

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 8th January 2019

Attendees: Dominique Florin Chair, Rob Schoenbeck Vice Chair, Martin Narraway Trustee, Peter Wesley Trustee, George Donaldson, Secretary, Robert Morgan, Li Weinreich, Rosie Durant, Barbara Wheatley Manager

Apologies: Peter Jacobs

Venue: Holly Lodge Estate Office

Time: 19.30 Tuesday 8th January 2019

AGENDA ITEM

ACTIONS

1. Committee Issues

- a. Approval of Minutes – December 11th. Approved and signed.
- b. Matters arising from minutes.
- c. Rules of Conduct for Meetings. It was agreed that a formal Code of Conduct was not necessary. A soft statement of expected behaviour, setting parameters, would be a better approach.

2. Health & Safety

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

3. Finance

- a. Bank Accounts/Monthly financial report. See report. BW to chase outstanding EMF payments. BW
- b. Should residents pay for cost of any tree works requested by them? Agreed that in principle yes, we should accept offers of payment.

4. Insurance

- a. Update on 59 HW tree claim. LBC have refused permission to fell the lime tree and are starting proceedings to TPO it. Waiting to see if claimant produces further evidence to refute LBC decision. Agreed we should ask our arboriculturist to proceed with reviewing the claimant's reports and advise next steps. A note was made that another HW house has discovered subsidence. BW

5. Operations

- a. Estate Manager's report /forecast. See report. Staff bonus for an unexpected job recently was discussed and agreed that going forward no bonuses would be paid unless agreed prior to the job. Overtime, of course, will continue to be paid when relevant. Staff hours and breaks were discussed. There was a comment that during the summer months the hours could be extended to have cover on the estate into the evenings. BW felt that it has not been necessary in past years and would impact on current working practices, but overtime could be considered if felt necessary. MN highlighted lone working issues. HLEC will review. It was noted that whilst the staff do not have a formal lunch break, preferring to finish an hour earlier each day, they do take sufficient breaks often whilst 'on the job'.
- b. Garage Rental Agreement update. Agreed to proceed with latest version from solicitors, with a couple of minor changes. BW to issue to all tenants and ask to sign. BW to contact UGL about non-business clause and hence give them notice to quit. BW

- c. Skip Licence review update. Agreed to proceed with solicitors' version, with 2 changes. BW
- d. Skip x 1: LBC in MM. Works continuing with no impact on us.

6. Estate Security

- a. Recent reported activities on the Estate – Incident Log. In summary: 2 thefts of construction equipment, 1 burglary & 10 reports of ASB despite cones being in place during the month. Agreed that the cones will not go out at present on the top of HW and will be reviewed next month. If it is decided that the cones are becoming a more permanent feature, then something more aesthetically pleasing should be found.
- b. Trespass signage suggested by police. Current signage makes it clear that this is a private estate so extra signs not felt necessary.
- c. Security Liaison Group Meeting 15th January - terms of engagement for any survey work. RS will report after meeting. RS

7. Parking

- a. MET monthly reports – no reports received to date. BW to chase. BW
- b. Disabled bay allocation – next steps. Meeting with Parking sub-committee, who will review and prepare report, not taken place yet. BW to arrange. BW

8. Projects

- a. EV Chargers update. New liaison group now formed, made up of Emma Jay, Justyn Trenner and MN. JT is researching feasibility of residents having individual chargers outside their homes. MN is in the process of completing the planning drawings to support our application to LBC.
- b. HLEC Projects - Accounting package/permit update. Project proceeding.
- c. Plot-Owner's Projects. 9 RG applied for planning permission to add a Juliet balcony at rear of house.
- d. Non Plot-Owners - LBC refurb in MM proceeding. Expect to complete end of April.

9. Communications

- a. Joint Communication Group update. Next meeting planned for end January – date TBC
- b. Newsletter. December newsletter went out, nothing planned in near future.
- c. Website. Continued to be updated as necessary.

10. Miscellaneous

None

11. AOB

TPO on limes to discuss. It was recognised that the HW avenue of limes is a major visual amenity and should be protected with the enhanced benefits of a tree preservation order (TPO) on each. Agreed that we will instruct Wassells to apply for TPOs. BW

Meeting closed 21.31