

HOLLY LODGE ESTATE COMMITTEE
MINUTES FOR MEETING HELD ON October 14th 2014
AT THE COMMUNITY CENTRE 7.30pm.

Present: George Donaldson, Olive Gatenby Trustee, Joseph Holderness Trustee, Peter Jacobs Trustee, Martin Narraway, Peter Wesley Chairman, Li Weinreich Secretary

Apologies : Dominique Florin, Emma Jay

1. **Minutes** - Minutes of Sep 9th were approved and signed
2. **Finance**
 - a. PW Currently there is a healthy cashflow, committee discussed forecast. Committee discussed 2014/2015 EMF, Costs of Road renewals has still to be determined and go to tender and it was agreed that EMF should be held at £650.00 due to the uncertainty with Camden funding.
 - b. EMF debtors - No changes.
3. **Personnel**
 - a. Estate Manager recruitment MN 36 applications, Interview panel to meet and sort out telephone interview list.
 - b. Assistant Foreman LW received over 37 CVs only 3 possible so far. Qualification and distance from work is a major criteria. HR advice about criteria for interview to be clarified.
4. **Parking**
 - a. LW **Abandoned** car in Oakeshott. Camden confirmed that car has no classic car status. Car can be removed now at £105 to lift to a storage place where it has to be kept for 21 days @ £15/day whilst they write to owner to tell them of destruction. Total cost = £420.00 Letter can be sent to owner and after 21 days Camden can collect and destroy for £75.00. It was agreed to wait 3 weeks.
 - b. LW Car parked under a cover by HLMansions which had no road tax. MET asked to issue PCN but have not done so as car was covered up. ML to advise that PCN will be issued.
 - c. LW Electronic tax disc will now need to be checked when cars apply for permits.
 - d. LW **Purge by MET on Mansions Camden contractors private cars.** 9 were issued with PCNs. 3 have appealed to POPLA claiming they have a Camden work order to work on flats. MET now have to wait for decision on appeals so they know how to proceed with issuing PCNs to cars that HLE inform them have no parking entitlements on HLE. PW - HLE have agreed with Camden that contractors with unliveried cars can park on Estate if they have a Camden 'All estates Pass'. JH will POPLA accept representations by private landowners?
5. **Camden Funding Dispute:** No further information
6. **Estate Operations**
 - a. **H&S** - No accident or loss time accident reported, 1 near miss (pothole in Oakeshott E South footpath, repaired by ML)
 - b. No HLE contractors employed.
 - c. **Tools Theft** LW Invoices of replacement tools given to AXA who now want to get original invoices of stolen tools. 1 found from 2010 files, older ones are in storage in Yard. Spoke to Towergate who say that normally AXA would proceed. AXA are proposing a settlement of -20% because of wear and tear. Original claim was made on RRP and HLE obtained good discounts from suppliers. Towergate are now discussing situation with AXA.
 - d. **Roads & Paths renovations** GD 4 potential advisers found investigating 2 companies. Aim is to establish a long-term relationship with an adviser and get sound professional advise to plan ahead. Recommendation to be made and circulated to committee as soon as possible. Survey best done in early 2015 spring.
 - e. **Building works:** Currently 3 skips on HLE. 5 ongoing building works.
 - f. **Replacing Estate solicitor.** PW Recommendation is Stevensons. There is a meeting on October 30th 11:30 at PW house
 - g. **Camden phase 2 renovations.** MN Philiam invoiced for road repairs from Phase 2A.
 - h. Phase 2b not impacting on HLE. **Electric Substation.** MN Crane arrival on Oct 29th for about 6 hours from 9 am.

