

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 10<sup>th</sup> JANUARY 2017

**Attendees:** Peter Wesley Chair & Trustee, Dominique Florin Vice Chair, Martin Narraway Trustee, Peter Jacobs Trustee/Treasurer, George Donaldson Secretary, Li Weinreich, Emma Jay, Robert Morgan, Barbara Wheatley Manager

**Apologies:** Darren Lennard

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 10th January 2017

### AGENDA ITEM

#### 1. Committee Issues

- a. Approval of Minutes –  
December 13<sup>th</sup> Approved and signed

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses None  
Wassalls, London Gates & Railings, Michael Pointing, Lonsdale Stone
- b. HLEC Contractors

#### 3. Finance

- a. Bank Accounts See report. £631k on deposit. All garages paid up to date.
- b. Annual EMF payments December direct debits taken for EMF and 7 have failed. 44 plots remain unpaid, BW & DV will chase.
- c. Camden EMF - status Invoice was submitted end of December, not paid yet
- d. Expense Report (act v bud) Reports quarterly.
- e. Accounting package Meeting to be arranged with MN, DV & BW to scope a spec. Some initial research has been done to identify companies that could help design a package that can streamline accounts, EMF payments, parking permits etc.

#### 4. Insurance

- a. RG wall and MM gates update RG wall & MM gates have all been repaired now and insurance has paid.
- b. RG garage update Townergate aware of possible claim regarding alleged tree damage to a garage. Resident has been sent our insurance details but has not made any claim to date.

#### 5. Operations

- a. Estate Manager's report  
/forecast See report. DU staff member booked on a Capel Manor course to qualify for chainsaw use, thereby enhancing the staff skill set in order to keep more work in house and keep costs down. Leaf debris in gutters. Request to clear all across the Estate.
- b. 1 x Skip For MM Keepmoat works.
- c. Tree update Wassalls came in just before Christmas, sooner than planned having had another job cancelled, and planted the Liquidambar in LM. Did not have the opportunity of notifying residents. Scheduled 11<sup>th</sup> January to start works on removing the horse chestnut, rowan and Norway maple identified as failing. 2 declining limes o/s 32 & 41 HW will be felled on 23<sup>rd</sup>. Replacements will be planted on 24<sup>th</sup>.

## 6. Estate Security

### a. General update

Security report went out to all NHW coordinators, went on website and on notice board in flats. Will go in next newsletter. All has been quiet on the Estate lately, nothing much reported. MetTrace project has distributed free SmartWater to some roads on the Estate selected on reported crime figures. For those not included in this project SmartWater is still on offer for NHW members at £25. Agreed that SmartWater signs can now be put up on several roads where there are NHWs set up and where the SmartWater uptake is greatest. Budget of £800 agreed to implement this. BW to inform residents through the newsletter and if anyone objects we will endeavour not to put a sign outside their residence.

MET Parking Services have extended their patrol hours in an effort to deter the parked cars at the top of Hillway late in the evenings/early mornings. Discussion about the cones at the top of Hillway. Agreed that we will leave them there until we have had some feedback from MET about how successful their patrols have been.

## 7. Parking

### a. General update

Reformed parking subcommittee is meeting on 25<sup>th</sup> January with an extensive agenda.

## 8. Projects

### a. HLEC Projects

#### i. Roads & Footpaths

All equipment now procured to deal with hot tar repairs in house. Twice yearly walk round planned for 25<sup>th</sup> February. BW raised a concern about the red tarmac policy for footpath repairs as it is difficult to chase utilities reinstatement teams and to get PO Nos in order to invoice them. A view on this will be taken following the walk round.

### b. Plot-Owners Projects

#### i. Applications/Approvals.

2016/6219/P. 64 Hillway London N6 6DP. Demolition of existing conservatory and erection of enlarged single storey rear extension. GRANTED

### c. Non Plot-Owners

#### i. Makepeace, Langbourne & Holly Lodge Mansions

Works continuing with no impact on us.

#### ii. Makepeace Mansions Keepmoat

Works being reduced but will still be on site until end Jan, though it looks like this will slip.

#### iii. UKPN

Last phase of works at 30 MA. BW/MN to prepare final invoice. Last remaining concrete plinth was to be removed but given the amount of noise breaking it out and the number of skip movements to remove it BW agreed with them that they could extend the plinth to make a patio area and add some planters there for the sheltered residents to use.

#### iv. Swains Lane development

Construction Management Plan open consultation meeting being held 18<sup>th</sup> January with developers, Noble House Group. 2 groups being formed, 1 to monitor construction phase and 1 to focus on the retail outlets – finding suitable tenants etc. MN has raised concerns over 40yd skips, piling required with augers rather than displacement piling and checking hours of work. Works will take 18 months from start date which we haven't heard about yet.

## 9. Communications

### a. Newsletter

BW preparing one for next week or so. To include link to security report, notification of Smartwater signs, Smartwater discount for NHW members, NB send in data on crimes and ASB.

b. Website

Continues to be updated, most recently with link to Security Report and latest meeting minutes.

**10. Miscellaneous**

a. Estate signage update

Resident has asked if he can put up signs by the bulk bins on Swains Lane to inform people of rubbish facilities in an effort to stop fly tipping on the pavement. HLEC is glad that residents are involved, but can't allow his sign. BW to further the fly tipping problem with LBC. Estate wide rubbish facilities information to be requested from LBC and be put in the next newsletter. Short discussion developed about the new rubbish arrangements coming into force 1<sup>st</sup> April across the Estate. BW to clarify when meeting with LBC next week.

Holly Lodge Mansions finger post is misleading, especially for the emergency services as the address for the flats in their records is Oakeshott Avenue. BW to arrange an extra sign marking it as Oakeshott Avenue as well as Holly Lodge Mansions. This may be a temporary solution until we overhaul all the road signs later this year and make sure our street names are in alignment with all the emergency services.

**11. AOB**

• Christening party in lower park

Resident has asked if they could hold a christening in the lower park end of Jun/July. It would involve erecting a marquee and portaloos plus a stage for a band and access for catering services. Discussion around noise, finish timings, neighbours, logistics, charges. We could offer a set few weeks when the park is available for hire in order to restrict use to a manageable level. It would set a precedent which must be thought about. Concern about the old cedar and the space under its canopy should be out of bounds. HLEC don't object in principle but believe this is a matter for the neighbouring residents. If resident is keen to pursue this then BW will canvas the immediate neighbours including a question about the latest time they would be willing to accept.

• George Michael funeral

BW has made contact with Highgate Cemetery as it looks likely that George Michael's funeral will take place there and this will no doubt have an impact on us with fans and press. BW asked for permission to close all gates, if needed, with a staff member on duty to let residents and bona fide visitors in, much as we do on Halloween nights. This was agreed.

• Drain cleaning

Do we want to clean the gulleys and drains this year? Our regular contractor offers a quick jet through every 1 or 2 years for ±£ 10-14K then a major clean every 5 or 6 years at ±£20K. And should we be doing a camera survey of the drains? MN to enquire of his contacts at work. MN to forward LBC contact so BW can contact to see what they do. Leaves in gutters must be cleared to keep drains as clear as we can.

• Summer party

Agreed this would go ahead again. PW to circulate suggested dates for agreement.

**Meeting closed 21.25**