



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES
TUESDAY 13 AUGUST 2019**

Attendees: Martin Narraway Chair & Trustee, Rob Schoenbeck Vice Chair, Peter Jacobs Trustee, Peter Wesley Trustee, Li Weinreich, Justyn Trenner Treasurer (by telephone connection), Ronnie Day Secretary, Barbara Wheatley Manager

Apologies: Rosie Durant, Pippa Rothenberg

Venue: Holly Lodge Estate Office

Time: 19.30 Tuesday 13 August 2019

Reports referred to may be obtained from the Estate office

- | 1. Committee Issues | Action |
|--|---------------|
| a. Minutes of 9 July 2019 approved and signed | |
| b. Matters arising from minutes,
To be discussed as matters arise during meeting | |
| c. Governance review update:
JT proposed Survey Monkey for HLEC election, to be used in conjunction with personally placed votes, but would like to run a dummy Survey Monkey election to test the process. Discussion held on pros and cons. Full proposal must be ready for John Hendy to review by end of August, so the report will be ready to send to residents in September 2019. MN will send out latest Governance notes, so that JT can add his proposal. | MN
JT |
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| 2. Health & Safety (BW) | |
| a. LTAs, Accidents, none to report.
Near miss: Dean Ullah chainsaw incident, logged in accident book.
Discussion about buying a chipper, £4k, no decision, BW to research | |
| b. HLEC Contractors: none to report | |
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| 3. Finance | |
| a. Bank account circulated, c£673k in bank. No financial report circulated. | |
| b. Move accounting software from SAGE 50 to SAGE online- hosted solution, with integration to EMS (Enterprise Management System). Can this be ready for Q1 2020? Or should we leave the 2020 permit issue on a manual basis? | JT
MN |
| c. EV charging will be put through accounts separately, will not be included in LBC calculations | |
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| 4. Insurance Update | |
| a. 59HW: Towergate have closed case | |
| b. 54HW: BW has asked for further evidence | |

- | 5. Operations | Action |
|--|---------------|
| a. Estate Manager's report /forecast – see report | |
| b. 1 skip in MM (Camden contractor): BW trying to get this moved onto Swain's Lane | BW |
| c. Roads and paths feedback:
HL mansions south work needed.
HW east lower: might need doing. Scope to be drawn up. | MN |
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| 6. Estate Security | |
| a. 47% reduction in reported incidents. Overall incidents declined by 47% from last month. Unauthorised parking down by 80% to 4. Although reports of incidents declined, the balance was virtually identical to last 3 months. There is 1 month left of the PA before CCTV trial starts | |
| a. Parking 4 | |
| b. SUS 4 | |
| c. Drugs 9 | |
| d. ASB 2 | |
| e. CAR 1 | |
| f. Blank 3 | |
| g. Total 23 | |
| h. Reported crimes: PA 20%, WA 64%, R 16% | |
| b. CCTV initiative: Meeting with installers on Monday 19 th August. Example of images has been sent to MET for approval. | MN
RS |
| c. Lawyers are requesting more information (Stephen Scown £1500 + vat) CCTV policy statement, privacy policy statement, LIA (legitimate interest assessment) | RS |
| d. Security Liaison Group: meeting on 14 August 2019 notes will be circulated. | RDay |
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| 7. Parking | |
| a. MET monthly report: Alvin not issuing as many tickets as Joynal. | |
| b. Notes have been put on cars to remind them about HLE rules. This has been productive and new permits have been issued to previous 'offenders'. | |
| c. R. Day requested to revisit Parking regulations: | BW |
| i. to make the visitor parking permits more formal | |
| ii. to look at a different category for the commercial vehicles belonging to estate residents | |
| BW to add to next PSC meeting agenda | BW |
| d. Signage to remind residents about parking badges and gate openings: £720 inc. vat. Further quote requested from Charlie Couchman of Sign Safety & Surveys Ltd. (SSS) | |

- e. Numerous flat residents do not realise that a Camden parking permit is not valid as a HLE parking badge.

8. Projects	Action
a. Enterprise Management System (EMS): BW is writing user manual. LW has proofread and will update. MN to co-ordinate. Parking software integration to be progressed (post holidays) with Nathan from CIUK.	MN LW BW MN
b. EV chargers update: residents' approval to be sought at half-yearly AGM.	
c. Gardens update: trees walkaround on Oct 3 to map out the trees in the top gardens. Question about gardens to be included in communications survey	RDay
d. 31 Swain's Lane has been granted planning permission for a single storey rear extension	
9. Communications	
a. Joint communication Group update: report available. Survey to be included for discussion at next HLEC meeting.	RS
b. Newsletter: will be sent out Friday 16 August	BW
c. Website: BW to update.	BW
d. Communications between flats and houses are to be enhanced: gardening club, greenhouse repair	
e. Communications survey to be sent out to residents at end of Sept 2019	RS
10. Miscellaneous	
a. Green Book Update	RDur
PR and RDur to take on this project	PR
11. AOB	
a. Top Parks: RDay suggested that estate groundsmen should wear 'civvies' when working in private time, so that residents do not assume they are doing private work in estate time.	BW
b. BW was requested by a resident to show letter/newspaper articles regarding gang raids on residential houses, and how we should be vigilant.	
c. PJ has query about Governance paper, will send it to Governance group	PJ
12. Next Meeting: Tuesday 10th September 2019	ALL