

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 12th February 2019

Attendees: Dominique Florin Chair, Rob Schoenbeck Vice Chair, Peter Jacobs Treasurer & Trustee, Martin Narraway Trustee, George Donaldson, Secretary, Rosie Durant, Barbara Wheatley Manager, Daniel Virgili Accountant (for item 3 only).

Apologies: Peter Wesley, Robert Morgan, Li Weinreich

Venue: Holly Lodge Estate Office

Time: 19.30 Tuesday 12th February 2019

ACTIONS

AGENDA ITEM

Reports referred to may be requested from the Estate Office.

1. Committee Issues

- a. Approval of Minutes – January 8th. Approved and signed
- b. Matters arising from minutes – DF gave an update on HW099. BW reported that Richard Wassell, PJ, RD & BW met with the residents regarding their request to reduce the trees on their fenceline, and a plan was agreed to cut back several bushes and thin some trees. These works have started, and an application has been made to LBC to reduce the large Laurel tree outside their office. It was also agreed that they couldn't continue to take their green waste to the HLE skip.
- c. Review of Trustee situation. PJ proposed DF as Trustee. GD seconded. Agreed.
- d. Set date of AGM - 1st May agreed and booked. 24th April provisionally booked for CAAC AGM.

2. Health & Safety

- a. LTAs, Accidents, Near Misses - none
- b. HLEC Contractors. Wassells

3. Finance

- a. Bank Accounts/Monthly financial report. Monthly management accounts presented by DV, see report.
- b. Outstanding EMF payments reported. BW to chase the few outstanding. BW

- c. 2018 Year End Accounts. DV presented the year end accounts. In summary:

Income

£339.5k compared to £352k last year – down £12.5k or 4%. We received £22.7k less in licences from Contractors as work on the mansion block refurbishment had ended. EMF income at £310.5 was £5.3k higher, mainly due to a higher contribution from Camden. We collected £155.1k from plot owners (2017 - £154.3k) and £155.3k from Camden (2017- £150.3k). Garage rents at £18,375k were up on last year (£15,625) as garages mostly fully occupied and arrears collected from previous year. Bank interest receivable has increased as rates went up in the year: £1,470 compared to £490 last year. There will be no tax to pay this year, compared to £1.4k last year.

Expenditure

Our total expenditure for the year was £380,854 compared to £291k last year. Of this total £258k is shown in the income & expenditure.

£91.8k was spent on projects compared to £53.3k last year. Project work was mainly the resurfacing work undertaken in the year, new gates and gully cleaning, as well as ongoing smaller projects enhance the amenity and standard of the estate.

The balance sheet also shows there is an increase of £33.8k in fixed assets.

This increase reflects the new hut, new electronic gates and the purchase of additional equipment. A minor amendment will be made ready for DF & PJ to sign.

4. Insurance

- a. Update on 59 HW claim - subsidence allegedly caused by our lime tree. We commissioned an independent report which noted the claimant's borehole report referred to "rare" and "occasional" roots. No indication of root diameter provided. There was no evidence of seasonal movement provided. We are not convinced that the regularly pollarded lime tree is the cause of their subsidence so have asked for the cracks to be monitored over time. LBC have objected to the claimant's application to fell the lime and we believe are going to TPO the tree. We are awaiting the claimant's decision on how they want to proceed.
- b. Update on 26 HW fallen tree roof damage. The roof was repaired the day after the accident and the claim is currently with the insurers.

5. Operations

- a. Estate Manager's report /forecast. See report.
- b. Staff summer hours. A discussion was had as to whether we should have staff on the Estate further into the evenings in summer time. BW did not think this was necessary, but this will be revisited nearer the summer if needed.
- c. Approval sought for removal of rubbish box at bottom of Hillway. Given that Veolia now collect daily from the pavement in Swains Lane it was agreed it can be removed. BW
- d. Skips x 2: 4 LA, LBC in MM. A welfare unit appeared recently in LM. It has now been removed at our request. BW to invoice for 1 week. BW
- e. Green waste collections/dumping for residents. Several options have been investigated and costed and it has proved too difficult to manage the payments and logistics. So, we are currently unable to offer a green waste collection service for residents.

6. Estate Security

- a. Recent reported activities on the Estate – Incident Log. RS summarised the log of incidents this last month. 2 cars broken into on MA, 4 reports of ASB and 19 reports of suspicious behaviour – almost all at the top of Hillway and at night. It was noted that we have encouraged residents to report more and a discussion ensued around what exactly constitutes suspicious behaviour. Many of the reports are merely people sitting in a car and some of them were actually bona fide visitors. We have now asked for residents to report the duration of these behaviours. There has been a spike in reported incidents, but this could be just that people are reporting more – it is difficult to draw firm conclusions. DF suggested we might address these incidents as parking infringements. Agreed that we would add a separate reporting column as a parking infringement. DF, RS & BW met with MET Parking Services to see what they could offer to help. It was agreed that as a trial we could email in any reports of parking infringements and they would send a PA to attend. They are better placed to approach these cars – body cams, stab vests etc. and could move them on. BW to arrange a phone and rota of HLEC volunteers to be on call. Reg numbers would be checked against our database to check the car is not a resident's car and then an email be sent to MET. BW
- b. Security Liaison Group Meeting 15th January – feedback. Minutes were circulated and some of the proposals mooted at that meeting were gathered together with comments from and discussions with residents to form a list of security options for consideration – see 6c

c. Security Liaison Committee: Security Proposals

In an effort to dissuade suspicious late-night non-resident parking and ASB on upper Hillway the following points were put forward by the SLG and residents.

