

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 11th JUNE 2019

Attendees: Rob Schoenbeck Vice Chair, Peter Jacobs Trustee & Treasurer, Peter Wesley Trustee, Martin Narraway Trustee, Li Weinreich, Rosie Durant, Justyn Trenner, Ronnie Day, Pippa Rothenberg, Barbara Wheatley Manager

Apologies:

Venue: Holly Lodge Estate Office

Time: 19.30 Tuesday 11th June 2019

AGENDA ITEM

Reports referred to may be requested from the Estate Office

ACTIONS

1. Committee Issues

- a. Appointment of officers. RS thanked the departing committee members for all their hard work and welcomed the new members. MN will write to the old members personally with thanks.

MN

The officers are as follows:

- Chair - Martin Narraway
- Vice Chair – Rob Schoenbeck
- Secretary – Ronnie Day
- Treasurer – Justyn Trenner

- b. The Sub-committees are:

- Trees – Peter Jacobs, Rosie Durant
- Gardens – Rosie Durant, Ronnie Day
- Parking – Martin Narraway, Li Weinreich, Pippa Rothenberg, Rob Schoenbeck, Sean Fairweather, Barbara Wheatley
- Party – Peter Wesley, Li Weinreich, Rosie Durant, Emma Jay, Roger Limb
- Security Liaison Group – Rob Schoenbeck, Justyn Trenner Peter Jacobs, Ronnie Day
- Roads & Paths – Martin Narraway, Justyn Trenner, Rob Schoenbeck
- Joint Communication Group – Rob Schoenbeck, Barbara Smith, Hertha Koettner-Smith, Martin Narraway, Barbara Wheatley, Richard Molineux, Roger Elliott

- c. Register of Interests. All completed and signed.

- d. Non-Disclosure Agreements. All completed and signed.

- e. Approval of Minutes – May 14th, Approved and signed by RS Vice Chair

- f. Matters arising from minutes. None

- g. Governance review to plan. John Hendy has agreed to Chair the review and Judith Hunt is happy to be involved. HLEC must give prioritised terms of reference to John and residents should be invited to join. MN, PJ & JT to meet with John Hendy and Judith Hunt to agree terms of reference. MN to organise for early July.

MN

PR suggested that a communication go out to all residents to seek opinion on a range of issues such as Parking, Security & Governance
RDay to circulate other suggestions to be included.
JT suggested a closed FaceBook group could be set up for residents to extend communications and move long discussions from the WhatsApp group. Agreed it was a good idea.

PR
RDay
JT

2. Health & Safety

- a. LTAs, Accidents, Near Misses - none
- b. HLEC Contractors. Newgate Barriers – quarterly maintenance.

3. Finance

- a. Bank Accounts/Monthly financial report. See reports. PJ reported ±£680k in the bank at the end of May. Slightly up on what we would expect at this time of the year but there are several payments yet to be made to go against May's figures.
- b. Discussion about removing George Donaldson from Barclays.net. Agreed to leave him for now but remove as soon as MN is on board. BW to arrange for JT to get on too. Remove PJ. BW to print out a statement each week for JT just until he gets online.
- c. Management Accounts. These were explained and discussed. JT brought up the question of whether the full payment to the EMF should be enforced. Suggested it should be looked at in the Governance Review. both for plots and LBC

BW
BW

4. Insurance. Nothing to report

5. Operations

- a. Estate Manager's report /forecast. Verbal report given. Main operations have been grass mowing, handrail repairs and watering/gators etc.
LBC are installing EV chargers on Swains Lane and will be digging up the northern footpath in Langbourne Mansions next week to access the electricity supply.
Staff have been depleted this month due to holidays and sickness. Dean Ullah has torn a muscle in his knee again. BW asked if HLEC would consider paying for some physiotherapy as NHS are not offering much. He is not ill, just incapacitated and unable to do much work on the grounds. Agreed we would pay for 5 sessions and review. BW to organise
- b. Skip x 5: LBC in MM, LA021,HW060, HW072, BA021
- c. Reducing grass cuts to keep daisies etc for insects. The Gardens SC will meet to look at this. In the meantime we are letting the grass grow in the lower park to the side & rear of the copse and will mow paths in it when long enough.

BW

6. Estate Security

- a. Recent reported activities on the Estate – Incident Log. Residents at the top of the Estate do feel that the parking attendant has had a very positive effect in moving on the ASB. RDay has offered to update the incident log from the WhatsApp reports going forward. BW to add in incidents from the Parking Attendant's log plus anything reported to her via email.
JT suggested that we could close the gate at the bottom of Hillway for a limited time and have it manned to allow in visitors and deliveries, taxis etc in order to break the pattern of unwanted visitors.
RDay suggested the next step should be to upgrade the parking attendant to a trained security person who would work to fit in with the Estate as Joynal, the MET Parking Attendant, has. She also

RDay
BW

suggested the HLEC look at engaging a security consultant to advise. JT will arrange a meeting with a senior contact he has in the Police Independent Advisory Group to discuss our issues and seek advice.

JT

- b. Mobile CCTV Initiative update. RS explained what has been done so far with this project and the options available with costings. It was agreed that we would proceed with purchasing 2 micro cameras and hire the CA camera. RDur noted that the installation of CCTV cameras and yellow lines may be a contentious issue with some residents.

A meeting with directly affected residents will be organised before we go live with the cameras. Thanks were extended to MN & RS for all the hard work they have done around researching & planning the CCTV project over the last months.

MN/RS

7. Parking

- a. MET monthly reports. Noted.

- b. Review the parking attendant trial – extend/ overtime? Discussion around running CCTV trial and the MET PA (Joynal) together. It was agreed that we will keep him on until end August and review. There were concerns about Joynal’s safety. BW to chase MET regarding a panic button and whether self-defence &/or conflict management training has been given.

BW

8. Projects

- a. EV Chargers update. Still waiting for the planning permission and have to work out how to manage the income from the sale of the electricity. Suggested a SPV (Special Purpose Vehicle) be set up to keep the funds separate from HLEC working funds.
- b. HLEC Projects - Accounting package/permit update. Nothing to report.
- c. Plot-Owner’s Projects. Question asked about what can be done regarding the very long building project at nos 91 & 93 Hillway. After discussion it was agreed that nothing can be done.
- d. Non Plot-Owners - LBC refurb in MM. To revisit next month.

9. Communications

- a. Joint Communication Group update. RS will arrange the next meeting.
- b. Newsletter. To go out soonest.
- c. Website. BW to update with new HLEC and sub committees.

RS

BW

BW

10. Miscellaneous

- Summer party prep update. All on schedule.
- Green book update? BW to ask George Donaldson whether he is willing to continue with this.

BW

11. AOB. None

Meeting closed at 22.41