



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE
MEETING MINUTES TUESDAY 14th MAY 2019**

Attendees: Dominique Florin Trustee & Chair, Rob Schoenbeck Vice Chair, Peter Jacobs Trustee & Treasurer, Peter Wesley Trustee, Martin Narraway Trustee, Robert Morgan, Li Weinreich, Rosie Durant, Barbara Wheatley Manager

Apologies: George Donaldson

Venue: Holly Lodge Estate Office

Time: 19.30 Tuesday 14th May 2019

AGENDA ITEM

ACTIONS

Reports referred to may be requested from the Estate Office.

1. Committee Issues

- a. Approval of Minutes – April 9th. Approved and signed
- b. Matters arising from minutes. None
- c. EGM/AGM/Election process update.

Second legal opinion was received on Friday 10th which concurred with the original advice regarding the nominated representative votes and advised we can proceed with part 2 of the AGM according to the current Rules & Regulations.

MN, PW & DF met with HLE residents Justyn Trenner, Cherie Morgan, Richard Preece and Ronnie Day on Monday evening, 13th May. There were concerns about disenfranchisement if proxies could only be a resident family member. MN suggested that the elections could be held over several days thereby widening the opportunity for plot owners to vote in person.

JT’s email of 9th May suggested that if the elections were held ASAP that would be acceptable, and they may then withdraw their request for an EGM.

HLEC is trying to be pragmatic and is going forward in good faith. It is determined to meet as many concerns as possible and get a new Committee in place ASAP so the governance issues can be looked into with the aim to present a proposal at the half yearly meeting in October. Judith Hunt was approached to ask if she would be willing to chair a governance review – happy to be involved but not willing to chair. John Hendy is willing to chair and DF has explained to him that this will be on hold for now until the new HLEC is in place and can take this forward.

MN presented a proposed logistical plan for the elections spanning several days and varying times. MN commented that the resident’s group had asked for there to be observers from both sides, but it is unclear what is meant by ‘both sides’.

Agreed that the nominated representative ballot papers should be marked discretely so they could be tracked if there were any issues after the election. Last year it was impossible to identify those papers from the rest.

Discussion about how to identify the nominated representatives – photo ID, letter from plot owner?

It was agreed that a letter from the plot owner signed by both parties would be sufficient.

BW to arrange the election notification letter to go out tomorrow, Monday 15th.

Email version to go to those plot owners for whom we have email addresses, and a notice to be placed on the website.

Voters’ register to include a column for name and signature.

BW
BW
BW
BW

2. Health & Safety

- a. LTAs, Accidents, Near Misses - none
- b. HLEC Contractors. None

3. Finance

- a. Bank Accounts/Monthly financial report. See report. In summary ±£700k in bank which is as we expect at this time of the year. Second instalment of the EMF from the twice-yearly payers is due in June so balance is expected to rise next month.
Draft management accounts were explained by PJ.
PJ announced that he will step down as treasurer at next month's meeting. He has served in this role for 11 years and it is time to hand over the baton. He is due to retire as a Trustee in 2020 so that will give 1 year's overlap with the new treasurer so he can support them with the handover.
- b. Outstanding EMF. 1 inner plot outstanding and 10 outer plots.

4. Insurance Nothing of note to report.

5. Operations

- a. Estate Manager's report /forecast. Verbal resumé of the month given by BW. Main works were grass cutting and horticultural work on the beds alongside several estate wide mail shots.
Jap Knot Weed in RG footpath has sprouted again so spraying and stem injection treatment continues.
The build-up of leaves behind the garages has started to be tackled as we believe they are causing some damp issues in the garage walls. It is very difficult though as the space behind the garages is very narrow and deep. Options are being researched and the plan once removed is to cover with netting or a grid to prevent the build-up happening again.
Padlocks from the gates seem to be disappearing so we have welded the padlocks to chains on each gate.
Gaiters are now on all the younger trees and watering generally around the Estate continues twice or thrice a week.
- b. Skip x 1: LBC in MM. LBC contractor is Engie and we are encouraging them to move the skip onto Swains Lane as it is now believed to be here until August. BW is still chasing their December 2018 invoice. MN suggested BW contact the LBC lead on this project.