- Hiring an HLE Night Watchman
- Temporary / Portable CCTV
- Close Gates at the Top Overnight
- Positive initiatives to improve environs
- Double Yellow Lines
- PIR Lighting:
- Brighter lights at the top of Hillway / Holly Lodge Gardens.
- Dummy CCTV
- ANPR Readers
- What's App Group
- Warning / No Trespassing signs
- Encourage residents to participate in Neighbourhood Watch Groups

Temp CCTV/ANPR & yellow lines are currently being researched and costed.

Gates are now closing at 23.00 until 11.00 and a WhatsApp group of affected residents is being set up.

Lighting is difficult as the lamp posts belong to LBC.

Extra signage was felt to be ineffective.

Hiring a night watchman was not felt to be practical at the moment given the other ideas under consideration.

A survey was not considered by the SLG to be appropriate until these initiatives were evaluated.

RS stated he felt it would be prudent for the HLEC to formulate a policy and budget and recommended that a Security Consultant be hired to provide a professional recommendation on the needs of the estate.

- d. Mobile CCTV Initiative. MN and RS met with CCTV providers to determine if the use of a temporary installation at the top of the estate will enable MET to issue CPNs (tickets) and thereby warn visitors engaged in suspicious or anti-social behaviour that they are not welcome. The HLEC expressed an interest in exploring this idea for a test period and suggested that a separate Security meeting be held once more details were collected and discussion held with local residents at the top of Hillway.
- e. Alternatives to cones. Although further exploration of this subject has been conducted, the discussion was deferred given the (above) potential test of CCTV and single / double yellow lines.
- f. Framing of a list of security options. Essentially, although listed as a separate agenda item, this topic was discussed as 6c above.

7. Parking

- a. MET monthly reports. We have not had any reports from MET since Nov 18. BW to continue chasing. BW
- b. Disabled bay allocation – approval sought for final draft policy & application form. Approved with a few minor changes. BW to contact existing bay users and request they complete the new form. Bays may have to be removed if they do not qualify. BW

- c. Parking situation at top of Hillway – feedback from MET meeting. The meeting explored possibility of ticketing vehicles with CCTV pictures. It was agreed that we could do this but in order to comply with our signage we would have to have a picture of the windscreen showing lack of permit or note. MN & RS are researching CCTV & other options. MET agreed that for a trial period we could email out of hours if any ASB was occurring and they would attend as soon as possible to ticket any offending vehicles. BW to set up phone rota and inform residents of number to call if they are witnessing any ASB. BW
- d. Estate parking app - volunteers sought to use for ticketing. Not required now as staff have volunteered to do this.

8. Projects

- a. EV Chargers update & presentation of drawings for proposed site. MN presented the plans and draft Design & Access Statement. The proposal is to install the initial charging points in Makepeace Avenue West, with several other sites to follow if the demand requires. HLEC agreed to the proposal so far. He will progress the project by consulting with the immediate neighbours on Hillway.
- b. HLEC Projects - Accounting package/permit update. The accounting side continues. The permit side is still experiencing some snags, with the issuance of some of the 2019 permits now quite delayed.
- c. Plot-Owner's Projects. Nothing of significance to report.
- d. Non Plot-Owners - LBC refurb in MM continues with no impact on us. BW to chase latest invoice. BW

9. Communications

- a. Joint Communication Group update. Awaiting the outcome of the HL Tenants and Residents Association meeting to nominate a new member to represent the group at the Joint Communications meeting. Most likely a meeting will be scheduled for late March or early April, prior to the Easter holidays.
- b. Communications Management. It was suggested that a member of the HLEC should respond to some of the more contentious communications from residents. GD as Secretary offered to do this. BW and GD will meet to discuss how this may be managed. GD/BW
- c. Newsletter. A newsletter is being prepared and will go out next week.
- d. Website continues to be updated with minutes, news etc.

10. Miscellaneous

- Green book update. Toi revisit next meeting.
- Extension of controlled parking hours in Highgate Village. RD has offered to submit an objection to LBC on behalf of the HLEC. It was noted that it may have more weight if people responded individually too.

11. AOB

BW asked permission to take on a work experience lad who once lived on the Estate. This would be during the school Easter holidays. HLEC requested that all checks be undertaken, and permissions gained from carers. BW must contact the insurance company to make sure we are covered under our current policies. BW

Meeting closed 22.50