



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE
MINUTES 12 MAY 2020**

Attendees: Martin Narraway Chair & Trustee, Justyn Trenner Treasurer & Trustee, Rob Schoenbeck Vice-Chair & Trustee, Peter Jacobs (by phone call), Pippa Rothenberg, Ronnie Day Secretary, Rosie Durant, Li Weinreich, Barbara Wheatley Manager

Apologies: none

Venue: ZOOM conference call/ PJ on phone call

Time: 14.30

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. approval of meeting minutes from 14 April 2020: 2 clarifications noted b. matters arising from minutes: <ul style="list-style-type: none"> (a) JT will separate trees and gardens budget in May 2020 management accounts (b) Trustee forms have been signed, changeover in process c. AGM feedback: 1 question received about estate agent notice boards. MN will formulate reply for newsletter. d. WhatsApp groups update: BW is still finalizing the WhatsApp etiquette advice and will publicise it when appropriate. e. 9th committee member: not a priority at the moment, but committee would welcome applications. None came forward during election 2020 process. f. Reminder to committee to sign NDA forms. 	<p>MN BW ALL ALL</p>
<p>2. Health and Safety</p> <ul style="list-style-type: none"> a. LTAs, accidents, near misses: none reported b. HLEC contractors; J. MacGarry c. Covid-19 estate update: <ul style="list-style-type: none"> i. WhatsApp groups, HLCC food deliveries and information working well. ii. Staff: all back on full time duties since 11 May. All Covid-19 protocols still being followed. Now allowed to travel in truck together, wearing masks and windows open (method statement updated). 	<p>BW</p>

<p>d. Cyclists on footpaths: RDur is looking to update 2016 report with new technology/information. Contact LBC for info on speeding cyclists. BW to contact TRA to ask LBC to cut back hedges, so sight lines are improved.</p>	<p>RDur BW</p>
<p>3. Finance</p> <p>a. Xero implementation: shift attained smoothly, different presentation of accounts.</p> <p>b. Monies not yet moved to Close Brothers.</p> <p>c. Asset purchase: c. £10k on Yamaha small electric truck, £20k on new/used flatbed truck. Electric truck: limited use taxation. Insurance costs to be investigated.</p> <p>d. Gardens/trees budget to be separated: £11k p.a. on trees, £11k p.a. on gardens. Gardens budget to be increased next year.</p> <p>e. EMF: only 2 inward-facing residents are non-payers. Future project is to find an equitable way of structuring annual charges, so all residents (whether inward- or outward-facing) pay appropriately.</p>	<p>JT JT BW JT/RS</p>
<p>4. Operations</p> <p>a. Estate Manager's report/forecast.</p> <p>b. Skips: 1 x MM (Engie), 1 x 014MA</p> <p>c. Lime @ HW059: tree will be felled, subject to schedule of tree surgeons.</p> <p>d. Gates: deliberate cutting of gate restraints: advice in newsletter</p> <p>e. Newsletter: to be circulated 1st week in June.</p>	<p>BW BW</p>
<p>5. Estate Security</p> <p>a. Incident Log: 10 incidents in last month</p> <p>b. CCTV/ANPR camera update: no update yet</p>	
<p>6. Parking</p> <p>a. MET monthly reports: no reports</p> <p>b. Parking attendant return to work: no MET plans yet, but Joynal will be offered 6 nights a week on return to work.</p> <p>c. Agreed to reinstate MET parking patrols and post signs at Hillway entrance to alert residents and visitors that PCNs will be issued, effective 18 May 2020</p>	
<p>7. Projects</p> <p>a. Gardens sub-committee: walk-round to decide where grass should be left unmown.</p> <p>b. EV Chargers: progressing</p>	<p>RDur/RDay/PR/BW GH MN</p>

<ul style="list-style-type: none"> c. Yard: no plans drawn up yet d. Roads & pavements: walk-round on Friday 9am 15 May 2020 	MN/RS/JT/BW
<p>8. Summer Party / Volunteers' Freedom party: 4 weeks' notice needed for organisers</p>	LW
<p>9. AOB:</p> <ul style="list-style-type: none"> 1. LA resident has requested a no parking zone for children's' play zone. Not deemed to be a committee issue, LA residents should sort it out on an informal basis between themselves. 2. Survey action points: <ul style="list-style-type: none"> a. communication: RS to set up ZOOM conference for Joint Communications Group meeting b. security: no update c. parking: update as above, point 6 d. dog fouling: more bins requested. Bin locations to be mapped on paths walk-round. 	<p>RS</p> <p>MN/JT/BW</p>
<p>Next meeting date: 9-Jun 6pm MN to set up ZOOM conference</p>	ALL