

THE HOLLY LODGE ESTATE

**NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF PLOT OWNERS
ON THE HOLLY LODGE ESTATE WILL BE HELD AT**

**THE HIGHGATE LIBRARY CIVIC & CULTURAL CENTRE
(DIRECTIONS OVERLEAF)**

ON WEDNESDAY 25th APRIL 2018 AT 20.00

**YOU ARE CORDIALLY INVITED TO ATTEND
DRINKS AND SNACKS FROM 19:30**

**VOTING FOR ELECTION OF COMMITTEE MEMBERS
WILL TAKE PLACE 19.30 -20.30**

AGENDA

1. Introductions

2. Election of Committee members for next 12 months

Candidates for election:

- | | | |
|--------------------|------------------|-----------------|
| • Ronnie Day | • Emma Jay | • Li Weinreich |
| • George Donaldson | • Robert Morgan | • Ian Whittaker |
| • Rosalind Durant | • Rob Schoenbeck | |
| • Dominique Florin | • Justyn Trenner | |

The Trustees are not subject to election: Peter Wesley, Peter Jacobs and Martin Narraway

3. Approval of Minutes of Plot-owners' meeting 15th November 2017

4. Matters Arising

5. Chairman's Report

6. Treasurer's Report

7. Adoption of Accounts

- a. Motion:** The Committee requests the agreement of plot-owners to adjust capital expenditure for 2017/2018 from £25,000 to £52,000.

8. Electric Vehicles

NOTES

- No plot owner or his/her representative shall be entitled to attend or vote unless the Rent Charge has been paid.
- Nomination of Representative process overleaf.
- Copies of the Accounts and other papers will be available on the website from 16th April and as hard copies at the meeting.

Enc:

HLEC election resumés x 10
15/11/17 meeting minutes
Chair's statement

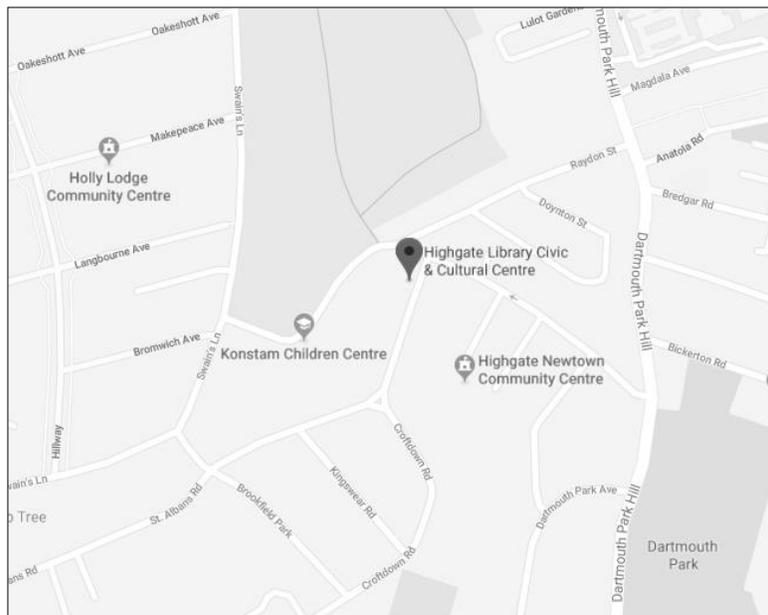
NOMINATING A REPRESENTATIVE

In the event a Plot Owner is unable to attend the meeting they may nominate a representative to cast their votes on their behalf.

A signed letter, giving the name of the nominated representative and the plot address being represented, should be sent to The Secretary, Estate Office, Holly Lodge Gardens, London, N6 6AA or a copy emailed to secretary@hle.org.uk to arrive no later than 18th April 2018.

The representative will be checked against the list of previously notified nominated representatives before a ballot paper is given out.

Directions to Highgate Library Civic & Cultural Centre Children's Corner, Croftdown Road, London NW5 1HB



Election Candidate Resumés

RONNIE DAY

My name is Veronica Day, but most people know me as Ronnie. I have chaired the organising committee of the annual Highgate Fair in the Square for the past 10 years, and, by profession, I am a property manager/surveyor.

