



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES
15 OCTOBER 2019**

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

Apologies: Rosie Durant

Venue: Holly Lodge Estate Office

Time: 19.30

1. Committee issues

- a. Minutes from 10 September 2019 approved and signed by MN
- b. Matters arising from minutes: to be discussed during meeting
- c. Governance review proposal: to be sent to plot-owners with papers 10 days before half-yearly meeting.
Plot-owners to vote on committee members and trustees tenure, 2 options
 - i) Committee on 1 year tenure & Trustees on 3 year tenure, 7 elected every year (one a retiring Trustee)

Member	Year									
	1	2	3	4	5	6	7	8	9	10
Option 1	1 year term for Committee members 3 year term for Trustees									
C1	e	e	e	e	e	e	e	e	e	e
C2	e	e	e	e	e	e	e	e	e	e
C3	e	e	e	e	e	e	e	e	e	e
C4	e	e	e	e	e	e	e	e	e	e
C5	e	e	e	e	e	e	e	e	e	e
C6	e	e	e	e	e	e	e	e	e	e
T1	e			e			e			e
T2		e			e			e		
T3			e			e			e	
No. elected	7	7	7	7	7	7	7	7	7	7

ii) Committee & Trustees on 3 year tenures

Member	Year									
	1	2	3	4	5	6	7	8	9	10
Option 2	3 year term for Committee members 3 year term for Trustees									
C1, C2 & C3	e			e			e			e
C4, C5 & C6		e			e			e		
T1, T2 & T3			e			e			e	
No elected	3	3	3	3	3	3	3	3	3	3

C= Committee Member

<p style="text-align: right;">T= Trustee Member</p> <p>All trustees will stand down in May 2020. Following AGM lots will drawn to determine which year of a 3 year tenure the member is on. A Trustee will need to be elected by the Committee every year</p> <p>d. Half-Yearly meeting: 20-Nov-19 at Highgate Library Civic and Culture Centre: approval for minutes from 2018 half-yearly meeting will be amended with addendum from R. Preece, as well as April AGM minutes Other papers to be sent out: annual budget, minutes, chair's report Financial report should be finalised by 5th November.</p> <p>e. Half-Yearly meeting Chair's report to be written: please let MN know of any additions for report: EV charging, Governance update (hard work from HLEC)</p>	
<p>2. Health and Safety</p> <p>a. LTAs, accidents, near misses: 1 resident hit his head on low sign on lamppost. BW to investigate rubber edging for signs and possibly raising height level of signs on lampposts.</p> <p>b. HLEC contractors: all contractors' payment up to date.</p>	<p>BW</p>
<p>3. Finance</p> <p>a. Bank accounts/monthly financial report: £637k in bank.</p> <p>b. EMF non-payments: HW99, HW52, HW07 plus non-payers on outward-facing houses. BW will contact HW52 for payment</p> <p>c. HW07 non-payment and white line: JT to edit MN's letter and send to HLE solicitor for approval.</p> <p>d. Going forward, HLEC should:</p> <ul style="list-style-type: none"> • formulate a disability policy • seek guidance on disability awareness • change parking guidelines on HLE website <p>e. Budget 2019/20: presented by JT. He suggested a change in account recording (operating costs & ongoing costs), to be tidied up by JT in collaboration with R. Rothenberg/G. Hoffman.</p> <p>f. It was proposed that we do not need more that 1 year's operating costs @£300k p.a.</p> <p>g. Proposal to increase EMF to £625 per plot: agreed</p> <p>h. Discussion re DV request for</p> <ul style="list-style-type: none"> • extra one-off payment for 25 hours budget restructuring work (£750) • 40% pay increase next year (£1800 pa) <p>JT will allow extra payment for budget restructure but push back on pay increase request. BW suggested that more transparency is needed in hourly work from DV.</p>	<p>BW</p> <p>JT/MN</p> <p>PR</p> <p>BW</p> <p>BW</p> <p>JT</p> <p>JT</p> <p>ALL</p> <p>JT</p> <p>JT</p>

<p>DV has no contract with HLEC, no PAYE arrangement.</p> <p>i. Accounts move to cloud: accounts will move to the EMS (and Nathan Relevey) in new fiscal year.</p> <p>j. Update on EMS (Estate Mgt System)</p>	
<p>4. Insurance</p> <p>a. Update & Cyber Cover: £785 premium from existing insurers. BW to ask Nathan Relevey for advice about his arrangements for cyber cover/backups.</p>	BW
<p>5. Operations</p> <p>a. Estate Manager's report/forecast:</p> <ul style="list-style-type: none"> • LA06 depression/subsidence in road to be monitored • Digger hire from Buildbase required for top park works. Urban Forester has offered the loan of a chipper. Gerry Hartigan to organise in BW's absence • Retaining walls in lower park: wood sleepers authorised • Speed limit signage on HLE: MN conducted a signage audit in 2016, available in Dropbox. <p>b. Skips: 60 OA/HW has gone. MA22 new skip.</p> <p>c. Staff update:</p> <ul style="list-style-type: none"> • D. Larkin is off sick with family problems. Compassionate leave for 1 week approved, then report back to BW. • S. Fairweather may leave sooner than anticipated. Glenn solicitor to check contract asap. <p>d. Roads and Paths feedback: increase in costs due to extra works needed.</p> <p>e. Trees walk feedback: generally in good condition with a few trees lost. Leylandii in LM may have to go, waiting to hear about property damp reports and LBC conclusion. New tree list will be circulated shortly.</p> <p>f. Halloween: usual plans in place</p>	<p>BW/MN</p> <p>BW</p> <p>PJ</p>
<p>6. Estate Security</p> <p>a. Incident Log: report attached</p> <p>b. Mobile CCTV initiative: deferred to Spring 2020 due to technical difficulties. (Post mtg: meeting with Zac from MET, BW, MN, RS arranged for Tues 29 Oct 2019.)</p> <p>c. Joynal: continue with 6 hours per night. MET are unlikely to agree a reduction in hours/nights. (post mtg: Joynal will be kept on for a further 2 weeks)</p> <p>d. HWH barrier problem: £60 temp CCTV discussed, declined. Sean Fairweather must update/instruct BW/MN in process to reset gates.</p>	<p>BW/MN RS</p> <p>BW/MN</p>
<p>7. Parking</p> <p>a. MET monthly reports: no comment</p>	
<p>8. Projects</p>	

a. EV chargers update: MN to include update in Chair's report	MN
9. Communications	
a. HLE Residents Survey: to be put out to residents ASAP: w/c 21 October 2019. LW to organise print and distribution of hard copy. Survey Monkey to be organised by JT. Return date w/c 4 November	LW JT
b. Newsletter: E-bikes update (see below)	
c. Website to be updated with parking regulations	BW
10. Miscellaneous	
a. Gardens update: BW & RD to meet to discuss progress/plans	RD/BW
b. E-bikes: HLE can be re-designated as a no-parking zone for E-bikes. BW to contact Jump/Lime etc. Inform residents in next newsletter	BW
11. AOB	
a. Joshua Malone Duke of Edinburgh award: contact D of E for advice on disclaimer letter to be issued.	BW
b. Thames Water at HW32: flow meter installed. Associated aerial not authorised by HLE, discussing alternatives with Thames Water	BW/MN
Meeting ended 10.25pm	
Next meeting Tuesday 5th November 2019 7.30pm	