



THE HOLLY LODGE ESTATE

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# **Holly Lodge Estate London N6**

## **CONTRACTOR INFORMATION PACK**

*Last updated 22-Feb-2023*

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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 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 ended in 2015. To fund the programme approximately half (150) the 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**

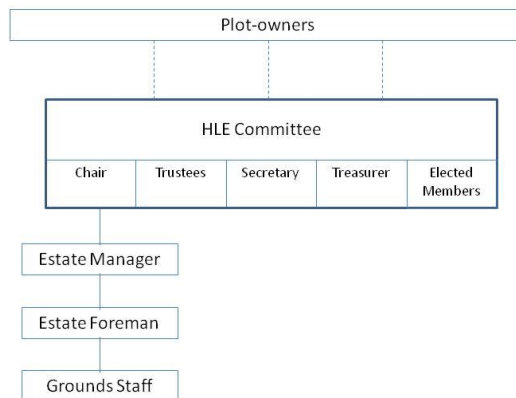
The HLE is managed by an elected committee (HLEC) of between 5 & 9 plot-owners one of whom is the Chair and another the Secretary. There are three trustees who legally own the common areas of the estate and who are also members of the committee.

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	Antonia Pereira	0773 130 1119	<a href="mailto:manager@hle.org.uk">manager@hle.org.uk</a>
Estate Foreman	Gerry Hartigan	0744 786 9570	<a href="mailto:foreman@hle.org.uk">foreman@hle.org.uk</a>

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 23.00 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](http://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 July 2021 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 MV	UKPN EDF	Some
Gas	National Grid	
Telephone	BT	
Cable	Virgin Media	
Fibre	Community Fibre	
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. The footpaths must be finished with a 30mm thick asphalt incorporating 6mm aggregate, either Mount Sorrell (supplied by Tarmac) or Glensanda aggregate (supplied by Aggregate Industries) with documentary proof provided to the Estate Manager, failing which the Contractor will be charged £50/m<sup>2</sup> 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