My husband and I have been lucky enough to live on Holly Lodge since 1987, first on Makepeace Avenue and now on lower Hillway.

Our 3 children have been brought up on Holly Lodge: starting at Anja's nursery and going on to local schools. I have experienced Holly Lodge from many different perspectives: as a newly-married couple, as a parent, as a dog owner and now as an empty nester.

I have always enjoyed close contact and friendships with my neighbours and have made many good friends throughout the estate.

I am committed to a fair and caring society, where people know their neighbours and look out for them. We are all fortunate to live in such a beautiful environment and I'm passionate about keeping it that way.



GEORGE DONALDSON

I have been a member of the committee for 5 years and have been particularly involved in planning the maintenance of the roads and footpaths, in matters of governance and management and in security issues. I am Neighbourhood Watch coordinator for Oakeshott Avenue.

I believe that by ensuring that the Estate is a good employer and has an inclusive and responsive outlook towards all residents we can preserve the unique aesthetic and social ambiance and that pragmatic, cost-effective and proportionate solutions can be found to the issues that are currently dividing opinion.

Professionally I was for nearly 20 years Deputy Head at Latymer school in Edmonton where I had responsibility for the Sixth form. I have continued to teach part time since retiring.



ROSALIND (ROSIE) DURANT

I have lived nearby or on the estate all of my life. We moved to Langbourne Avenue in 1980. We have always felt incredibly fortunate that our three children grew up on the estate, were able to play freely outside and feel part of the community.

The above all tempers my views about the security on the estate. The long-standing neighbourhood watch scheme we have encourages and relies on good relations between neighbours. It improves community cohesion and understanding. I have concerns — which other residents also share — regarding the introduction of outside security firms. I would like to be on the committee to represent these views and ensure that the estate retains its unique sense of community.

I have a huge amount of experience liaising and building relationships with members of the community, Camden Council and other services such as the Police having taught at Camden School for Girls for over 30 years, and since retiring volunteering with a number of local organisations. This would all prove hugely valuable for the role as a committee member.



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I am very interested in, and have a good knowledge of, trees, gardens and the overall feel of the environment. I've always been a keen gardener and more recently have undertaken a course in Garden History. I feel this knowledge would be useful to draw on when making decisions on the estates landscaping. It would be a pleasure to support the community which has been so valuable and enriching to me and my family for over 40 years.

DOMINIQUE FLORIN

The Holly Lodge Estate is a wonderful place to live. The physical surroundings are delightful, but more than that it is a unique environment where as plotowners we can influence many aspects of life on the Estate, such as parking, trees and security among others.

I have been on the HLEC for over 10 years holding a number of roles, currently as vice-chair. I have combined HLEC activities with bringing up my family on Oakeshott Avenue (where we have lived since 2002) and working locally as a GP and for a medical charity.



It is the responsibility of the HLEC members to engage with plotowners to best represent them, to spend the EMF contributions wisely and to take care of the Estate. It has been a privilege to work together with my fellow HLEC members. We have achieved some notable improvements such as the employment of a professional manager which has much improved efficiency. However we still rely on Committee members giving their time and expertise on a voluntary basis. This system provides a high level of value for money for plotowners, as well as direct democratic influence. In many instances we achieve a greater standard of amenity than the surrounding areas whilst also enjoying less bureaucratic intrusion.

In my view, the disparity of views in the recent debate over security is best addressed by continued discussion and consultation with and between plotowners. The aim must be to define a middle ground which will give the Committee a mandate to act on behalf of all plotowners and to retain oversight.

EMMA JAY

Holly Lodge Estate is a unique, vibrant, mixed community that I feel very lucky to be part of. I live towards the bottom of Hillway, have children who go to Brookfield school and I want to help foster the community that they will grow up in. I joined the Committee after getting involved with the inaugural summer party and have since taken particular interest in events that can bring the community together, as well as helping the Estate plan for the future. I feel very proud of the part I have played on the Committee over the last few years, and I would like to continue this rewarding work.



