

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES MONDAY 9th APRIL 2018

Attendees: Peter Wesley Trustee & Chair, Peter Jacobs Trustee & Treasurer, Li Weinreich, Robert Morgan, Rob Schoenbeck, Barbara Wheatley Manager

Apologies: Martin Narraway, Dominique Florin, George Donaldson, Emma Jay

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Monday 9th April 2018

AGENDA ITEM

ACTIONS

1. Committee Issues

- a. Approval of Minutes – March 13th Approved & signed
- b. Matters arising from minutes. None
- c. AGM & Elections update. BW updated all on preparations. O/S EMFs on plot list to be updated on day of elections. BW to check on roadworks outside the library.

BW

2. Health & Safety

- a. LTAs, Accidents, Near Misses - none
- b. HLEC Contractors – Wassells, 365 Fire extinguisher service

3. Finance

- a. Bank Accounts/Monthly financial report. See report. BW to chase o/s EMF payments and start ticketing any vehicles associated with that property. BW to check with DV whether Bestco retainer has been paid.

BW

4. Insurance

- a. Nothing to report

5. Operations

- a. Estate Manager's report /forecast. RM thanks us for the new steps from the RG lane to the lower park and asked if we could have a landing slab built as it is a mud bath at present. Also, the barriers by the garages are still there – BW to chase tenant to remove them. RM also raised the issue of the litter opposite the second garage from the top of those in Robin Grove and the ownership of that garage, which is used as a depot by a gardening company. Is the owner of the garage the owner of the company and if so is he entitled to use it as an adjunct to his business? He is a resident and it was agreed we should let it be for now, but BW will talk to their foreman about the rubbish.
- b. Skips x 1 @26 MA

BW

6. Estate Security

- a. Security Update. Nothing of significance to report. Easter holidays were quiet. Nothing major discussed – agreed to wait until new Committee in place.
- b. Survey Research status. Only 1 quote received. All other companies approached have declined. RS will investigate some university research teams.

RS

7. Parking

- a. MET monthly reports. Comment made about the low number of fines paid (only 11 of 44 in

March). BW to check with MET what they do about non-payers and do they update past month's figures once fines are paid.

BW

8. Projects

- a. HLEC Projects
 - i. Accounting package/permit update. Awaiting meeting with Daniel re the accounting side. Permit side is 99.9% complete – a few snags to iron out.
 - ii. New Barriers. Thank you to MN for the risk assessment and report. Unanimous agreement to spend £8,670 with Newgate. All agreed to go for the red cabinets. *Update post meeting- white cabinets have now been agreed if possible to supply as more in keeping with Estate.
- b. GDPR – initial thoughts. BW explained the new regulations coming out in May and what it will mean for us. A data audit form will go out to all HEC members to ascertain what we are dealing with and further guidelines will follow.
- c. Hut replacement update. Delivery set for mid-May – no confirmed date as yet. Kitchen planned & ordered. All supporting contractors on standby – crane, demolition, portaloo, electrician etc.
- d. Plot-Owner's Projects – planning apps. None to report.
- e. Non-Plot-Owners. None to report

MN

BW

9. Communications

- a. Newsletter. A newsletter went out 3rd April along with AGM papers to all plot owners.
- b. Website has been updated with all AGM papers and newsletter.
- c. Joint Communication Group next meeting 19.30 April 23rd in the Hut.

10. Miscellaneous

- Procurement Policy. MN requested that we increase the limit required needing 3 quotes be raised from £1k to £10k. Will revisit next month when new Committee in place.
- No cycling signs for LA gates agreed in January – what is happening? BW to progress.

BW

11. AOB

- Summer party set for 24th June. New tent required. Posters going up asking for musicians. Waitrose voucher received for £25 to go towards prizes.

Meeting closed 20.40