



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE
MINUTES 9th JUNE 2020**

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

Apologies: none

Venue: ZOOM conference call

Time: 18.00

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. approval of meeting minutes from 12May 2020 b. matters arising from minutes: <ul style="list-style-type: none"> (a) JT has separated trees and gardens budget in May 2020 management accounts (b) Close Brothers is the best deal around but does not have electronic access. (c) Dog waste bins generally have to be re-sited several times. Noted where poo bags were dumped, not seen huge number, look at map and make suggestion to BW. Langbourne East suggested. Suggestion that ordinary bins can be used as well to be put in a newsletter. Check where dog waste bins are in upper park. Bins map attached 	<p>BW</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 (watering) c. Covid-19 estate update: <ul style="list-style-type: none"> i. No differences from last meeting d. New guidance received, may be a few updates. Staff: lockers installed so PPE can be separately stored. Ongoing cleaning every day during and at the end of the day. Cyclists on footpaths: PJ cycled down track on Langbourne West upper, it was uncomfortable but slope manageable. MN stated that it doesn't meet the regulations & HLEC could be sued if someone hurt themselves using it. Solution with RDur help is to modify road gate as per paper circulated (note key to be FB14, not FB1). 2 installers have visited site. 	<p>BW RDur</p>

<p>3. Finance</p> <ul style="list-style-type: none"> a. Circulated accounts no major expenditure. Have bought electric buggy which will arrive once the insurance is agreed. Cost the same as a licensed tractor to enable short distances on highway. Go out of the estate to Robin Grove/village. No progress on new truck. Post meeting: new truck bought. Work in yard progressing. Debbie costs less than Daniel. b. Debbie and BW are meeting to group account holders and trial invoicing. FYI tree removal 22nd June will be dealt with cost £1470. Replacement in Autumn £265. c. PJ tree budget phasing needs looking at as it is heavier in the closing months. JT this will even out when we are used to the new system. d. RS If there is a second Covid spike we may not be able to spend money as actioned, would Camden query this? JT doesn't think so as all can be explained. MN advantage of using reserves as a balancing item. BW pointed out that the yard would need to be done in the winter months Jan/Feb. 	<p>JT</p>
<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast. Reminder letters sent out on the EMF. 2 have paid. b. Skips: 1 x MM (Engie), 1 x 014MA ,1x BA c. Felling of tree to make sure that the road is not damaged. Letters out to neighbours and no parking notices. RDur replacement should be reasonable size. d. Battery powered tools purchase: idea shelved in 2016 because batteries not good enough. Batteries since improved and following demo from Stihl team recommend purchase. Agreed to purchase all battery packs and all tools @£3450. BW to go ahead. e. Insurance cover needs to be renewed in October and this needs to be out for tender. Our Towergate contact has left. A generally good idea. BW to investigate. 	<p>BW BW BW</p>
<p>5. Estate Security</p> <ul style="list-style-type: none"> a. Incident Log: RS updated log. Increase of number of reports of incidents in the park. People are calling for some type of security. JT similar vehicles at the top this could be monitored and checked. BW met Doreen our local constable will ask for patrols. Groups in gardens have increased. Is there a service which could patrol every so often? MN looked at this with no success. After general discussion it was decided to look at this, may get a drive through. Agreed to bring Joynal back 19.00 to 01.00 6 nights a week to tackle the parking 	<p>RS/JT</p>

<ul style="list-style-type: none"> b. CCTV/ANPR camera update: getting nowhere at the moment. Suggestion to have cameras at top in park and Hillway. Manufacturer will put in touch with camera service people. c. Joint Communication Meeting Group: Mike Towers and BW great help on the estate. d. Gatherings in the park: Stricter with enforcing the rules in the park. MN stated this a Camden Controlled drinking zone sign. BW to check the signs are there. If drug dealing seen, dial 999. 	BW
<p>6. Parking</p> <ul style="list-style-type: none"> a. MET monthly reports: no reports b. Parking attendant to return to work: Joynal will be offered 6 nights a week possibly 7pm-1am on return to work. He should also dial 999 if he sees drug dealing. c. Camden security will come through the estate. This has happened occasionally over the last few weeks d. It was agreed to leave ticketing of unauthorized vehicles to MET and Barbara and the staff rather than add Committee members 	BW
<p>7. Projects</p> <ul style="list-style-type: none"> a. Gardens sub-committee: beds at bottom fantastic. RDur rewilding walk and report helpful. Epicormic growth is of no use to wildlife. b. EV Chargers: report was attached 3 bays to be put in. MN to discuss quotes with JT when received. Live in October maybe. c. Yard: no plans drawn up yet. d. Roads & pavements: no change after walk round e. Builders hours note out to residents f. Tree planning applications 16 Hillway magnolia sad to see it go. Does it need heavy pruning? MN will send any reports to Tree committee who can then respond to Camden. Post meeting: LBC refused permission to fell. 	<p>BW/RDur</p> <p>MN</p> <p>BW PJ</p>
<p>8. Summer Party: waiting for the lock down to be released: revisit</p>	LW
<p>9. AOB:</p> <ul style="list-style-type: none"> a. next meeting 14th July 19.30 	
<p>Next meeting date: 14th July 19.30 MN to set up ZOOM conference.</p>	ALL