Of the many topics the Committee deals with, security is a polarising issue. I have taken a particular interest in trying to improve security on the Estate and have been instrumental in seeking professional advice and commissioning the 2016 security report. The anti-social behaviour at the top of the Estate is a significant issue, but I strongly believe that we need to look for public solutions to this public problem, and that means working with the authorities. I have instigated a new initiative with the Council and Police for us to work together towards a solution to this.

Other improvements I'd like to bring to the Estate include: making it easier for residents to use Electric Vehicles, finding more ways to integrate the communities in the flats with the ploholders, and improving our community services.

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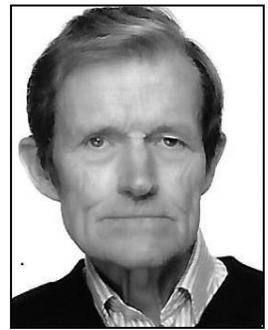
ROBERT JOHN MORGAN

I am a retired surgeon. My wife and I have lived in the Highgate area for 35 years and moved to our present house in Robin Grove in 2009.

Having joined the HLE committee in January of 2015 I subsequently became a member of the parking and security sub committees.

I see my role as joining with the three trustees and other committee members in seeking to ensure that the rights and privileges of individual plot holders are maintained and respected. Our statutory task is to oversee the maintenance of the roads, paths and verges on the estate. In addition, we have responsibility for the care of the trees and ornamental gardens as well as any other measures deemed to be both appropriate and necessary and agreed to by plot holders at one of the meetings of plot holders convened by the committee.

I am keen that the agreeable ambience of the whole estate, which makes it such a desirable place in which to live, should be maintained.



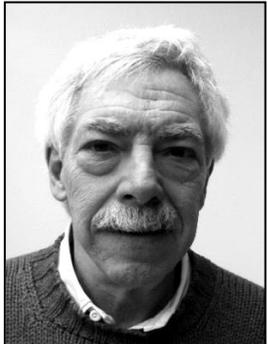
ROBERT (ROB) SCHOENBECK

I am a retired communications professional who spent my career working with multi-national, blue chip companies while living in the US, Japan, France, Italy, Turkey and Mexico. We bought our house on Swain's Lane in 1982. I have been active in the community serving as Chairman of the Swain's Lane Development Committee ("Save Swain's Lane"), The Dartmouth Park Neighbourhood Forum, The Dartmouth Park CAAC and Swain's Lane Residents' Association.

I joined the Holly Lodge Estate Committee last July (2017) to fill a vacancy. I wanted to continue to carry out the good work the Committee had been doing while helping to bring about change by reflecting the consensus of the estate.

I am a member of the Parking and Roads & Paths Sub-Committees and head of the Security Sub-Committee, responsible for January Security Meeting at St. Anne's Church and organizing a Security Liaison Group including the local police Safer Neighbourhood Team, Camden Councillors and residents of the estate. I also serve as a representative of the HLE on the Safer Neighbourhood Panel and a Neighbourhood Watch Coordinator. In addition, I am leading an initiative to improve communications with the various residents' groups on the estate including the HLE Residents' Association, the HL Leaseholders' Association and the Community Centre to ensure that flat owners and tenants are included in the activities of the estate.

I would appreciate your vote to be able to expand these efforts by continuing my role as one of your representatives on the Holly Lodge Estate Committee in 2018.



JUSTYN TRENNER

Dear HLE neighbours,

My name is Justyn Trenner. My wife and I moved onto Langbourne Ave 21 years ago and have raised our 3 children on the estate. I built a business in financial research and consulting which I sold and now have a varied career in consulting. In addition, I have built up expertise and have training qualifications in security and hold responsibility for and manage security at my house of worship and its attached pre-school. This involves working on a daily basis with senior police officers, security professionals and volunteers, parents, children and members of the public as well as retaining and managing security companies.



Continued

As an executive and board member, I am also responsible for governance and financial management. I have been actively involved in human rights organisations and have done political liaison work over many years. I am the past chair of a charitable organisation from which I learned to manage under financial constraints, take into account the needs of all stakeholders and harness the efforts of volunteers along with paid staff.

