



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE AGENDA  
FOR MEETING ON 10 DECEMBER 2019**

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

**Apologies:** Peter Wesley (resigned), Pippa Rothenberg, Li Weinreich

**Venue:** Holly Lodge Estate Office

**Time:** 19.30

<p>1. Committee issues</p> <ul style="list-style-type: none"> <li>a. approval of meeting minutes from 5 November 2019</li> <li>b. matters arising from minutes: BW confirmed cheque has been paid for insurance on damaged garage door, minus £450 excess</li> <li>c. date for HLE Rules review meeting 2020: Thursday February 13<sup>th</sup> at St. Anne’s Church 7pm drinks at rear of church 7.30pm Governance discussion 8-9pm survey discussion</li> <li>d. feedback from half-yearly meeting on 20.11.2019: PJ and JT to hold staff review with DV. (post meeting: DV resigned on 14 Dec 2020 from accountancy post with HLEC. New bookkeeper Debbie Harries to be employed from Jan. 2020)</li> <li>e. Vacancy: trustee/committee member: decision taken to keep with 2 trustees and 8 committee members until April AGM &amp; elections.</li> </ul>	<p>PJ/JT</p>
<p>2. Health and Safety</p> <ul style="list-style-type: none"> <li>a. LTAs, accidents, near misses: nothing to report</li> <li>b. HLEC contractors: nothing to report</li> </ul>	
<p>3. Finance</p> <ul style="list-style-type: none"> <li>a. bank account balances: £573k in bank</li> <li>b. HW007 letter to resident update: letter sent by MN on 6/11/2019, no reply received yet from resident.</li> <li>c. JT has sent letter to Kevin <span style="color: red;">surname?</span> at LB Camden re: EMF</li> </ul>	

<ul style="list-style-type: none"> <li>d. JT to meet with gardens/trees sub-committee to establish budget</li> <li>e. Discussion re EMF non-payers</li> <li>f. Estate vehicles replacement: electric UTV new £10-15k, used £5k. Trial of electric blowers/other maintenance tools: transition to full electric over the next 2/3 years MN/BW to investigate.</li> </ul>	<p>JT/RDur/RDay/BW</p> <p>MN/BW</p>
<p>4. Operations</p> <ul style="list-style-type: none"> <li>a. Estate Manager's report/forecast</li> <li>b. Skips 2 x MA, 1 x HW, 1 x in MM</li> <li>c. Memorial bench policy: 3 replacement benches in top park agreed. Further requests will be politely declined.</li> <li>d. Staff appraisals and salaries: undertaken.</li> <li>e. Instruction manual for gates &amp; timers: BW to chase Sean up.</li> <li>f. E-bikes update: no progress on no-parking zone. BW will contact Canal &amp; River Trust. A few complaints received from residents from both points of view: <ul style="list-style-type: none"> <li>i) bikes as street litter and ii) HLEC wanting to move bikes off estate</li> </ul> </li> </ul>	<p>BW</p> <p>BW</p> <p>BW</p>
<p>5. Estate Security</p> <ul style="list-style-type: none"> <li>a. recent reported activities on the estate: increase in drug-related incidents. Send out (step-by-step) reminder via WhatsApp &amp; newsletter on procedure for reporting crimes, so that police can act effectively and quickly.</li> <li>b. CCTV camera update: Dec/Jan installation of camera at top of estate.</li> <li>c. Continue with Joynal over holiday period</li> <li>d. NYE: top of estate to be cordoned off from Oakeshott</li> </ul>	<p>JT/BW</p>
<p>6. Parking</p> <ul style="list-style-type: none"> <li>a. MET monthly reports</li> <li>b. Parking sub-committee meeting update: notes of all sub-committees to be circulated to whole HLEC</li> </ul>	
<p>7. Projects</p> <ul style="list-style-type: none"> <li>a. Gardens sub-committee update:</li> <li>b. 4 priorities: <ul style="list-style-type: none"> <li>i) Tesco beds ii) wilding iii) lower park border beds iv) HLG borders</li> </ul> </li> </ul> <p>Estimate from J. Hosking re planting plans and plants: OK to go ahead but full costing required for approval (approx. £2500)</p>	

<p>c. EV chargers: MN to have further meeting in January 2020.</p>	
<p>8. Communications</p> <p>a. Survey Analysis update: more in-depth analysis will be given in January HLEC meeting</p> <p>b. December Newsletter content requested</p>	
<p>9. Miscellaneous/AOB</p> <p>a. Green Book: RDur has another article to add to book from London Parks and Gardens. New Rules &amp; Regulations will be added. Parking Regs will refer to website.</p> <p>b. Holly Lodge Journal: can HL bi-annual Journal can it be resurrected? HLSI has a lot of archived information about HLE.</p> <p>c. Idea for Christmas Lights 'official' switch-on 2020</p> <p>d. Dumpy level: LA West road surface problem to be measured</p> <p>e. Bicycle gates: cycle/buggy ramps to be considered in LA north west</p> <p>f. PW: thank you letter from HLEC and small get-together</p> <p>g. 31LA re-leveling of stps area to be carried out by Bestco in Spring 2020 (Estimate required)</p> <p>Meeting ended 9.45pm</p>	<p>RDur</p> <p>BW/RDay MN</p> <p>MN/RDur</p> <p>ALL BW</p>
<p><b>Next meeting date: 14 January 2020 7.30pm</b></p>	