



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES
TUESDAY 9 JULY 2019**

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

Apologies:

Venue: Holly Lodge Estate Office

Time: 19.30 Tuesday 9 July 2019

Reports referred to may be obtained from the Estate office

- | | Action |
|--|---------------|
| 1. Committee Issues | |
| a. Approval of minutes | |
| b. Matters arising from minutes,
To be discussed as matters arise during meeting | |
| c. Governance review update:
MN gave overview. Advice will be given by QC experienced in drafting
organisations' rules | MN |
| JT has compiled list of questions | JT |
| Report to be ready to send to residents in September 2019 | |
| 2. Health & Safety | |
| a. LTAs, Accidents, Near Misses – none to report | BW |
| b. HLEC Contractors: none to report | |
| 3. Finance | |
| a. Bank account/monthly financial report. Report circulated, c.706k in bank. | JT |
| b. Daniel to move to later version, cloud-based, Sage Accounts. | |
| c. Integration with parking software to be progressed (post holidays) | MN |
| d. BW to chase 1/2 yearly EMF payments and clarify garage loss with DV | BW |
| 4. Insurance Update | |
| a. 59HW claim for lime tree subsidence has been withdrawn, with the proviso they
may come back. | |
| b. 54HW: claim for lime tree subsidence: BW has asked for more information,
agreed with insurers | |
| c. Note, both claimants are using Innovation Group Environmental Services
insurance company as their agent | |

- 5. Operations** **Action**
- a. Estate Manager's report /forecast – see report
 - b. New 7m retaining brick wall needed in top park: 1 estimate obtained c. £3k. 2 further quotes should be obtained. BW
 - c. M. Morton's family have asked to plant a climbing rose in top park, approved.
 - d. P. Fawcett letter of wishes read out and agreed
 - e. More rubbish bins to be purchased
 - f. Skips (x4); LBC in MM, BA021, HW060, HW072
 - g. Roads and paths survey: MN has completed 1st draft and will walk around estate to finalise / standardise MN
- 6. Estate Security**
- a. Incident log: 40% reduction in reported incidents:
 - i. parking 37 to 21
 - ii. SUS 12 to 1
 - iii. Drugs 9 to 12
 - iv. Total 72 to 43
 - v. Parking attendant will remain until end of August, with replacement to cover whilst on leave
 - b. CCTV initiative:
 - i. Questions re GDPR have been raised by a resident. MN & RS progressing response RS
MN
 - c. Date Privacy Impact Assessment required, cost £500, agreed.
 - d. Security Liaison Group: next meeting Wednesday 14 Aug 2019 HLCC
- 7. Parking**
- a. MET monthly report. BW
 - b. 20 free ticket cancellations are allowed by MET per month, otherwise £15 is charged by MET per cancellation. Agreed to charge £15 per ticket cancellation going forward BW
- 8. Projects**
- a. EV chargers update : Camden expected to grant planning permission for points, but residents' approval is still required for the £30k expense. *Post mtg, LBC approved 11-Jul.* Investigation of benefits of a SPV v separate account required. MN
JT
MN
 - b. Parking Mgt. MN to arrange mtg with consultant post holidays
 - c. Plot Owners,
 - a. 2 HLG approved by LBC
 - b. Statement on progress to be requested from 91/93 HW. *Post mtg; "It's been a real pain, to say the least, to get to the bottom of all the incorrect work of the previous builders, but it seems that we are there now. At this stage I have a comprehensive project plan from the builders giving us a move in date of 29th May 20. I appreciate how frustrating it must be for all the neighbours (and us I can assure you) but*

please reassure them we are on it as best as we can and have a very professional build team on it. "

9. Communications

- a. Joint communication Group update
- b. Next meeting: Thursday 11 July, Attendees, HLE Committee, Community Centre, Leaseholders & Tenants
- c. Proposal to seek views of estate on areas to focus on is in preparation by PR.
- d. Newsletter: nothing planned at present
- e. Website: Look at updating website, front page still refers to AGM
- f. Remove information from St Anne's meeting and archive in Dropbox BW

10. Miscellaneous

- a. **Green Book Update** RDur
- b. G. Donaldson would like to pass this project on. RDu will talk to him. PR
Post meeting, PR offered to be involved too

11. AOB

- a. Top Parks: RDay and RDur proposed a re-modelling of the top parks. To be presented at future HLEC with costing RDur
Can seek advice from eco-companies (Welsh Harp?), BW to advise contacts RDay
- b. Rogue cyclists cutting across LA: Cycling across verges and terrorizing pedestrians: Possibly modify road/gate in LA to enable cyclists but not motors, MN to progress BW
RDur

12. Next Meeting: Tuesday 13 August 2019 ALL

Meeting ended: 21.22

Minutes: R. Day