



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

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

Apologies: none (PR attends by Zoom from Spain until 20.20 BST)

Venue: ZOOM CONFERENCE CALL.

Time: 19.30

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. approval of meeting minutes from 9 June 2020 b. matters arising from minutes to be discussed during meeting c. suggested new committee members update: preferably from the under-represented top part of the estate. Minute-taking will be shared between RDay and PR. d. Committee contact details: secretary@hle.org.uk and chair@hle.org.uk addresses to be kept. Other HLE email addresses will converted to forwarding email addresses. 	MN
<p>2. Health and Safety</p> <ul style="list-style-type: none"> a. LTAs, accidents, near misses: small accident with electric buggy. New truck warning light being investigated by garage. Enterprise hire van being used as replacement until repair fixed. b. HLEC contractors: none c. COVID-19 estate update: food bank collections by staff have now stopped. d. Cyclists on footpaths and byelaws update: notices and pavement stencils to be installed, advising cyclists (<i>post mtg: & electric scooters</i>) to dismount and HLE is not a public right of way. e. LA cycle access: Titan Forge estimate acceptable. Gates to be installed at both ends of LA. £1560 per gate, estimate to be confirmed. 	MN/RDur
<p>3. Finance</p> <ul style="list-style-type: none"> a. bank account balances and MA: £700k in bank. Yard and EV work not yet started, may not be finished until 2021. 	

<ul style="list-style-type: none"> b. EMF payments: BW to chase the very few late payers c. Increase in telephone/sundries: possibly attributed to PPE supplies, to be checked d. PR leaves meeting at 20.20 BST 	<p>BW</p> <p>BW/JT</p>
<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast: no issues raised b. Skips: MM Engie, BW003, LA025, MA014 c. Battery powered tool update: all working well d. New vehicle update teething problems: see above 2.a) e. Insurance cover quotes: commercial combined down from £7500 to £5065 pa. BW & LW to discuss & prepare quotes (to include EV charging, MN to clarify) f. Tree on RG (Horse chestnut): application made to remove co-dominant stem, tree managed. Probably whole tree will need removing within 5 years. g. Leylandii on LM: most westerly tree dying rapidly. h. Costing for removal and landscaping drawings for LM leylandii i. Tree outside HW063: tree sub-committee will discuss and refer back to BW. 	<p>BW/LW/MN</p> <p>BW/PJ/RDur</p> <p>BW PJ/RDur/BW</p>
<p>5. Estate Security</p> <ul style="list-style-type: none"> a. Incident Log: possible increase in numbers of ASB & drug reports in coming months. Joynal has been very successful in moving cars on, but HLEC committee are aware that Joynal is employed solely as parking attendant, not a security officer. b. CCTV/ Security update: previous MET solution is no longer available. c. Security & Parking matters should be dealt with separately. Parking sub-committee should meet to discuss 	<p>BW/RS</p>
<p>6. Parking</p> <ul style="list-style-type: none"> a. Parking exploration/garage analysis b. MET reports: not received 	
<p>7. Projects</p> <ul style="list-style-type: none"> a. EV Chargers update: 2 quotes received. Awaiting UK power Network revised quoted. b. Yard update: awaiting drawings and plans. c. Tree planning applications: to be discussed by tree sub-committee. MA03: MN to approach. HW016: TPO on magnolia. HW042: approved d. Green book update: nothing to report. R&R & Parking Rules will be available on website. e. Committee voting cycle: to be confirmed 	<p>MN/JT MN RDur/PJ</p> <p>PJ/MN</p>
<p>8. Summer Party / Volunteers' party: no change without a confirmed date</p>	
<p>9. AOB</p>	

<p>a. HLE Centenary: HLE established 1924. MN stated there should be info in HLSI library. MN/RS to check. <i>Post mtg: HLSI has some of the info.</i> https://myhlra.org/about/history-of-holly-lodge-estate/</p> <p>b. Classical Quartet in lower park: send information to HLG residents for feedback.</p> <p>c. Estate agents' boards: 2 weeks from Sold STC</p> <p>d. Wilding on estate: some complaints received, estate looking 'scruffy'. Complaint letter to CNJ: PJ to reply. Cutting and spraying of grasses to start.</p>	<p>MN/RS</p> <p>BW</p> <p>PJ</p> <p>BW</p>
<p>Next meeting date: August 11: time TBC</p>	