I believe it is very important that the Holly Lodge Estate is run with transparency and openness as we determine our priorities. We need to be responsive to the concerns of all members of the estate. It would be an honour to serve my neighbours on the HLEC.

IAN WHITTAKER

Hi, I am Ian Whittaker and I have lived on the estate for just over five years in Holly Lodge Gardens.

My background is in Finance and I am a school Governor, director of a community arts theatre based in Camden and a Neighbourhood Watch coordinator on the estate.

I have put my name forward for the HLEC as I would like to see a community where all residents, and views, are listened to and considered, and to contribute to enhancing all aspects of the estate for the benefit of its residents. I believe that we should all take an interest in the welfare of all plot holders, regardless of whether we are directly impacted or not by whatever issues may arise and it is this that will make our community stronger.

If you agree with this view, please consider voting at the AGM.



MRS LI WEINREICH

Lower Hillway resident since 1985.

I first got involved with the Holly Lodge Committee in 1991 when I formed a small group of residents to do a study on the viability of installing electric gates at the top of the Estate to prevent the Estate from becoming a rat run during rush hour which was a big issue. We did extensive research and initiated the installation of the current electric gates.

I have been a working professional since leaving University, balancing work with raising three now grown up children in Holly Lodge. I remain active in business, having worked in the music, film and video world since 1977.

From 2011 I have been an active member of the HLEC & was Estate Secretary till 2015.

Responsibilities undertaken in that role have included:

- Day to day running of the Estate
- Reviewing and renegotiating utilities & suppliers contracts
- Developing management systems for keeping track of: - Estate Management Fund payments & Residents parking permits
- Management of external parking services company
- I was involved in initiating and managing the Estate system of charges for builders' and residents' skips.

Following stepping down as Estate Secretary I remain active on the Committee and continue to support our Estate Manager. I am on the Parking and Security Sub-Committees. With crime in London on the increase I feel it is important to take reasonable steps to maintain the security & comfort of the Holly Lodge Estate residents.



PLOT-OWNERS' HALF YEARLY GENERAL MEETING MINUTES

Attendees: Peter Wesley Trustee/Chair, George Donaldson Hon Secretary, Peter Jacobs Trustee/Treasurer, Martin Narraway Trustee, Li Weinreich, Emma Jay, Robert Morgan, Rob Schoenbeck Co-opted, Daniel Virgili Estate Accountant, Barbara Wheatley Estate Manager, + 42 residents representing 36 Plots.

Apologies: Dominique Florin Vice Chair

Venue: Holly Lodge Estate Community Centre

Time: 20.00 Wednesday 15th November 2017

1. **Minutes of the Annual General Meeting held on 26 April 2017** Approved - and were duly signed. Proposed by Gilly Wesley; seconded by Justyn Trenner.
2. **Matters arising from the minutes.** Electric vehicle charging points. A request was made at the last meeting to undertake more research. MN talked through his latest report. (Available from the Estate office). Next steps will be to assess demand by way of a consultation with residents and thereafter apply for planning permission if it is deemed the way forward. Questions seeking clarification were raised from the floor along with a request for the HLEC to look at facilitating Zip Car bays on the Estate. Olive Gatenby drew our attention to the fact that we will become a service provider if we install electric charging points. HLEC to investigate.
3. **Review and plans including the Chairman's Statement, Accounts and the Estate Maintenance Fund.**

The Chair read a statement about security on the Estate. Given the strong feelings on both sides concerning the employment of a security guard/night watchman and other possible security measures the HLEC propose to organise a general meeting on neutral ground in the New Year for all residents, flats and plots, that will:

 1. Facilitate better communication between those residents that would like to see more security on the Estate and those who think that security arrangements are already broadly fit for purpose.
 2. Enable understanding of the underlying wishes and concerns of all residents of the Estate. In other words, get all the issues "out on the table".
 3. Build bridges and confidence and move on from a "dialogue of the deaf".

Questions were raised concerning the nature of the meeting, what happens with the results, will there be proposals and a vote? It was felt that all the issues should be laid out beforehand and residents will be asked to submit their questions, topics for discussion and areas of concern to be included on the meeting agenda. Details of the meeting venue, date, time and agenda will be widely publicised through the HLE Newsletter and other sources.

