

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES FOR MEETING ON TUESDAY 8<sup>th</sup> MARCH 2016

**Attendees:** Peter Wesley Trustee/Chair, Dominique Florin Vice Chair, Martin Narraway Trustee, Peter Jacobs Trustee, George Donaldson Hon Secretary, Emma Jay, Darren Lennard, Li Weinreich, Robert Morgan.

**Apologies:** Barbara Wheatley Estate Manager.

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 8th March 2016

### AGENDA ITEM

#### 1. Committee Issues

- a. Approval of Minutes – February 9<sup>th</sup> Approved – George + Martin; PW signed

#### 2. Health & Safety

- a. LTA's, Accidents, Near Misses Nothing to report  
b. HLEC Contractors, Wassells & Praetorian Guards

#### 3. Finance

- a. Bank Accounts See report Total in bank – £677k  
b. Annual EMF payments Chase up 19-20 non payers, PW Check up spreadsheet compatibility of O/standing and Register. MN concerned Plot holders on edge with previous record of paying part were not being contacted.  
c. Camden EMF - status PJ/DV chase up non payers PW  
d. Expense Report (act v bud) Overall on budget. See financial reports  
e. 2016 Q1 management accounts DV  
f. 2015 year end accounts DV It was agreed that accounts to be signed off for presentation at AGM. DV to include footnote about HLE expenses on projects.  
g. Deposit diversification DV reported on status of bank savings accounts. Committee discussed reduced bank guarantees on savings. HLE unable to open account at most banks as it not a recognized by banks as a legal personality tha they can lend to. Options were discussed. Setting up an investment nominee company to hold funds for HLE plot owners was discussed. Formal financial advice to be obtained. PW to discuss with BR. Possibly HLE solicitor & investigate wealth management company.  
h. HLE Contracts Tenders DV was asked by auditors about HLE tendering process. Committee decided to create an official written tender process. BW to recommend draft tendering policy

#### 4. Insurance

- a. Update – nothing to report

#### 5. Operations

- a. Estate Manager's report /forecast  
b. Staff – see Manager's report Committee discussed loss of leaf blower by SL, It was agreed that foreman & manager should set up a procedure to ensure tools are locked up daily. Tools Sign in/out system should help staff ensure that tools are secured before leaving the Yard.
- b. 3 x Skips – 1LA, 26 HW to rear on LA, MM Phase 2B works

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- c. Update on trees – Leyland Cypress in LA PJ reported on sick Langbourne Ave Leylandii. Wassells to apply for removal as recommended by Camden Tree Dept despite preservation order. Camden to advise residents. Replacement trees now planted in Makepeace. Healthy replacement cedars now available. PJ to review Cedars on estate with PW, MN and DF at weekend.

## 6. Parking

- a. General update/MET report
- b. Islington CPZ K MN reported on Islington's proposed new 24/7 controlled parking. It was agreed that HLE should respond to Camden recommending they wait to wait to see the effect, if any, on CA-U before taking any action
- c. 5.5 meter rule for vans. Committee reaffirmed that no vehicle longer than 5.5 meters will be allowed to park overnight on the Estate

## 7. Projects

- a. HLEC Projects
  - i. Roads & Footpaths GD recommended wood to protect footpaths edges. Effect on wood by trimmers to be tested to review potential damages.
  - ii. Avenue Gate Mods Proposed modifications to facilitate cycle access encouraging cyclists & motor cyclists off pavements and reduce erosion of grass banks was discussed. Ramps solution was favoured. Plans to be done.
- b. Plot-Owners Projects
  - i. Applications / Approvals None
- c. Non Plot-Owners
  - i. Camden Phase 2B Makepeace, Work area being reduced but will still be on site until September.
  - ii. Makepeace Mansions Keepmoat Langbourne & Holly Lodge Mansions works continuing with little or no impact on us

## 7. Communications

- a. Newsletter – Feb issue delivered
- b. Website updated with newsletter

## 8. Miscellaneous

- a. Estate security 8 Neighbourhood Watches working well with police. Makepeace Ave Watch coordinator taking the overview role and coordinating all Watches.
- b. Summer Party 2016 Plans progressing for June 19th
- c. Strategic Plan PW– subcommittee still to be formed
- d. Lower Park plans PW– subcommittee still to be formed
- e. Estate signage update Some signs have been taken. PW to investigate
- f. Air quality testing MN – proposed 4 small tubes to be installed for tests on air quality by Highgate School. Cost £10 each approved by Committee

## 9. AOB

- a. Gail's Bakery Late night and early morning deliveries upsetting some residents. Gails refutes claim. Proof required – photos and sound levels. It was decided not to rent a soundmeter.

**MEETING CLOSED 21.35**