

**HOLLY LODGE ESTATE COMMITTEE**  
**MINUTES FOR MEETING HELD ON March 11<sup>TH</sup> 2014**  
**AT THE COMMUNITY CENTRE 7.35pm.**

Present: George Donaldson, Dominique Florin, Joseph Holderness Trustee, Peter Jacobs Trustee, Darren Lennard Vice Chairman, Martin Narraway, Peter Wesley Chairman, Li Weinreich Secretary

Apologies : Olive Gatenby Trustee

**1. Minutes** Minutes of January 10<sup>th</sup> approved and signed  
Minutes of February 10<sup>th</sup> to be approved in April meeting

**2. Peninsula presentation by Donna Abela on HR services offered.**

- 24 hour on line advice service <http://www.peninsulagrouplimited.com/business-services/24-hour-advice/>.
- 5 year contract at £75 + VAT per month. Includes indemnity insurance for tribunal claims, in house solicitors.
- Committee discussed presentation and it was felt that Peninsula offered a good service with extra legal back up and extra charged services available as required.
- It was decided that other HR services would be investigated which may offer a more suitable personal service.
- Insurance broker to be called to see whether having a Peninsula contract can reduce costs.
- Committee agreed that HLE should get a consultant to do Health & Safety procedures review.

**3. Finance**

- 1) Interest on HLE cash balance to be reviewed by PJ
- 2) LW - EMF delinquency remains the same as last meeting
- 3) Garages outstanding rents. DV has now given detailed statement to ML who will attempt to recover outstanding garage rents.
- 4) Unpaid invoices to contractor in Makepeace Mansions + Feb 19<sup>th</sup> for Camden Mansions rebuild. MN expected 30 day payment from Camden. Committee agreed that works should be stopped if invoices remain unpaid. MN to call I Makepeace about unpaid invoice.
- 5) PJ to arrange regular monthly management reports with DV on aged invoices, skips, parking and extra estate income.

**4. Camden Funding**

PW & DL Reported on meeting with advisors ( Surveypr, Solicitors & Counsel) Camden has an obligation to pay it's share of estate maintenance running costs but there is no contractual relationship between Camden & HLEC so HLEC cannot enforce payment.

- Payments made by Camden to HLEV are not service charges.

**5. Parking**

- 1) DL Visitors notes. MET now have to issue PCNs to any cars not abiding by the sign posted HLE parking regulations and suggest that HLE have formal visitors permits. After discussion the committee disagreed with the MET suggestion and agreed to clearly re-notify residents of exact details required in note in March Newsletter.
- 2) LW New MET signs installation had to be postponed due to installer being sick Rearranged for Tuesday 25<sup>th</sup> March.
- 3) Committee discussed new paper permits. If possible different colours will be issued for Northside, Southside, Eastside, Westside residents.

**6. Highgate Security meeting**

GD No major problems reported. GD kindly offered to attend future meetings.

**7. Estate Operations**

- 1) PW reported on meeting with LC to end contract. Terms has now been accepted.
- 2) Recruitment of assistant foreman advert was discussed.
- 3) Personnel Assistant Foreman recruitment  
Committee discussed and agreed wording of Ad to be advertised online in Horticultural publication.

- 4) Staff training  
Committee discussed SF request for horticulture certificate training at Capel Manor for part 1 of a 2 part qualification. 15 x 1 day per week training + exam day.
- 5) Storage in HLE yard. ML requested use of a vacant garage to store large equipment like the salt spreader and chemicals, which is currently in yard near fuel etc. Committee agreed that metal storage cage should be used in yard and management information should become easily available so garages can be managed properly.
- 6) Building works Currently works in 5 properties on estate.
- 7) Camden Mansions works MN monitoring regularly

#### 6. Trees

- 1) PJ Planning application for replacement of crossroad trees has lapsed so it can now proceed. Wassels still trying to find large enough replacement trees. Recent damaged trees which were split in Makepeace and Langbourne have been taken out. DF & PJ to review replacements.

#### 7. DSLAMs

MN No progress to report, still awaiting BT response to contractors' prices.

#### 8. AOB

- 1) PW Summer Party in the park. Great variety of bands able to participate on June 8<sup>th</sup>. Committee approved plans and budget, which is similar to last year.
- 2) March news letter content was discussed. To be sent after new MET signs are installed.
- 3) Highgate School are extending their hospitality for afternoon tea to sick and elderly people with transport also offered.
- 4) Quarterly staff meeting to be arranged
- 5) AGM April date to be organised after April 24th

Meeting ended at 10:20pm