There were thanks given to the HLEC for the initiatives taken so far.

Comment was made that the residents look to the HLEC for leadership and the residents should trust the decisions made by the HLEC.

The Chair read his Statement, which can be found in full on the website.

<http://hle.org.uk/sites/default/files/Chairman%27s%20Statement%20November%202017%20final%20%281%29.pdf>

The Chair also reported we now have virtually full EMF payments from all "inward facing plots" bar two. One is in a legal dispute with HLEC whilst there seems to be no valid reason for non-payment from one remaining plot-owner.

PJ elaborated and explained the budget and forecast, copies of which can be requested from the Estate office. Finances are in a good position and we have got closing funds of £556k with the budget under control.

PJ explained that the EMF payments are proposed to remain at £600 for the coming year and are forecast to remain at £600 until 2022. EMF and budget approved. Proposed by John Gatenby, seconded by Mark Rogers.

Question regarding the figure for assets was clarified by explaining that assets include the truck, the hut, the sit on mower and such like.

The Russia Adjustment was queried. This is an historic formula that Camden used to calculate their contribution. It excludes the 4 plots owned by the Russian Trade Delegation.

A comment from the floor was made saying it was impressive to have such a detailed forecast and the value for money is commendable.

4. AOB.

Olive Gatenby raised the subject of white lines on the corner of Langbourne Mansions and Hillway. Could these be extended in order to open up the sight lines for cars exiting onto Hillway and facilitate better access into Langbourne Mansions for larger vehicles. BW explained that this had been looked at and white lines on the other junctions had been extended already, but it was felt that in this situation extending the lines would mean the loss of a valuable parking space, but she agreed to look at it again.

A question was put forward concerning access up Hillway for buggies and wheelchairs. They are frequently seen using the road rather than negotiating the steps. HLEC agreed to look at this.

The issue of cyclists using the footpaths was raised, especially coming in from Highgate West Hill/The Heath along Langbourne Avenue. Can something be done to direct them down onto the road? MN explained that the HLEC had look in depth at this and all possible solutions were discounted due to practical or H&S reasons. There was a suggestion that perhaps the north gate on LA/HWH be closed to cyclists and they be directed to the south gate where they can then be encouraged to access the road across an existing crossover. This topic will be looked at again by HLEC.

Speeding cyclists were discussed - can anything be done? BW to contact the local cycling clubs again, though it was noted that many of the offenders do not belong to an official club.

GD asked if the trial extending the temporary parking zone at the bottom of HW from 2 hours to 3 hours has made any difference to the parking congestion down there. It was generally felt that not much difference has been seen yet.

The persistent problem of dog poo was brought up again. Can we provide more poo bins? BW replied that 3 new ones are on order and will be installed shortly at the LA/HWH south gate, BA/SL pedestrian gate and LM/SL north gate. It was requested that an extra one be put half way up HW. BW will look into this.

Olive Gatenby reminded the HLEC that she had requested the pavier roundel by the side of Tesco's be jet washed as it is disappearing under a layer of grime. BW responded saying that it is on the works schedule, but due to more urgent pressures it has not been done yet. It will be done in the next few weeks when we have the bowser and jet washer out to do other jobs such as moss clearance.

A suggestion was made that as the finances are so healthy would it be a thought to engage another groundsman.

Rob Schoenbeck introduced himself as the newly co-opted member of the HLEC.

PW expressed thanks Gerry Hartigan, Sean Fairweather, Steven Laney and Dean Ullah for their continued hard work on the Estate. Thanks also to Barbara Wheatley, Daniel Virgili and to all of the Committee.

Thanks were returned and applauded.

Meeting closed 21.00

HOLLY LODGE ESTATE COMMITTEE CHAIR'S STATEMENT APRIL 2018

Plot-owners are invited to review the Holly Lodge Estate's unaudited accounts for the year ending 30th November 2017. These will be available from 16th April at: <http://hle.org.uk/?q=node/13> and will be briefly reviewed during the Annual Residents' Meeting on 25th April 2018. Hard copies of the accounts will be available from the HLE Manager at the meeting.

