

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 8<sup>th</sup> SEPTEMBER 2015

**Attendees:** Peter Wesley Trustee/Chair, Peter Jacobs Trustee/Treasurer, Martin Narraway Trustee, George Donaldson Hon Secretary, Li Weinreich, Emma Jay, Darren Lennard, Barbara Wheatley Estate Manager

**Apologies:** Dominique Florin Vice Chair, Robert Morgan

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 8th September 2015

### AGENDA ITEM

#### 1. Committee Issues

- a. Approval of Minutes – August 11<sup>th</sup>

PW welcomed Darren Lennard returning to the Committee to replace Olive. Pls note that Darren and all Committee members will stand for re-election at the Spring meeting  
Approved and signed.

#### 2. Health & Safety

- a. LTA's, Accidents, Near Misses
- b. HLEC Contractors

Nil  
Cova Security Barriers.

#### 3. Finance

- a. Bank Accounts

See report. Agreed to move £100k into Base Rate account. Aware that deposit guarantee is now £75k. More than that deposited with Close Bros. Was agreed at a past meeting that Committee would not restrict themselves to this so more will be moved into Close Bros.

- b. 6 monthly EMF payments

All paid except for the 2 historic non payers. We now have the numbers for the statutory payments owed. BW to chase/ enquire why not paying this as a minimum. Discussion about double plot owners. BW will contact double plot owners.  
1 garage outstanding - BW to chase

- c. Camden EMF

All up to date. DL noted that the population figures LBC are using for their formula are now out of date.

- d. Expense Report (act v bud)

See report for 3<sup>rd</sup> quarter. Income levels mean we risk being pushed into VAT category if this level of income continues. Overspend is accounted for as follows: Spent more than budgeted on the roads and upgrading the hut to an office. Tax was levied on income from contractors which was not put on forecast as it was thought to be one off. Park wall renovation needed as a safety hazard and top park was shingled. PJ will be preparing next year's plan shortly. Please let him know of any out of the ordinary expenditures expected. Budget will need to be finalised by next committee meeting in order to be prepared for AGM.

- e. Financial Security: Barclays.net update  
PJ, DV & BW met with bank to iron out a few queries before getting on board with internet banking. Committee agreed for any transaction up to £10k to be authorised by 2 people and over £10k will need 3 to authorise. BW to get paperwork done with Barclays. Discussion about having a working account for Accountant and Manager to use day to day and moving the bulk of funds to another account that is only accessible to Committee members. BW to ask Barclays if possible to send a daily balance or an email alert to the three Committee signatories when any withdrawals or payments are made.
- f. Outcomes of VAT enquiries  
Still a confusing picture. PW will organise a meeting with our resident tax expert.

#### 4. Insurance

- a. Update on annual renewal of policies  
All policies now renewed with premiums totalling £7,742.00. 2014 cost was £6,997.00. This increase is because the value of certain items was increased - eg. The garages, the ornamental gates, and also we now have GH on board with Accident & Sickness cover.
- b. Option of removing tools cover  
Discussion about whether to take cover on tools off the policy to reduce premium. Agreed to leave them on.
- c. Adding SL on both sickness & accident cover  
Committee agreed we should have SL covered for both Sickness and Accident - was previously only Accident. BW to arrange with Towergate.
- d. Claims  
Original MM claim case has now been closed by AXA. Legally it has to be accessible for 3 years, but AXA are no longer proceeding and regard this case as inactive. Recent MM case is well into its 6 month phase of waiting for a response to our questions. Nothing received as yet.

#### 5. Operations

- a. Staff DV contract and remuneration  
Draft consultant's contract prepared for DV. He's happy to have a contract with HLEC but this, plus the extra work involved in preparing the accounts monthly instead of quarterly, brought up the question of remuneration. DV is keeping a log of hours worked this month. PJ will review and bring to next meeting.
- i. Pensions  
Staging date for getting on board with the compulsory pensions scheme is 1st March 2016. Discussion about which pension company to go with. Agreed would go with Government Scheme.
- b. Estate Manager's report /forecast  
See report. Changes made to way in which works are scheduled - i.e. all groundworks in one road at a time has now started. Staff prefer it as it rings the changes for them

and they are not mowing all day for example. BW will review as it goes on.

Engaging & managing the security patrol has been a major item also this month.

Electric barriers now repaired at great expense.

c. Skips

6 skips on the Estate currently plus the container at the Community Centre. 22 & 32 MA, 9RG, 10 & 95 HW + LBC for works on MA

d. Update on trees following annual walkaround

Premature agenda item. This will take place on 9<sup>th</sup> September.

