



THE HOLLY LODGE ESTATE

Holly Lodge Estate London N6

CONTRACTOR INFORMATION PACK

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1 Introduction

This Contractor Information Pack is intended to assist non domestic contractors working on the Holly Lodge Estate in;

- understanding the procedures to be adopted when working on the Holly Lodge Estate (HLE)
- assessing the risks associated with working on the HLE to ensure that adequate mitigation is undertaken.

It is issued by the HLE Committee (HLEC).

2 The Estate

The HLE extends to approximately 60 acres and comprises part of the land of Holly Lodge, the London residence of Baroness Burdett-Coutts. Upon her death in 1906 it passed to her husband and until his death in 1921. Two years later it was sold to the Central London Building Co. Ltd who developed the estate to comprise 285 family houses and 755 flats in 30 mansion blocks.

All of the houses are single family occupancy, a covenant in the deeds of these plots prohibits the conversion to flats, etc.

The mansion blocks were acquired by the London Borough of Camden (LBC) in 1965 on a 150 year lease. In recent years LBC have undertaken a programme of major renovation works on the mansion blocks bringing the units up to modern standards and has resulted in a reduction of the number of flats, this programme is expected to end in 2015. To fund the programme some flats are now privately owned.

The common areas of the estate (roads, footpaths, park, etc) are owned by the Trustees and managed by the HLE Committee. The roads total approximately 1½ miles and have never been adopted.

The HLE was made a Conservation Area in 1992.

3 Residents

With the houses remaining as single dwellings the HLE is family orientated.

Near the junction of Oakeshott East and Hillway is the Family Centre / Nursery, open between 07.30 and 18.30 Monday to Friday and 10.00 to 18.30 Saturday with children being dropped off and collected at any time during these hours.

At 30 Makepeace Avenue (near the junction of Makepeace East and Hillway) is the community centre with sheltered housing above.

4 Estate Management

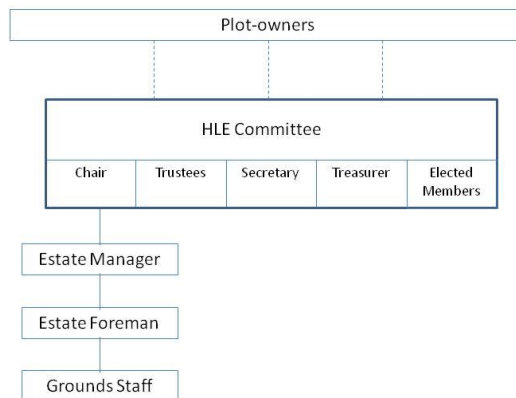
The HLE is managed by an elected committee (HLEC) of between 5 & 9 plot-owners one of whom is the Chair and another the Secretary. There are three trustees who legally own the common areas of the estate and who are also members of the committee.

The Committee's postal address is;

Any queries please contact the Estate Manager

Holly Lodge Estate Committee Office
Holly Lodge Estate Yard
opposite 8 Holly Lodge Gardens,
London
N6 6AA

The HLEC employ a Manager & a team of grounds staff led by the Estate Foreman to maintain the estate.



5 Contractor's Principal Contacts

Contracts are awarded by the committee and managed by the Manager, Foreman or a member of the committee.

The Contract Supervising Officer (CSO) is the Estate Foreman and he will be responsible for day-to-day supervision of the works.

Estate Manager	Barbara Wheatley	0773 130 1119	manager@hle.org.uk
Estate Foreman	Gerry Hartigan	0744 786 9570	foreman@hle.org.uk

So far as is reasonably practical any additional works should be agreed with the CSO or the Project Manager prior to commencing the work. Failure to do so will result in any costs being rejected.

6 Insurances

Contractors working on (or using for their own works) the common areas of HLE are required to have a minimum of £5,000,000 Public Liability Insurance. A copy of the insurance certificate should be sent to the Estate Manager prior to starting any work.

For some projects Contract Works insurance may be required.

Any queries please contact the Estate Manager

7 Access

The estate is partially gated with the main vehicle entrance being the Hillway / Swain's Lane junction to the south which, although gated it is left open except for one day a year. The Highgate West Hill / Holly Lodge Gardens junction has barriers which are closed between 20.00 and 11.00 to restrict commuters using the estate as a 'rat run'.

The road junctions of Highgate West Hill and Swain's Lane with the Avenues (Bromwich, Langbourne, Makepeace & Oakeshott) are gated and normally closed, the keys being managed by the HLE. If agreed with the Manager keys for the Avenue gates & Holly Lodge Gardens barrier can be loaned upon payment of a returnable deposit as detailed in the Builder's Code.

Pedestrian access to the estate is available at all times at all road junctions.

A map of the estate is included in Appendix A.