BW

6. Estate Security

- Recent reported activities on the Estate – Incident Log. 4 ASB, 4 Drug, 1 CAR, 1? And 13 Parking incidents reported in April. Was requested that the Security Liaison Group look at putting a Security Policy together. The WhatsApp group, which was set up to share security issues, started off with quite a lot of resistance but appears to be working well now and is proving to promote community cohesion. The parking attendant is in the group and is able to respond to any messages he sees about illegally parked cars.
- a. Mobile CCTV Initiative update. MN and RS are visiting the Advanced Transport Research Group in Dagenham shortly. They are responsible for deploying temporary, portable CCTV camera for councils. They will look at this option for the Estate and report back to HLEC.
RG residents' request for CCTV cameras there has gone quiet. RM will enquire.
 - b. Yellow line update/next steps. On hold for now as the Parking Attendant trial seems to be going well.

RS

RM

7. Parking

- a. MET monthly reports. Tickets issued up considerably last month. 130 whereas previous months have ranged from 13 to 42. This is due to the engagement of the dedicated parking attendant (PA) who works solely on the Estate from 8pm until 2am for 6 nights a week.

- b. New signage update. New parking signs have been agreed with MET and will go up shortly.
- c. Update on PA. The Parking Attendant trial appears to be working well. He seems now to be generally well received by the residents after a shaky start where residents were suspicious of him and felt his presence to be worthless. As well as increasing the tickets issued as mentioned above, he is also moving on quite a few unwanted visitors from the top of Hillway. Despite having briefed him to record any cars he moved on he did not do so to start with but is doing so now. Anecdotally things appear to be much quieter at the top of the Estate. He is a very conscientious and personable chap and MET are hoping they will have a vacancy in order to employ him once our trial is over 4th July. MET have suggested we might want to continue with him part time on a job share basis with them.
- d. Permits for Nursery staff. We have traditionally issued a parking permit to the Nursery Manager, but recently 2 members of the staff applied for permits. HLE agreed that we should only issue 2 permits per establishment, in the same way we allow only 2 contractors vehicles on any building project. Staff should be encouraged to use public transport or park on Swains Lane. BW to inform them. BW
- e. Resident's van. The resident daughter of a plot owner has applied for a permit for her van which is DVLA Cat N1 – we only allow Cat M1. She is an international athlete and uses the van to transport her bikes and kit from event to event. She is not parking on the Estate regularly and when she does it is parked at the bottom of the Avenue and not causing much inconvenience to residents. HLE agreed a temporary permit could be issued for 1 year and is subject to review. BW

8. Projects

- a. EV Chargers update. To be reviewed once new HLEC is in place.
- b. HLEC Projects - Accounting package/permit update. Nothing to report.
- c. Plot-Owner's Projects. Nothing to report.
- d. Non Plot-Owners - LBC refurb in MM. See 5b
 - LBC fire safety programme to be undertaken later this year by LBC on the flats.
 - BW in process of obtaining more information and will report back next month. BW

9. Communications

- a. Joint Communication Group update. Next meeting will be organised for after the HLEC elections.
- b. Newsletters. April newsletter went out to all Estate, hard copy and email.
- c. Website updated as necessary.

10. Miscellaneous

- Green book update. GD was not present so unable to update.
- Zumba classes in park. Zumba teacher who holds classes at the CC has enquired as to whether she could use the park in the summer to hold her classes. It was agreed that we could not allow any loud music and it would not be appropriate due to the slope. BW awaiting responses to questions asked of her via email.
- Storage of archive photos. MN to email HLSI to ask if they would like them for their archives. BW to explore having copies made of them for our use. MN
BW

11. AOB

- RD raised the issue of the levels of emails received from residents that are thoroughly unpleasant and full of vitriol, many personally attacking individual members of the HLEC. It was agreed that this is unacceptable and should not be tolerated. Suggested that an autoresponder be put on the HLEC email stating that this sort of email will not be responded to, or a signature added stating such. RD will send suggested text. RM suggested an item be put in the next newsletter. BW will add to next agenda for discussion.

RD
BW

Meeting closed 21.55