- i. **Top park railings** PW Repairs and replacement where necessary about 14k depending on condition of railings beneath the ground. Will commence after deposit cheque is received.
- j. **Yard wooden fencing replacement.** LW Wooden fencing quote - £4750, a metal fence approx £7500. Committee discussed the merits of both. Finish of metal to be reviewed. MN & PJ to discuss with ML in yard.
- k. **Website** LW Darren needs to relinquish his administrator role for website and email. LW has found someone who can maintain website. Committee agreed to wait until Estate Manager is appointed and see if E/M able to become administrator. MN website content will need to be updated.
- l. **PORTACABIN** : Committee discussed renewal / refurbishment options. MN - ML suggestion to refurbish existing P/cabin, current office room can be expanded by incorporating small office, refurbishment of kitchen & toilet and reorganize larger office for Estate Manager. Monthly meetings can then be held there. Shelving and storage to be sorted out for archiving etc. E/M to sort out regular cleaning. Internet connections, Alarm to be fitted. Committee approved ML suggestions.
- m. **Major works in Hillway** MN - CAAC advice sought for 95HW renovations with attic & basement. Their estimated 6-8 months schedule. Skips can park on drive. Main problem will be disruption to neighbours and disruption to HLE by contractors vehicles and deliveries. CMP (construction management plan) will be required. Camden likely to approve. Planning Application possibly by end of year. GD HLE need to have a stronger input on Camden planning decisions. OG subcommittee should work with CAAC as advisory committee as only control HLE has on works is traffic flow on Estate roads and impact on residents. Trustees can withhold approval of contractors' incoming vehicles over long periods of time and should voice this concern to Camden planning. MN - neighbours to be informed that any problems should be immediately reported to Camden. 93 Hillway has applied for swimming pool extension reset into the ground in back garden in January and application is yet to be determined. 70 Hillway has made application for semi basement which is still to be determined. OG suggested an open meeting with Camden and residents to discuss impact caused by basements. MN to ask (Richard Simpson) chair of primrose hill CAAC about progress on this topic. HLE should write to Camden about various projects being proposed in the estate and as the owners of the roads and common parts we will require to be consulted in the CMP. Effected residents should call Camden and fines can be imposed if CMP is not followed

6. Danny Snapes Lessons.

- 1. After 2 weeks found he could not manage the workload with manual lawn mowers and distance to HLE was detrimental to the working day.
- 2. DS suggested that productivity could be improved if ride on mowers were used instead of just hand mowers. Committee discussed proposal and agreed changes needs to be discussed with Foreman.
- 3. Committee will try and get a new assistant foreman with horticulture experience.
- 4. PW New assistant foreman will need to know when foreman is due to retire. OG only discuss after new AF has passed trial period. GD ML to be included in process of finding new AF.
- 5. Work started on HLE entrances have greatly improved estate. DS gave a quote to complete works and maintenance as required. Committee discussed getting a freelance accomplished Gardner to look after entrances and areas. ML agrees that current staff are not able to continue DS works. Committee agreed to accept quote with a review after new assistant foreman is appointed.

7. Trees PJ

- 1. Pollarding scheduled for beginning of December. PJ to ask if it can be done sooner.
 - 2. Trees reviewed last week with Wassells. There is now a list of 3 dead trees that need replacing. 17 Oakeshotte has now agreed to removal of 2 ailing trees by plot & replace with a new tree.
 - 3. Copper Beach tree in gardens next to Cedar is being monitored and some of the weight needs to be lessened and needs bracing. £450 cost Agreed by committee.
 - 4. Evergreen Oak in Langbourne Ave East which is unbalanced has been raised
 - 5. PW new residents of Robin Grove concerned about darkness and overhanging trees. PJ to review.
8. **DLAMs:** MN - Yew shrubs and railings to be installed around recessesThinks optical fibre has arrived but unable to find out from BT whether copper connections have been done yet.

- UK Power Networks Wayleave for supply to DSLAMs in Makepeace & Oakeshott to be sorted out, MN.
9. **AOB**
- a. Committee discussed items for half year meeting on Nov 19th. To be finalised in Nov committee meeting
 - b. Highgate Security meeting GD with police liaison. Well attended by 7 officers. They appear to be reformatting and trying to actively help neighbourhoods. If antisocial behaviour and problems are reported to GD it can be reflected back to police at these liaison meetings. Process to be sorted out.
 - c. Halloween - No volunteers so staff will man estate as usual.
 - d. Residents to be reminded that EMF has to be fully paid to qualify for parking entitlements on estate in News letter after half year meeting.
 - e. PW Thames Water installing new hydrant outside 42 Hillway and doing simple works to improve water pressures. OG trustees to give permission but wayleave and charges has to be done as work is on private land. PW to sort out.
 - f. Adrian Lang to hand over Estate documents. Storage to be sorted out.
 - g. Parking Permit applications will require proof of valid car tax. Condition has to be put on HLE application form in website. LW to ask DL

Meeting ended at 10:05pm Oct 9th