

**HOLLY LODGE ESTATE COMMITTEE  
MINUTES OF THE MEETING HELD 10 February 2011**

Present: Gregg Egen, trustee and chairman; Dominique Florin; Chris Jackson; Peter Jacobs, trustee and treasurer; Derrick Knight; Darren Lennard; Naomi Stungo, executive secretary; Peter Wesley, vice chairman  
Apologies: Olive Gatenby, trustee; Joseph Holderness

**1 Minutes** The minutes of 11 January 2011 were agreed and signed.

**2 AGM**

- DK announced his intention to resign from the committee
- AGM to be held on Wednesday 13<sup>th</sup> April
- NS to send out newsletter asking if anyone wants to stand. Candidates will need to declare by 15 March

**3 Finance officer**

- Elizabeth Liberda-Moreni has agreed to stay until a replacement has been appointed. GE to request she continues through to the AGM
- Two candidates are being interviewed

**4 Website**

- Mark Rogers has agreed to transfer domain name [www.hle.org.uk](http://www.hle.org.uk) to the committee for free
- DL presented two scenarios going forward:
  - (a) replicate the existing site in a more modern format
  - (b) a “richer” site
- DL’s recommendation to replicate the existing site but gradually rebuild it with a certain degree of “richness” (ie committee-only areas, etc) was agreed. GE asked DL to get at least 2 quotes
- The question of who will input data was raised without conclusion

**5 Parking**

- PW and DL presented a proposal re parking. The conclusion was:
- The committee agreed that (a) regulations to identify unauthorised vehicles were needed and that (b) a formal process of enforcing the regulations were needed
- The committee agreed that there are sufficient signs and that most drivers in London are aware of the need to check for parking enforcement notices. The increased number of tickets, plus the information campaign by the committee was felt to be sufficient to alert residents to the parking regulations
- It was agreed that it is a priority to retain discretion for cancellations within the estate (at committee or secretary level) rather than outsourced to a parking management company. Employing a dedicated parking manager was not discussed
- It was agreed that the committee should explicitly direct the parking management company as to how to enforce the regulations (current and proposed). No agreement was reached on whether there should be an explicit selection or regulations to enforce / ignore

- DL proposed a revised and simpler set of regulations to identify when a car is unauthorised. This was agreed
- With regard to visitors it was agreed that the temporary authorisation system should be informal notes visible in the windscreen
- It was agreed that employing HLEC staff to enforce regulations is not practical. BPS-approval and the adversarial nature of enforcement both mitigate against HLE employee enforcement of the parking regulations.
- The appeals procedure was not discussed in detail. The current spike in ticketing as per NPS recent activity to be monitored, and the sub-committee to support the Secretary as necessary. NS reported that the current levels of activity were too great in respect for her current role and available time.

## **6 Projects: steps**

- A significant number of the new steps are flaking. Reg Smith is investigating and will report back
- Initial thinking is that Capital Gardens may not have used a frost inhibitor in its concrete mix
- GE said that HLEC has a British Standard for the concrete mix and a contract with Capital Gardens. GE to check both documents
- One solution may be to wait for dry weather, skim and seal the steps
- HLEC still holds some money due to Capital Gardens for the project

## **7 Skips**

- GE to draft an implementation process
- Maurice to implement new skips policy

## **9 Dslam boxes**

- CJ to investigate further. DL suggested his contact JP. DL to follow up

## **10 Brookfield school fair**

- Estate agent boards advertising school fetes to be allowed for a period of two weeks
- Nevertheless the estate has a policy of disallowing advertising media

## **11 Policies**

- NS, GE, DF to compile a list of policies for DL to review and update

The meeting ended at 11.05pm