8 Welfare Facilities

The Staff Yard is located opposite 8 Holly Lodge Gardens and is for use by HLE staff only unless otherwise agreed with the Estate Manager or Foreman.

There are limited welfare facilities available to contractors on the HLE and the Contractor should ensure adequate facilities are provided for their workforce. .

The nearest public convenience is on Hampstead Heath, off Millfield Lane near the junction with Merton Lane.

9 Builders' Code

The HLE Builders' Code which all contractors are expected to follow is available from the Estate Manager or can be downloaded from our web site, www.hle.org.uk . This is in addition to and takes precedence over Camden's 'Guide for Contractors Working in Camden' which can be found on their web site.

10 Parking

Parking on the estate is restricted to resident badge holders and enforced 24 x 7. PCN's are issued by HLE's parking contractor, MET. In June 2015 the PCN fine was £100.00.

The adjacent roads form part of LBC's Controlled Parking Zone CA-U and is restricted to resident permit holders only between 10.00 & 12.00 on weekdays. Part of Swain's Lane (near Oakeshott Av) has pay parking bays.

A HLE parking badge may be given to a Contractor employed by the HLEC but generally it is expected that all contractors will utilise public transport.

If road space is required for the contract then this should be arranged through the CSO with as much notice as possible.

Any queries please contact the Estate Manager

11 Utilities

The estate is connected to the main public utilities;

Utility	Supplier	Drawing Available ?
Electricity, HV	UKPN	Some
MV	EDF	
Gas	National Grid	
Telephone	BT	
Cable	Virgin Media	
Water	Thames Water	Some
Sewers	Thames Water	Some

Although the HLEC has some plans indicating the location of these services it accepts no responsibility for the accuracy of the plans

The Street Manager for the following roads is the Holly Lodge Estate Committee and application regarding timing of any utility works on these roads should be made to the HLE Manager.

Bromwich Avenue
Hillway
Holly Lodge Gardens
Holly Lodge Mansions
Langbourne Avenue
Langbourne Mansions
Makepeace Avenue
Makepeace Mansions
Oakeshott Avenue
Robin Grove

12 Roads, Footpaths & Verges

Before commencing work on any of the common parts of the Estate (roads, footpaths, verges, parks, etc) permission must be sought from the Estate Manager.

If roads or footpaths are to be dug up they must be reinstated to at least the condition prior to starting the work. Roads must be finished with SMA (stone mastic asphalt) 10 surf 40/60, minimum 40mm thickness on Hillway / Holly Lodge Gardens, 30mm thick elsewhere. Footpaths must be finished with a 30mm thick asphalt incorporating 6mm aggregate matching the existing or as agreed with the Estate Manager. Where the existing surface has a reddish hue it is either Mount Sorrell (supplied by Tarmac) or Glensanda aggregate (supplied by Aggregate Industries). Alternatively the Contractor's choice may be used upon payment of £50/m² or part thereof (to permit the HLEC to resurface at a later date).

Verges and other grassed areas should be reinstated to as found. The turfs should be removed and replaced after any digging.

Any queries please contact the Estate Manager

13 Recycling & Rubbish Collection

Domestic recycling and rubbish is collected from the flats every Thursday and from the houses every Friday by the LBC contractor with the collection vehicles needing to access all roads on the estate.

14 Hazards

Although asbestos was found in some of the mansion blocks (and removed) it is not known to be anywhere on the common areas managed by the HLEC.

The **bombsight.org** website indicates that 6 high explosive bombs fell on the estate during the 1940/41 blitz.

- 3 by Holly Lodge Gardens
- 2 by Makepeace Avenue (West)
- 1 by Langbourne Avenue (West)

15 Permit to Work (PTW)

The HLE does not have a PTW system however all work carried out on the common areas of HLE should have a risk assessment and method statement produced by the contractor and be available for inspection by the CSO. If the work requires a PTW, then with the agreement of the CSO the Contractor's PTW procedure can be utilised.

16 Skips

The HLE has a Skip Policy a copy of which is available from the Estate Manager or the HLE Web Site. For Contractors working directly for the Committee licenses will not be charged.

17 Accidents and Emergency Procedures

Any accident at work involving personal injury should be reported to the Contract Supervising Officer so that details can be recorded in the Accident Book. All contractors must cooperate with any resulting investigation.

The nearest hospital with A&E facilities is;

The Whittington Hospital
Magdala Avenue,
London,
N19 5NF

Telephone: 020 7272 3070

18. Signing in and out

All visiting contractors will be given a short safety induction by the Estate Manager or Foreman prior to any contract commencing.

Please ensure that all members of the workforce sign in and out each day at the office in the Staff Yard.

Any queries please contact the Estate Manager

Appendix A

Estate Map & Defibrillator Locations