A brief financial overview follows. In the interests of clarity, I have rounded the numbers up or down to the nearest £1,000 so that £1,000 appears as £1k.

Income. For the year 1st December 2016 to 30th November 2017 income fell by £14k, mainly due to the completion of the refurbishment of several blocks of flats and the consequent reduction of licence fees paid by contractors for using the Estate's roads, paths and verges.

Contributions towards the Estate Maintenance Fund (EMF) were stronger at £305k versus £283k in the previous year.

Expenditure. Salaries, pensions and National insurance costs grew by £13k.

Although the financial position looks strong, we have some exceptional items of expenditure planned for 2018 including:

- A new Estate and staff office to replace the dilapidated PortaCabin.
- A new traffic barrier at the junction of Highgate West Hill and Holly Lodge Gardens to replace the current gate. It has served us well for the last 25 years but is no longer compliant with safety regulations and is increasingly unreliable.
- Additionally, there will be capital costs associated with the installation of electric vehicle charging facilities although it is intended that they will generate a profit for the Estate over time.

Estate Security. The issue of security on the Estate continues to divide plot-owners between those who broadly want more security measures, especially patrols, and those who do not want to see more visible measures which they see as intrusive and which change the character of the Estate.

To foster a better understanding of the issues that divide the residents the HLEC organised a well-attended and well-run meeting in St Anne's church moderated by Father Andrew.

There was great sympathy amongst participants for those who had experienced burglaries, anti-social behaviour and fear of burglaries. There was a wish expressed that HLEC manage the process that will lead to a resolution to this situation.

Following the meeting several plot-holders approached HLEC and expressed their wish to see a survey undertaken to obtain objective data about security on the Estate. At the time of writing this statement, Rob Schoenbeck, who organised the St Anne's meeting and who has extensive market research experience, identified a research company willing to bid to undertake a survey on the Estate.

Additionally, LB Camden has confirmed that all the residents within Holly Lodge Estate, including plot-owners, can report Anti-Social Behaviour (ASB) to their Response Security Patrol (RSP, formerly known as the Housing Security and Parks Patrol Service). LB Camden will also task the RSP to come and patrol the Estate at night.

This service can be contacted by calling 0207 974 4444 between 18:00 – 02:00.

Electric Vehicle (EV) Charging: The HLEC led by Martin Narraway has explored the feasibility and costs of providing limited charging facilities on the Estate for electric vehicles. This was followed by a survey of residents' attitudes towards such a proposal which elicited a positive response. The charging facilities are planned to make a profit for the Estate over time.

At the time of writing an application for planning permission for charging points is being prepared prior to submission to Camden Council.

Community Engagement: Several initiatives were started in 2017 in addition to the Estate's residents' party. Of particular note is the establishment of a "Security Liaison Committee" which includes representatives drawn from HLE residents, councillors and the police, who aim to work together on security issues affecting the whole of the Estate.

Your Officers: I'd like to thank both Barbara our Estate Manager and our Estate Accountant Daniel for their invaluable service during the year. I'd like to highlight the automation of issuance of parking badges that will simplify what previously was a time-consuming manual process and will enable HLEC to keep better track of which vehicles are authorised to park on the Estate and which are not.

Our Employees: During the last quarter Steven Laney resigned from his position of General Maintenance Operative. He has been replaced by Dean Larkins, who has excellent credentials and experience. Deano, as we have called him, to distinguish him from Dean Ullah, lives on the Estate. I am grateful to Gerry who has led his team of Sean, Dean Ullah and Steven so well. They have kept the Common Parts of the Estate in a much-improved condition.

Your Committee: As has been said previously, the Committee work is sometimes difficult and thankless and is undertaken for no financial reward. It has been a challenging year, due mainly to the continuing debate about Estate Security that has featured large at every HLEC meeting. I'd like to express my thanks for the hard work, wisdom, creativity and perseverance of my colleagues on the Committee who strive to maintain, restore and improve the Estate and look after the best interests of plot-owners.

Peter Wesley

Chair, Holly Lodge Estate Committee
18 March 2018