

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 12<sup>th</sup> DECEMBER 2017

**Attendees:** Peter Wesley Trustee & Chair, Dominique Florin Vice Chair (part attendance), Martin Narraway Trustee, Li Weinreich, Robert Morgan, Rob Schoenbeck, Barbara Wheatley Manager

**Apologies:** Peter Jacobs, George Donaldson, Emma Jay

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Tuesday 12th December 2017

### AGENDA ITEM

### ACTIONS

#### 1. Committee Issues

- a. Approval of Minutes – November 7<sup>th</sup>. Approved & signed
- b. Matters arising from minutes.
  - i. Lighting bollards in Lower Park. After extensive research, drawings and meetings with suppliers HLEC agreed to park this as not cost effective and incidents of ASB have declined.

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses – none. Noted
- b. HLEC Contractors – Bestco, Wassells. Noted

#### 3. Finance

- a. Bank Accounts/Monthly financial report. See report
- b. Quarterly financial report. See report. Check with DV re payment of Bestco invoice as it should be in 2017 figures.

BW

#### 4. Insurance

- a. Nothing to report

#### 5. Operations

- a. Estate Manager's report /forecast – verbal report & monthly work schedule presented. HWH fence is planned to be replaced over the winter. The HLEC expressed their appreciation to BW for spending her Sunday gritting the roads and to Sean for his hard work and initiative during the snowy weekend. Agreed a £100 bonus net of tax for him. Gritting protocol discussed. BW to check she is still on the LBC gritting alert list.
- b. Tree records – arboretum. To revisit when PJ & DF are present in their capacity as members of tree subcommittee.
- c. Extra groundsman. Agreed not necessary. Can sub contract larger jobs out if and when needed.
- d. Verge damage HLM. HLEC requested a report be put together for consideration.
- e. No skips.
- f. Accounting package/permit update. EMF letters have gone out. A few snags yet to correct. Permit letters are with the printers and will be ready to print and distribute early in the New Year. Meeting later this week to look at the next phase which is the accounting side of the system. Thanks given to MN for all his work on this project.

BW

BW/GH

#### 6. Estate Security

- a. Security matters/ January meeting arrangements. Wording agreed for letter going out to all residents, flats & plots, inviting them to the meeting on 22<sup>nd</sup> January. RS presented the Police

Report from the recent Ward Panel Meeting. HLEC requested he ask for clarification on certain crime figures.

RS

BW to check Community Centre is free on 22<sup>nd</sup> Jan and provisionally book if so.

BW

## 7. Parking

- a. MET monthly report – not received from them yet. BW to chase the new signage which we authorised last month.
- b. Electric charging points update. MN presented a proposed questionnaire to go out to all residents to gauge demand and interest. Agreed questionnaire could go out asap.
- c. Xmas suspension. Agreed to suspend MET patrols 23/12 to 1/1 inclusive.

BW

BW

BW

## 8. Projects

- a. HLEC Projects. HWH fence: all dangerous panels have been replaced and bulk supplies have been bought to replace all remaining panels over the winter months.
- b. Roads & Paths update. Bestco have returned to rectify a couple of areas. Invoice has been paid. MN requested that all kerbs be cleared of weeds by manually removing, not using chemical application.
- c. Hut replacement. BW & GH's planned visit to factory was postponed due to extra works snow brought to reschedule.
- d. Plot-Owner's Projects – see report
- e. Non Plot-Owners - none to report

BW

## 9. Communications

- a. Newsletter. Next one planned for January.
- b. Website. Updated as needed
- c. Fostering better relations between residents of flats and residents of houses. RS meeting with an interested flat resident. RS proposes that a sub group be formed rather than he visit the main HLEC meetings. Point made that the TRA should be invited to be involved and MN will send contact info to RS.

MN

## 10. Miscellaneous

- a. Cyclists on LA. Last year MN conducted extensive research and put forward several proposals to solve the problem of cyclists on the footpaths and the creation of 'desire lines' across the verges, but these were considered to be either not cost effective or aesthetically unappealing, so the proposals were shelved. The subject was brought up again by a resident at the November meeting, particularly LA west. HLEC looked again at all the options and it was agreed that we revisit this next month when PJ is present and can give the LA perspective.
- b. Wheelchairs & buggies on HW. Discussion about practicalities and liabilities. RS offered to conduct some research and report back next month.
- c. Estate defibrillator – approval sought but decided it was not a useful nor necessary service to provide

RS

## 11. AOB

RM requested we look at installing a hand rail on the steeper part of Robin Grove south junction with HWH. RM will discuss with RG residents.

BW

RM

**Meeting closed 21.50**