



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE  
MEETING MINUTES 13 MARCH 2020**

**Attendees:** Martin Narraway Chair & Trustee, Ronnie Day Secretary, Li Weinreich, Barbara Wheatley Manager

**Zoom app:** Justyn Trenner Treasurer, Peter Jacobs Trustee, Debbie Harries

**Telephone:** Rosie Durant, Pippa Rothenberg

**Apologies:** Rob Schoenbeck

**Venue:** The Hut / Zoom Conferencing

**Time:** 10.00am

<p>1. Committee issues</p> <ul style="list-style-type: none"> <li>a. approval of meeting minutes from 11 February 2020</li> <li>b. matters arising from minutes to be discussed during meeting</li> <li>c. Coronavirus protocol for committee meetings and AGM: C19 advice is constantly changing but the decision was taken to cancel the 2020 HLE AGM. If more than 9 committee candidate nominees come forward, an election will have to take place but decision will wait until after the candidate deadline of 25 March 2020. MN will send a note to plot holders to explain the situation.</li> <li>d. Proxy vote letters to be sent out by 31 March</li> <li>e. Temporary 3<sup>rd</sup> trustee to be elected with immediate effect until April AGM/committee election: i) Rob Schoenbeck or ii) Justyn Trenner. <u>Post meeting</u>; decided to wait and see whether election required. If not, the Committee can elect 3 Trustees if required then appoint 3<sup>rd</sup> Trustee awaiting election.</li> <li>f. Force Majeure clause in Rules and Regulations: existing clause 10.2 in R&amp;R will cover this problem</li> <li>g. Sub-committee protocols: sub-committees will put together proposals and bring to main HLEC committee for approval.</li> </ul> <p>10.30am: R. Durant left the meeting due to technology problems</p>	<p>MN</p> <p>BW</p> <p>RS/JT</p>
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<p>2. Health and Safety</p> <ul style="list-style-type: none"> <li>a. LTAs, accidents, near misses: none to report</li> <li>b. HLEC contractors: DEF electrics for PAT testing.</li> <li>c. MN has requested LBC to advise HLE Tree sub-committee of any tree applications: no response from LBC</li> </ul>	
<p>3. Finance:</p> <ul style="list-style-type: none"> <li>a. Introduction of Debbie Harries, new bookkeeper</li> <li>b. bank account balances and MA</li> <li>c. new auditor sought: <ul style="list-style-type: none"> <li>i) Russell Selwyn estimate £2500</li> <li>i) Adler Shine</li> </ul> </li> <li>d. outstanding EMF payments: <ul style="list-style-type: none"> <li>i)BW to liaise with DH on payments</li> <li>ii) HW007: MN trying to obtain copy of the 2010 Consent Order referred to by Dr. Jones, both from her and from the Mayors and City Court of London.</li> </ul> </li> <li>e. Coronavirus protocol for staff and sick leave: full pay for self-isolation/sick leave, due to present C19 exceptional circumstances. Under constant review, depending on government C19 advice.</li> <li>f. Garages all rented out, except no. 11 which is kept for estate use.</li> <li>g. Year-end accounts: typos on pg. 3 &amp; 4. (BW to amend). Sign and date (13.3.20) for approval. DH to present accounts at AGM (if held).</li> <li>h. Meeting to be arranged: Treasurer, bookkeeper, manager and Chair to discuss moving accounts and database to cloud-based system.</li> </ul>	<p>JT</p> <p>BW</p> <p>JT/DH/BW</p> <p>JT/DH/MN/BW</p>
<p>4. Operations</p> <ul style="list-style-type: none"> <li>a. Estate Manager's report/forecast</li> <li>b. Skips: MA014 &amp; Engie works on MM</li> <li>c. Purchase of new estate vehicles purchase agreed: <ul style="list-style-type: none"> <li>New J. Deere (preferable) for UTV up to £8000</li> <li>New/used diesel flatbed up to £30,000</li> </ul> </li> </ul>	<p>BW/JT</p>
<p>5. Estate Security</p> <ul style="list-style-type: none"> <li>a. Incident Log: 4 CAT thefts. M. Selfe and Rob S liaising with local Police</li> <li>b. CCTV/ANPR camera update: MN reported the possibility of a new camera system 'Hi-Tech' to replace the previous scheme</li> </ul>	<p>RS</p> <p>MN</p>
<p>6. Parking</p> <ul style="list-style-type: none"> <li>a. MET monthly reports: new-style note to be put on windscreens when ticket issued by estate staff</li> </ul>	

b. Van parking on estate: no relaxation in parking regs for large vans	
<p>7. Projects</p> <p>a. Gardens sub-committee update: £6300 for refurbishment of top parks £3600 on Tesco beds Any further expenditure to be agreed with Treasurer prior to agreement.</p> <p>b. Lime tree on 059HW: LBC gave permission to fell tree, to be done by HLE within 8 weeks. Cost to be borne by HLE.</p> <p>c. LM Leylandii update: HLEC will re-apply for permission to fell next year, with more landscaping plans/visuals to be included with LBC application and also sent to residents.</p> <p>d. EV Chargers: MN &amp; BW meeting 3<sup>rd</sup> supplier next week.</p> <p>e. Yard: MN to supply drawing for Engineer</p> <p>f. Roads &amp; pavements committee: Doodle poll for walk round</p> <p>g. CNJ newspaper box sited on Estate land: under notice board by Tesco. Litter situation to be monitored.</p>	<p>BW</p> <p>MN/BW MN MN/BW BW</p>
8. Communications group update: meeting notes sent out by RS last week by email	
9. Summer Party: date changed to 28 June 2020. LW will lead the organising sub-committee	LW
<p>10. AOB</p> <p>a) HLG Resident query re. child play area in top park: RDay to reply to resident</p> <p>b) HLG Resident query about amount of paper used in newsletters: AGM papers to be available on request from BW and on website. Some copies will be available at AGM. Subscribe link to newsletter</p> <p>c) RDay proposal for outdoor cinema evening in top park: more detailed proposal to follow</p> <p>d) Groundsmen will check on vulnerable residents. (Post - meeting: new Street Supporter and WhatsApp groups have been set up and are working well).</p>	<p>RDay RDay</p> <p>BW</p> <p>BW/PR</p>
Meeting ended 12.15pm	
Next meeting date: 7 <sup>th</sup> April 7.30pm	ALL