

**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE
ACTION MINUTES OF MEETING ON TUESDAY 8th AUGUST 2017**

Attendees: Peter Jacobs Trustee & Treasurer (Acting Chair), Martin Narraway Trustee, Li Weinreich, Emma Jay, Rob Schoenbeck

Apologies: Peter Wesley, Dominique Florin, George Donaldson, Robert Morgan, Barbara Wheatley

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 8th August 2017

AGENDA ITEM

1. Committee Issues

- a. Matters arising from last minutes: speeding traffic in LA west (Jo Hosking mail). **PJ** to contact GPO to request that their vans drive more slowly.
- b. Minutes of July 11th **approved**

2. Health & Safety

- a. LTAs, Accidents, Near Misses – none. **Noted.**
- b. HLEC Contractors – Wassells, WJ Lining UK. **Noted.**

3. Finance: reports noted.

4. Insurance

- a. Pre-renewal meeting reported by LW. **PJ** to note for budgeting purposes potential 20% increase (insurance premium tax etc.)
- BW/LW** to report to HLEC Sept. meeting on next insurer's meeting and expedite sit-on mower quote.

5. Operations

- a. Estate Manager's report /forecast. **Noted.**
- b. 1 x Skip – MM Keepmoat works. **Noted.**
- c. 6 HW – overgrown garden and house in disrepair. **PW** to contact Derek Knight's son.
- d. Accounting package update. Data being checked

6. Estate Security

a. Residents' Group Night Watchman proposal.

PJ to ask Mary Selfe to identify any discrepancies between night watchman actual specification/activities and those detailed in this meeting's agenda pack as prelude to asking what key points are for distribution to all ploholders.

PW to follow up on barrister's opinion. **PW/BW** to consider request by Jane Deighton to be shown brief given to barrister.

b. Crime update; **RS** to follow up with John Hounsell tracking over time the crime incident map of area. (that shows HLE with lower crime incidence than surrounding areas).

7. Parking

- a. MET monthly report. **Noted.**
- b. Electric charging points. **MN** to obtain new cost quotes as no response to first request.

8. Projects

- a. HLEC Projects – **GD, BW & MN** to conduct 'road/pavement walk round' in September.
- b. Lower park lighting: Meeting considered bollards vulnerable to vandalism, lighting on wall more robust. **BW** to ask John Hounsell's or another security consultant's recommendation on lighting system (PIR vs permanent etc).

- c. Hut roof: Refurbishment the preferred approach; **BW** to obtain proper quotes including for pitched roof design as being potentially more durable.
- d. Plot-Owner's Projects – 21 BA Application. **Noted.**
- e. Non Plot-Owners. **Noted. MN** to note inclusion of MA East lower passenger gate pavement trip hazard for pavement works.

9. Communications - Newsletter and Website. **Noted.**

10. Miscellaneous

- a. Estate signage update: Signs have been delivered.

11. AOB:

- a. Bouncy slide in lower park request by 95 Hillway. **LW** to check with insurers re public liability (whether HLEC disclaimer legally watertight, etc) and therefore whether we proceed to obtaining details from 95 Hillway (time frame, numbers, need for generator, other park activities involved, noise/parking implications, insurance confirmation, HLG residents' acceptance etc).
- b. Should committee investigate potential for police Dispersal Zone status for Estate: DECISION vehemently negative.
- c. Question raised on status of Robin Grove CCTV request. **PW** to pursue with Robert Morgan.

Meeting Closed 21.35