



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES  
TUESDAY 10 SEPTEMBER 2019**

**Attendees:** Rob Schoenbeck Vice Chair, Peter Jacobs Trustee, Li Weinreich, Justyn Trenner Treasurer, Rosie Durant, Pippa Rothenberg, Barbara Wheatley Manager

**Apologies:** Martin Narraway, Ronnie Day, Peter Wesley

**Venue:** Holly Lodge Estate Office

**Time:** 19.30 Tuesday 10 September 2019

Reports referred to may be obtained from the Estate office

**1. Committee Issues**

**Action**

- a. Minutes of 13 August 2019 approved and signed by RS
- b. Matters arising from minutes - To be discussed as matters arise during meeting.
- c. Governance review update:  
The review body has suggested that neither electronic nor postal votes for Committee elections will be required as representatives can be nominated by letter under 1 of 3 circumstances:
  - 1. Plot owners away
  - 2. Plot Owners infirm & unable to attend meeting
  - 3. TenantsThe appointed representative may only cast that 1 proxy vote as well as their own if relevant.  
JT asked for a bye-law to be added to the Rules & Regulations requiring people to be peaceful during late hours in consideration of their neighbours.  
The next governance review meeting is to be held on 24<sup>th</sup> September when all will be finalised in preparation to seek approval from the Plot Owners at the half yearly meeting in November.
- d. Trust & Chancery advice. This relates to the management and interpretation of Trust documents. JT is seeking approval to consult chancery regarding the collection of maintenance funds from plot owners. We need to raise more funds than the Trust statutorily describes and have been relying upon voluntary contributions. JT feels we should review the EMF payments and come up with a more equitable & reliable approach perhaps with some variance for inner and outer facing plots. He also wants to ask chancery about the LBC contributions and whether we can formalise this. 2 quotes in the region of £3-4k + VAT have been obtained.  
Permission was given by the HLEC to seek this advice and JT will proceed.

JT

BW was asked whether we had managed to retrieve the documents pertaining to previous discussions with LBC from our solicitors. Peter Wesley is in contact with them and will be able to provide an update upon his return. PW

RS has been looking at dates for upcoming meetings – Governance review, AGMs, Half yearly meetings etc. Dates to be circulated when venues sourced. RS

## 2. Health & Safety

- a. LTAs, Accidents, Near misses - none to report.
- b. HLEC Contractors: Newgate quarterly barrier maintenance. New contract reduces these visits to twice yearly.

## 3. Finance

- a. Bank Account Balances. £546K in Barclays. BW reported on recent meeting with Barclays.  
Agreed we will close our Barclays.net facility and move to the simpler Barclays Online facility. BW  
Agreed that BW should apply for a Barclays credit card and cease using the pre-load FairFX card. BW  
Agreed that DV be instructed to move £200 from the current account into the deposit account. BW/DV
- b. Management Accounts briefly reviewed. MN & JT would like to move the accounts onto a cloud-based system so they are more accessible. Agreed JT/MN
- c. EMF update. 1 inner plot & 9 outer plots outstanding.
- d. Budget 2109/20 – prioritising spends. A ‘wish list’ was prepared before the meeting and was then discussed/edited. The revised list will be incorporated into the proposed budget for next year and will be presented at the next meeting. JT

## 4. Insurance Update

- a. Pre- renewal meeting update. Minutes were circulated pre-meeting. Will meet with Towergate at end of month where they will present the costings.
- b. Cyber Cover. We have been advised by Towergate to look again at cyber cover – awaiting premium cost.
- c. 54HW: LBC have refused permission to fell the lime and are issuing a TPO. BW to chase HW059 TPO status with LBC BW

## 5. Operations

- a. Estate Manager’s report /forecast – see report
- b. Staff – GH. Was not discussed. Emailed HLEC the next day for approval to let GH have a loan from HLEC. Agreed. BW
- c. 1 skip in MM (Camden contractor), plus 1 in HLM noted returned after report written. BW to enquire and collect extra charges if required.
- d. Staff sabbatical contract update. Nothing to report
- e. Builders’ Bond/Skip Deposit – move to next month’s agenda BW  
For info – HW028 has had a TPO put against the oak in their rear garden.

## 6. Estate Security

- a. Recent reported activities on the estate: Incident Log  
Overall a quiet month, same total number as in July, but parking incidents doubled from July (8 vs 4). Drug incidents down from 9 in July to 5 in August. 3 thefts from vehicles – 1 in July. ASB up to 5 from 1 reported in July. Spike in Cat Converter thefts.
  - a. Parking 8
  - b. SUS 1
  - c. Drugs 5
  - d. ASB 5
  - e. CAR 3
  - f. Att Bur 1Total 23
- b. Mobile CCTV initiative: All on hold for now as not proceeding with previous supplier. New company identified who can provide cameras FOC on trial. Working with them to agree an installation date.
- c. Security Liaison Group: RS presented a proposal to clarify the recruitment criteria. Format agreed.

## 7. Parking

- a. MET monthly report: Noted  
Agreed we will ask MET to extend the dedicated PA until the end of September with the option to extend to end October should the CCTV project start date be that late. Agreed we must look into a specific contract with MET for the dedicated Parking Attendant as we have been advised by insurers that we are at risk when residents ask him to attend ASB incidents.

## 8. Projects

- a. HLEC projects: accounting package/permit update. Nothing to report.
- b. Gardens. Thought is being given to the lower park and the nature of the spaces there. A budget line will be put in for next year to accommodate whatever works are agreed.
- c. Plot Owner's Projects – for info. *Application 3 MA. Erection of single storey rear extension and garden outbuilding; Reinstatement of 2 windows to ground floor side elevation; Replacement of existing window frames to all elevations.*
- d. Non-Plot Owners' projects. MM Engie works continue & Armina starting shortly.
- e. Road & Path resurfacing. HL mansions south work approval sought. Approved.

MN

## 9. Communications

- a. Joint communication Group update: Nothing to report.
- b. Newsletter: Next one being planned for mid-September

- c. Website: Continues to be updated when necessary.
- d. Communications survey/Idea generator is on hold for now and the draft will be reviewed after the Governance meeting on 24<sup>th</sup> September if time allows.

#### **10. Miscellaneous**

- a. Public Access Defibrillator: Agreed £2k for one to be installed at the top of the Estate. BW
- b. For Sale boards: Look back at old minutes to see what was agreed. Consult CAAC for their guidelines. When a policy is agreed it should be posted on the website.
- c. Cycle Hoop Hangars: It was agreed that these will not be allowed on the roads. LBC could install them behind the hedges or in the rear gardens.
- d. Green book update: PR and RDur have taken this project on and is work in progress.

#### **11. AOB**

- Resident has asked for a friend's van to be whitelisted as he is a frequent visitor after hours. HLEC agreed that this could not be allowed.
- It was with great sadness that the passing of John Gatenby was noted. It was agreed that HLEC will donate a plant or shrub to be planted on the Estate in his memory. BW to liaise with his wife, Olive. BW
- The manager has been approached by the Austrian Tourist Board for permission to do a photo shoot. Agreed in principle. BW to progress discussions. BW

**Next Meeting: Tuesday 15<sup>th</sup> October 2019 – to be confirmed**