to clear and dump. We should consider doing this more frequently which will save money in the long run. It was suggested Hillway every 6 months and the Avenues annually. The CCTV survey reported that generally the drains are in good order, with 4 that need attention. 3 are minor problems that we can sort but one drain pipe under the leylandii in Langbourne Mansions is severely cracked and will need professional attention.
- e. HLEC Projects - Accounting package/permit update. Accounting side is almost complete and is on track to be completed in time for the annual collection of EMF payments in December. A few snags to clear on the parking side.
- f. Plot-Owner's Projects. Nothing to report.
- g. Non Plot-Owners - LBC refurb in MM – works ongoing with little or no impact on us other than their skip on the road, which is being charged for.

9. Communications

- a. Joint Communication Group update. Meeting tomorrow so nothing to update as yet.
- b. Newsletter. Green light given to print draft presented with a few small amendments.
- c. Website. Continues to be updated with minutes, newsletters etc.

10. Miscellaneous

- Supporting wild life initiative update. BW has contacted LBC and Highgate Cemetery and is still researching. Will update next month.
- Halloween. Notices will go out with the newsletter and posters put up in next few days.
- Green Book update. GD is underway with this and was pointed to the LBC Local Studies and Archives Centre for original photos of the Estate.
- Private green waste collections – to revisit next meeting.

BW

11. AOB

Bring next HLEC meeting forward as too close to Plot Owners' half yearly meeting? BW will poll all for alternative dates.

BW

Meeting closed 22.26