

**HOLLY LODGE ESTATE COMMITTEE
MINUTES OF THE MEETING HELD 12 July 2011**

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

1 Minutes The minutes of 14 June 2011 were agreed.

Officers

- PW to delegate for GE
- 3 candidates have expressed interest in secretary post. NS to update committee and send job description. Interviews to be conducted by 3 committee members depending on who is available.

2 Finance

- NS reported on-going problems with Barclays. PW to write to Barclays
- Delay in Camden's VMF payment due to authorisation problems at Camden's end. Payment unlikely before August. DV to follow up as matter of urgency.
- Bank statements show numerous payments of £310. Check what these are for
- NS to withhold Capital Gardens payment until DV has clarified cash position
- PJ to send copy of DV's spreadsheet to JH
- Invite DV to come to August committee meeting
- Finance sub-committee to consult with DV
- DL to replace GE on finance sub-committee in the short-term – subject to dates

3 Parking

- Agreement with MET has been circulated to committee. Comments taken on board. JH added: should write in contract how many times they will patrol
- PW to ask MET to redraft. Adrian Laing to comment on final draft. Tell Adrian that no contract with NPS exists
- Check with MET about indemnity
- Once agreement finalised MET will survey site and discuss locations for signage. Wording on signs TBC.
- DL to rewrite rules for MET. Untaxed cars should be given a month's grace period
- Can we link parking database with VMF list? Issue of data protection
- Visitors should ideally leave a phone number but this not essential
- PW to circulate a timeline for introduction of new parking regime
- Period of intense communication needed prior to introduction of new parking regime.

4 Website

- HLEC owns the domain name and site is live. Almost all content on site is old and unedited including a scanned version of the green book
- All committee members have access to and can alter text. Committee emails are live.
- NS to look at editing current content

- DL to call ICO re how to share data – particularly the parking database

5 Dslam boxes

- Smaller boxes coming on line. CJ to confirm smaller boxes are available and investigate timetable for possible introduction
- Need to revisit in October

6 Legal fees

- Likely to need more legal advice as we go forward. Is there a better value solution? DL to look at other similar organisations and how they source legal advice.

7 AOB

- No action on introduction of electric vehicle charging point. Felt that present recharging posts likely to be an intermediate technology and raise potentially difficult issues regarding reserving space for designated vehicles on the Estate. Keep under review.
- Roads can wait until 2012 before repairs are needed.
- OG asked to provide fully costed proposals for Hillway entrance.

The meeting ended at 10.15pm