

HOLLY LODGE ESTATE COMMITTEE
MINUTES FOR MEETING HELD ON November 11th 2014
AT THE COMMUNITY CENTRE 7.40pm.

Present: George Donaldson, Olive Gatenby Trustee, Dominique Florin, Peter Jacobs Trustee, Emma, Jay Martin Narraway, Li Weinreich Secretary

Apologies : Peter Wesley Chairman

1. **Minutes** - Minutes of October 14th were approved and signed
2. **Finance**
 - a. PJ Healthy bank balance. 2 invoices due from contractors parking and road repairs.
 - b. EMF debtors - No changes.
3. **Personnel**
 - a. Salaries: Committee discussed Staff 2015 salaries. 1.5% increase was agreed. Discretionary bonus and staff performance was discussed and it was agreed that bonus was not part of the salary package and automatic yearly bonus to be phased out by 2016, this year to be same as last year, 50% in 2015 and each year to be assessed to be based on performance thereafter.
 - b. **Assistant Foreman recruitment** LW received over 37 CVs only 3 for interview Interviews to be arrange when ML back from holiday.
 - c. **Estate Manager recruitment** MN Estate manager has been found. Proposal is that she is engaged as a contractor at 35k for 20 hours per week. Total cost £20,455 per annum including NI. Does not qualify for holiday or sick pay, overtime and pension. MN to go through terms & Conditions for normal employee and adapt for the position. It was agreed that E/M should start as soon as possible and be involved in hut refurbishments. MN - E/M to assess maintenance staff requirements and assess restructure of staff.
4. **Parking**
 - a. LW **Abandoned car** in Oakeshott has now been removed by Camden.
 - b. LW Car tax is now checked when cars apply for permits and can be checked if there are any cars suspected of non compliance perking on estate.
 - c. OG Concerned about visiting cars at a Langbourne flat. ML was looking into this, cars should have permits if they belong to resident. Letter to be written to flat resident. LW to check.
 - d. OG Flats should only have maximum of 2 parking spaces
 - e. Purge on Contractors cars. MET parking still awaiting POPLA decision on 3 appeals made.
5. **Estate Operations**
 - a. **H&S** - No accident or loss time accident reported
GD reported a problem with manhole cover near 21 Oakeshott Avenue.
 - b. **Estate Contractors on Estate:** Company working on Holly Lodge Gardens railings
MN - all contractors working on estate to be reported
 - c. **Roads & Paths maintenance survey:** GD & MN meeting GTA a company who did original survey 4 years ago. They will use old survey as a basis for new survey and advise on any urgent works required. They will come again after the winter to review damages and will then give quote.
 - d. **Building works:** On going - Holly Lodge Mansions, 25 Oakeshott, 1 Makepeace + 1 Bromwich.
Short roofing work in 11 Langbourne - query was raised whether skip used had been paid for.
 - e. **New Estate solicitor:** PW, PJ LW MN had a good meeting with Stephensons. Solicitor investigating HLE rights on restriction of traffic on long term building / refurbishment constructions.
 - f. **Camden phase 2b:** Invoice sent to Pilliam. Contractors using Swains lane for skips
 - g. **Electricity Sub Station:** MN Crane was successfully operated on October 29th. Towcar had to be hired on standby as there was problem with moving 1 car as resident was away.
 - h. **Top park railings:** LW works have started, sections being taken away for refurbishments and galvanising.
 - i. **Yard Fence Quotes:** Agreed by committee, Awaiting Maurice return before starting. MN: SF suggests to extend yard to incorporate old steps area. Committee was concerned that leaves have pushed fence out. LW to discuss with ML to liaise with Wassells about cutting back trees encroaching yard.

- j. **Website:** PW found a Hillway resident who volunteered to take over IT issues.
- k. **Portacabin refurbishment:** MN seeing companies for quotes, awaiting Sureguard. BW to get involved.
- l. **New works applications:** Council have approved 93 Hillway application to dig out swimming pool and construct 3 metre high wall along boundary with 95 HW. Camden decided that small size of work does not justify requirement for a construction management plan (CMP). CAAC deals with planning applications. CAAC deals with outcome of planning applications and HLEC has to deal with process of approved plans. Committee discussed potential problems of multiple works occurring at the same time and on long term projects. HLE looking at ways to manage traffic flow on large projects. Committee to write to 93 Hillway to ask for a meeting to discuss their proposal about directing traffic. HLEC should try and encourage communications between neighbours at the start of projects and overlaps on building schedules. OG suggested notices with contact numbers and time schedule of works should be put up by major projects. MN There is a guide for Camden Contractors covering the highways authority rules, noise, dust, hours of work causing environmental health problems. MN doing guidelines for neighbours to be able to call correct authorities if agreed plans are not adhered to or there is a public noise problem etc. Camden will note any complaints but they cannot monitor building projects and it is up to residents to report to Camden any violations before they can act. Noise meters that give reports on noise levels can be hired and data given to Camden. First people to complain to is builder and plot owner.

6. Tools theft Insurance claim: No news

7. Trees PJ

- 1. Some on going projects in Langbourne Avenue still to be completed because of access problems. Reduction on Catalpas and Home Oak.
- 2. Pollarding of Limes to start by end of November.

8. DLAMs: MN

MN Power cables have been laid, consent forms signed but no news from BT about connection

9. AOB

- a. **Halloween** Went well, No disruptions reported except abandoned car in Oakeshott was pushed on to the verge and had to be moved back.
- b. News letter re Pollarding of Limes end of Nov.
- c. **Highgate Safer Neighbourhood panel** GD met with police liaison officers. Antisocial behaviour and problems like dark street light to be reported to GD it can be reflected back to police at these liaison meetings.
- d. PW Proposal to bring up at half year meeting to support Community centre kitchen rebuild. Committee discussed request for help with kitchen refurbishment. OG EMF funds cannot be used for charity donations without agreement of all residents. **OG said that the right way to do it was to get the Community Centre to request donations from plot-owners and flats, HLE can support them by putting it in a Newsletter which HLE would distribute to everybody. This was agreed.** It was agreed to bring up at Nov 19th meeting about canvassing residents for donations, which HLE can help to distribute.
- e. **Notices at entrances with white background:** OG in dispute with MET about white background not being changed to black. LW to check up again with Zac.

Meeting ended at 9:55pm Nov 12th