

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES THURSDAY 15th NOVEMBER 2018

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

Apologies: Rosie Durant

Venue: Holly Lodge Estate Office

Time: 19.30 Thursday 15th November 2018

AGENDA ITEM

ACTIONS

Reports referred to may be requested from the Estate Office.

1. Committee Issues

- a. Approval of Minutes – October 9th. Approved and signed
- b. Matters arising from minutes. None
- c. Preparations for plot owners' meeting on 21st Nov

- i. Process for residents to bring concerns to HLEC without using the Special Meeting process - "How do I have a say?"

DF suggests a residents' liaison group/workshop for EV Charging project similar to the Security Liaison Group with representatives from the plots, the flats and the HLEC.

RM suggested a half-way house where a resident could request to join a committee meeting.

RS proposed a monthly surgery.

PW noted we already have a formal mechanism in the Special Meeting process but would prefer an informal approach as well.

Question was raised as to whether a plot owner could put forward a motion at the half yearly meetings and vote on it to force HLEC to do something. It was agreed that it would not be an appropriate forum for a quorate of less than 10% of the residents to force major decisions or policy in this way. The monthly surgery was deemed a reasonable option and should be put to the plot owners' meeting next week as a possibility. DF will also explain the idea of a working group.

DF

- ii. EV Charging points.

DF will report that nothing has been decided yet, research is ongoing. It is a complicated issue hence the idea of a liaison group to explore options. Planning Permission application is in progress and an application has been made for a Mayor's grant.

DF

MN will investigate whether we can put the TfL Electric Vehicle Charging Study report onto the website, so residents have a fuller picture of the issues involved.

MN

- iii. Security.

DF will respond with the HLEC view that to conduct a meaningful quantitative survey would require a F2F survey of all residents. The SurveyMonkey type approach that is being requested by some residents would be a cheaper option but to design a survey that would get at the nuances of the issue would be nigh impossible, plus the follow up would be expensive in time and resources. SLG input continues to be an important process.

DF

Incident log was discussed plus recent police ward panel report and CNJ article about a slight rise in burglaries in the Highgate ward. Our log is recording similar or lower levels of ASB than in previous years. There was a spike of ASB over 3 or 4 days. Police are happy to contact car owners if there are repeat offenders recorded.

- iv. Running order for Plot Owners' meeting.
This will be changed slightly from the agenda order. DF will make her statement first, saying Security, Liaison Group idea & EV Charging will be covered in more depth after the finances have been elaborated by PJ & DV at the end of her statement. DF

2. Health & Safety

- a. LTAs, Accidents, Near Misses – elderly resident almost knocked over by cyclist. Agreed that BW will produce some notes that can be handed out by our staff to any cyclist seen speeding on the Estate. Post meeting report of accident, after agenda was written, involving Dean Larkins hauling tonne bags onto the skip. BW
- b. HLEC Contractors. Bestco, Wassells.

3. Finance

- a. Bank Accounts/Monthly financial report. Noted
- b. 2019 budget & finalising financial papers for plot owners' meeting. PJ will forward the final version to BW for putting on the website and printing out for the residents' meeting. PJ/BW

4. Insurance

- a. Potential claim re: tree root damage. 59 HW has made a claim against the Estate for subsidence allegedly caused by the limes on HW verge. Their report recommends 2 be pollarded and 1 be felled. Is with our insurance company and a loss adjuster has been appointed. Awaiting their visit and report. The agents for 59 HW have applied to LBC for planning permission to fell the tree – this is standard procedure for them so if and when agreement to fell has been made it can go ahead without delay. BW has forwarded our pollarding record to the insurance company. Wassells advised informally that it is unlikely to be our managed trees causing the damage, but we will await our insurance company's advice. It was noted that none of the limes on HW have been the subject of an insurance claim before.

5. Operations

- a. Skip x 1: LBC in MM
- b. BW gave a brief update on works during October reporting the grounds staff and herself had all attended a certified First Aid at Work course, EMF letters are ready for printing & distribution after the Plot Owners' meeting on 21st Nov, that much of the work schedule has been postponed due to the unexpected turfing repairs required after the new footpath edgings had been laid, and the Christmas lights are ready to go up and be turned on on 30th Nov.

6. Estate Security

- a. Recent reported activities on the Estate – Incident Log. Reviewed – see above 1.c.iii
- b. Security Liaison Committee Meeting. Rumours of this having been disbanded and been quashed. Meetings will continue and Doodle poll for next meeting has just gone out.
- c. Deliberative Forum update. This was cancelled due to lack of interest. Alternative approaches to engaging the residents continue to be explored.

7. Parking

- a. MET monthly reports. Reports noted. Meeting held recently with MET Parking Services where they noted number of tickets issued were down. They will investigate their visit log and brief their staff to be more proactive. New signage was discussed, as they have to add GDPR information by the end of the year. Tradesmen's vehicles paragraph continues to be a sticking point as no water tight

definition can be found. Disabled badge paragraph was discussed. A final proof will be circulated to all HLEC for agreement.

BW

8. Projects

- a. Foot path works update. Bestco half way through project with a few snags noted which will be addressed with them before they leave site. MN received correspondence from a resident who works in the business saying works were not being done adequately. MN explained that we are only resurfacing the top layer in this phase of works and that Bestco are providing a letter to guarantee the works. Bestco had 2 pieces of plant stolen from HW.
- b. Replacement trees & holly hedge in BA to discuss. Agreed the scrubby holly trees at bottom of BA can be cut down to ground and allowed to regrow and managed into a hedge.
- c. Summer Party plans. PW has kindly agreed to head up the party sub-committee again for next year. He noted that we are coming up to our centenary and we should start to think about what, if anything should do to celebrate.
- d. HLEC Projects - Accounting package/permit update. All on track.
- e. Plot-Owner's Projects. 35 HW has applied for modifications to approved design, namely some dormers & slight reduction to rear extension.
- f. Non Plot-Owners - LBC refurb in MM. Works continue with little impact on us.

BW

PW

9. Communications

- a. Joint Communication Group update
- b. Newsletter. Next newsletter to include a reminder about taking care of security in your homes over the holiday period, update on the paths and turfing project and a picture of the half yearly meeting.
- c. Website. Continues to be updated.

BW

10. Miscellaneous

Rubbish box for flats at bottom of HW. Agreed with LBC and Veolia that this will be emptied every day in an effort to stop overflowing and fly tipping. BW to obtain the letter sent to the residents by LBC and distribute orange and clear bags to the flats.

BW

11. AOB

Meeting closed 21.24