

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 9th JANUARY 2018

Attendees: Peter Wesley Trustee & Chair, Peter Jacobs Trustee & Treasurer, Martin Narraway Trustee, George Donaldson Secretary, Robert Morgan, Rob Schoenbeck, Barbara Wheatley Manager

Apologies: Dominique Florin, Li Weinreich, Emma Jay

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 9th January 2018

AGENDA ITEM

ACTIONS

1. Committee Issues

- a. Approval of Minutes – December 12th – Approved and signed
- b. Matters arising from minutes.
 - i. Tree records – arboretum. HLEC not willing to support cataloguing of trees in private gardens as too intrusive. Happy to let the interested resident update our record especially the HWH/RG trees. BW to get back to him. BW
 - ii. Cyclists on LA/gate options. Gate modifications first put to committee in July 2016 were discounted again as impractical or ugly. Surfacing the desire line opens us up to litigation. We should be trying to stop cyclists on the footpaths altogether. Agreed No Cycling signs should be put up on the pedestrian gates. BW to source and action. BW
 - iii. Wheelchairs & buggies on HW. Not clear that the Disability Act 2005 applies to a private estate. There is actually a non-step route up HW for disabled and buggy users as they can use the crossovers to cross the Avenue roads and therefore there is no need for them to be in the road at all. RS to do further research and confirm. RS
 - iv. Handrail on RG. Work still in progress RM
 - v. Fostering better relations with residents of flats and plots. RS has met with 2 representatives from HLRA (Holly Lodge Residents Association) and HLLA (Holly Lodge Leaseholders Association), the flat committees. Proposed formation of a sub group of 6-8 people from the flats, HLEC and Community Centre to meet every 2 months to discuss and share common information. MN and BW volunteered to be in the group along with RS, who will progress this. RS
Point of interest raised was that Georgia Gould, Leader of LBC, will be visiting the Estate on 17th January to meet residents and interested parties to discuss various topics. MN will go along and will raise MET office snow/ice alerts from LBC and fly tipping problems particularly outside Community centre. MN
 - vi. Verge damage. Report requested last month not completed yet. BW/GH

2. Health & Safety

- a. LTAs, Accidents, Near Misses – none
- b. HLEC Contractors – Wassells, Nathan Relevey (EMS system)

3. Finance

- a. Bank Accounts/Monthly financial report. See report. BW to chase outstanding EMF payments and 1 garage rent. BW

4. Insurance

- a. Nothing to report

5. Operations

- a. Estate Manager's report /forecast. See report
- b. Skips. 8MA
- c. Tree update. BW to notify OA residents of tree coming out. Large beech in lower park was felled and wood is being processed. Some will be left for residents to take for firewood. PJ & BW will meet with Wassells to determine the sites for the new beech and 2 new cedars. Removal of epicormic growth on the HW limes is almost complete. Work on Chestnuts on HW junctions will be undertaken 5/6th Feb. BW
- d. Barriers. These have been left open recently following damage to one of the boom arms. A replacement has been bought and will be installed in next day or so. It has been suggested that the old barriers no longer comply with new DHF (Door Hardware Federation) Machine Hardware Directive. Discussion about replacing them. MN to investigate. MN
- e. Gritting & MET severe weather warnings. Following the unexpected snow in December and resultant gritting operation all our grit stocks were used up. New stocks have been bought in. Following an audit of the grit bins we have bought 10 new grit bins which will be placed at the HWH end of each Avenue and on Hillway at the junctions of the mansion block avenues. BW has made contact with the person responsible for gritting in LBC and Veolia will grit our roads at a small cost, however we would not be a priority as the 'Resilience Routes' must be done first, but this could be a backup option for us. Have also requested that LBC notify us of any gritting alerts they may issue. MN will discuss this with Georgia Gould. BW looked at getting our own reports from the MET office. MN
- f. Builders' Code revisions – approval sought and agreed with inclusion of a small access/exit map for contractors' vehicles. MN

6. Estate Security

- a. Security matters/ January meeting arrangements. Venue confirmed as St. Anne's Church (Father Andrew Medrum will moderate) due to the anticipated attendance of over 100 residents. It was agreed that a sound system will be required, and Sensible Music was recommended based on previous experiences. Notice and agenda agreed which will go out to all residents this week. Arrangements made. RS to finalise. RS

7. Parking

- a. MET monthly reports. Reduced tickets issued in December due to the Christmas suspension. BW to chase outstanding reports. RS will now hold the estate phone with the parking app and it can be requested from him if needed by others, and he will pass on to others when away. BW
- b. Electric charging points update. Paper questionnaire and electronic poll are still in progress. MN will report at next meeting. MN

8. Projects

- a. HLEC Projects - Accounting package/permit update. System continues to be snagged with regard to the parking permits. It is intended that permits will go out by the end of the month. The accounting side of the system is work in progress. We have 2 meetings planned with the contractor, Parking for 15-Jan & Accounting for 29-Jan.
- b. Hut replacement. Proposed supplier was visited and samples of cabins seen. Finishes etc chosen and awaiting final spec and costing for approval from HLEC. Site visit planned for supplier to confirm logistics and method of delivery. BW and GH to plan in detail the removal of contents, disposal of old hut, hooking new one up to utilities and move in etc.
- c. Plot-Owner's Projects – see report.
- d. Non Plot-Owner's - none to report

BW/GH

9. Communications

- a. Newsletter. Security Meeting notice was distributed to all flats and plots.
- b. Website updated.

10. Miscellaneous

11. AOB

- Remove disabled bay from deceased resident on MM. BW
- BW holidays at end of month means meeting papers will come out late next month, Monday 12th Feb.
- Peter Wesley gave notice of his wish to stand down from his position as Chair of the Committee during the next 6 months once a replacement has been agreed and the necessary legal process completed. BW
- BW to provisionally book CC for AGM 18/25 April & 2 May, plus following week for CAAC AGM.
- Summer party date set for 24th June.

Meeting closed 21.45