## 6. Parking

a. General update/MET report

See report. BW & LW to liaise re introducing new paper permits across the estate as a whole.

b. Parking questionnaire next steps

No mandate for major change to current system. Will review parking once the flats are repopulated. Visitors' permits discussed again. Informal permits will continue for the time being.

## 7. Projects

a. HLEC Projects

i. Roads & Footpaths

Resurfacing will start on 21<sup>st</sup> September.

6 monthly road/ path survey took place with immediate hazards highlighted for attention now. MN has put together a plan and costing for the next phases of resurfacing next year. See report. GD sought views on colour of footpaths. Estate currently has a mix of paths some with black and some with red granite chips. Agreed we should have a policy for moving forward long term on this to make sure colour of paths is uniform throughout.

PW raised topic of kerbstones some of which are degrading – new concrete vs old eroded concrete.

GD raised proposal to resurface corner of Oakeshott & Hillway SE corner by the DSLAM box which is heavily patched but structurally sound – cosmetic only.

Discussion about crossovers which should not be parked on as they are surfaced as pavements and are not strong enough for hard standing.

Committee members will have a look at the kerbstones, paths & crossovers whilst going about the Estate this next month and we will revisit this at the next meeting.

Informal paths have been made by cyclists & pushchairs/prams across the verges at east end of Oakeshott. Should we accept this will continue and formalise the paths or cordon them off with shrubs for example? PJ would prefer a ramp to be put to the side of the steps nearest that end of the road, but another view was expressed that cyclists have now got used to this cut

through and probably won't wheel their bikes to the steps. They may ride them to the steps but that causes a hazard for pedestrians on the footpath. PW feels that the verges are one of the estate's greatest assets and acceding to this would be the thin edge of the wedge. A ramp with planting adjacent to the gates would be an option perhaps. Site visit suggested. LBC are apparently about to ask us about permission to put disabled ramps in, so this may solve the cyclists on the verges problem. Will revisit.

- b. Plot-Owners Projects
  - i. Applications / Approvals

Approvals: 91 HW Shed in garden, 17 MA remove side dormer, 1 HW Erection of chimney stack, 3 HLG Loft extension, Gail's Bakery on SL approved - awaiting submission & permission for ventilation.

- c. Non Plot-Owners
  - i. Camden Phase 2B (MP)

Larger piling machine due in w/b 14<sup>th</sup> Sept via hiab. Works slightly behind schedule. Asking permission to erect a notice board to inform residents about works and plans. Committee agreed this was good idea but size must not be excessive. BW to let them know OK to proceed.

- ii. Community Centre lift refurb

Proceeding as planned with little impact on estate other than their tools container on the street.

- iii. UKPN

All proceeding as planned.

## 7. Communications

- a. Newsletter

General one not needed before road resurfacing. Parking suspension signs are up and individual houses directly affected have been letter dropped. Emails have been sent to all permit holders warning of the works.

- b. Website

Regularly updated with latest news - resurfacing etc - newsletters and meeting minutes. BW to let DL have login and password to access.

## 8. Miscellaneous

- a. Estate security

Committee is hoping that this short sharp approach will remove the problems. 3 weeks to go so will review at the end of the trial.

- b. Safety

As above.

- c. 7/9 Robin Grove, Request for access and EMF issues

Prospective purchaser has asked if they can purchase a tract of estate land from the plot onto to HWH. This was refused, but they are asking now if they could lease it. Agreed a temporary wayleave would be permitted, at a price & subject to a contract, just for the construction period as this will expedite the works. BW to respond to solicitors as such. Charges to be decided if it goes ahead as this will all be subject to permission from LBC to access HWH.

- d. Barrier repair update/Cost of fobs

Barrier has now been repaired - a few minor things we can do ourselves and they are in hand. Cova, the installers and

current engineers are very expensive. BW getting quotes in for maintenance contracts from other firms. Will report next meeting.

View sought about costs of fobs which currently cost us £24 and we sell on new ones at £75 and replacement ones at £50. This mark up is to cover the costs of maintenance and electricity. Agreed that it was OK to charge a flat fee of £50.

e. New notices for Estate

For legal reasons we need to erect extra 'Private No Right of Way' signs on every gate. This has highlighted the other signs on the Estate which are all different sizes, colours, fonts etc. We need to conduct a survey of all the signs. DL offered to do it in October half term and will report to committee.

f. Maurice's party arrangements/presentation/entertainment

Discussion about Morris dancers - female troop vs male. Agreed would prefer male. LW will investigate size of hall and will book a troop.

g. Halloween plans, Annual gate closure

BW to engage security firm from 8pm that night and to get newsletter with rules sent out in good time.

**9. AOB**

None

**Meeting closed at 20.10**