



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES
MEETING 14 JANUARY 2020**

Attendees: Martin Narraway Chair & Trustee, Rob Schoenbeck Vice Chair, Peter Jacobs Trustee, Ronnie Day Secretary, Rosie Durant, Pippa Rothenberg, Barbara Wheatley Manager

Apologies: Justyn Trenner Treasurer, Li Weinreich

Venue: Holly Lodge Estate Office

Time: 19.30

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| <p>1. Committee issues</p> <ul style="list-style-type: none"> a. approval of meeting minutes from 10 December 2019: approved, signed (slight adjustment of heading by RDay) b. matters arising from minutes: to be discussed through meeting c. Governance: Review meeting 13 February. 7pm drinks, 7.30pm Governance review, 8-9pm survey discussion. Venue: Holly Lodge Community Centre, Makepeace Ave. 7.30 – 9pm Draft set of Rules to be sent out before meeting. Meeting code of conduct to be put on website. RDur to supply wording of email/letter code of conduct to BW for website on committee email address page | RDur/BW |
| <p>2. Health and Safety</p> <ul style="list-style-type: none"> a. LTAs, accidents, near misses: none to report b. HLEC contractors on site: Wassells & Newgate c. Leylandii in LA East: LB Camden consultation closed on 11/1/20. 5 flats supported the application, 5 houses objected. | |
| <p>3. Finance</p> <ul style="list-style-type: none"> a. bank account balances and MA: no details this month b. new bookkeeper: Debbie Harries c. outstanding EMF payments discussion d. Estate electric vehicles: no progress yet | MN/BW |

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| <p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast b. Skips: MA014, BA010, HW015, Engie works on MM c. Parking permits for flats: 4 new temporary permits will be issued until April 2020, when LB Camden invoice paid. d. £15 cancellation fee for MET tickets: details to be put on website e. E-bikes: safe parking instructions will be sent to residents and situation will be monitored. BW to investigate why Jump/Uber have designated HLE a no-bike zone. | <p>BW</p> <p>BW</p> |
| <p>5. Estate Security</p> <ul style="list-style-type: none"> a. Incident Log: 2 car thefts from estate. b. Possible incident of private house CCTV interference. c. BW introduced 'Faraday pouches' d. Joynal's hours and duties will continue to be monitored and assessed each month. e. CCTV camera update: software problem with proposed CCTV installation, so system has to be mothballed. New CCTV supplier/solution to be investigated. f. LB Camden will replace and update CCTV cameras in flats, to include a mobile camera system. g. New Year's Eve: large crowds on estate this year. Who is responsible for the safety traffic barriers we supply to residents? BW to speak to insurance re: liability. Close gate at bottom? Who will monitor gate? | <p>RS/MN</p> <p>BW</p> |
| <p>6. Parking</p> <ul style="list-style-type: none"> a. MET monthly reports b. MET will follow up on unpaid PCNs more robustly | |
| <p>7. Projects</p> <ul style="list-style-type: none"> a. Electric vehicle charging station: UK Power Networks quotations to be confirmed b. Yard repair: MN has requested a survey/quote from a consultant engineer Martin Cooper c. Smart meter has been installed at HLE Hut | <p>MN</p> <p>MN</p> |
| <p>8. Communications</p> <ul style="list-style-type: none"> a. Put on website: survey summary, list of comments from residents, proposals and responses, blank survey, highlights of half-yearly meeting. b. Share flat residents' comments and concerns with Tenants and Residents assn. | <p>RS/BW</p> <p>RS</p> |

