



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES
11 AUGUST 2020**

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

Apologies: Justyn Trenner Treasurer & Trustee, Pippa Rothenberg

Venue: ZOOM CONFERENCE CALL.

Time: 19.30

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. approval of meeting minutes from 14 July 2020 b. matters arising from minutes: RDur required more balanced comments suggested re: wilding. c. suggested new committee members update. JT nominated to speak to Jonathan Checkly, Geoff Hoffman, Ian Whittaker. Post mtg: JT has spoken to all 3, only IW has expressed an interest. IW to be invited to sit in at the next meeting. 	<p>JT</p>
<p>2. Health and Safety</p> <ul style="list-style-type: none"> a. LTAs, accidents, near misses: none to report b. HLEC contractors: Wassells. Chris Evans locksmith. 	
<p>3. Finance</p> <ul style="list-style-type: none"> a. outstanding EMF payments b. accounts: PJ requested minor changes to spreadsheet layout (red/black colours and tree budget monthly allocation) c. minimal expenditure needs to be clarified in order not to have any problems with LBC. d. projects to initiate now for 2021 	<p>JT JT</p>
<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast. Further watering needed for Tesco beds, especially when dry weather is forecast. b. Truck repair: all finished and paid for by sales garage. c. Electric truck: waiting for beacon, plastic screen and reg documents from DVLA d. Skips: LA025 (long term), MA014, Engie on MM e. Insurance cover quotes: renewal 1st October. Commercial Combined quotes: AXA £8380, AVIVA £5065. LW & PJ to look over quotes to compare. BW to go back to Towergate to get comparable quote. f. Top barrier broken again: CCTV to keep an eye on barrier? No decision. Post mtg: new signage to be put on top gate. 	<p>BW BW/LW/PJ</p>

<p>5. Estate Security</p> <p>a. Incident Log: no spike in incidents.</p> <p>b. Security Patrol Review 3-week trial: response needed in order to extend /not extend to 6 weeks. Option to re-engage SRS will need 24-48 hours' notice, contract for 3 weeks. Residents encouraged to report all incidents on WhatsApp and also report to police on 101. Vote to stand down security with fall-back 24-48-hour reinstatement scheme: 6 in favour, 2 against (MN cast vote for PR)</p> <p>BW to inform top of estate by email (drafted by RS), last day 20 August 2020.</p> <p>BW to discuss/get feedback from Joynal and inform HLEC.</p>	<p>BW/RS</p> <p>BW</p>
<p>6. Parking</p> <p>a. Parking Sub-committee report: review of parking situation and proposal to be put out to tender to 3 companies. All voted in favour.</p> <p>b. Disabled bay for non-resident carer on MM: parking permit will be given, but not designated disabled bay.</p> <p>c. MET reports: nothing to report. White van HLM/HW. Removal advice required from Glenn.</p>	<p>RS</p> <p>BW</p> <p>BW</p>
<p>7. Projects</p> <p>a. EV Chargers update: orders placed with UK Power Networks and Engie.</p> <p>b. Yard update: drawings done by MN. Once scheme has been decided by grounds staff, structural design to be commissioned and then drawings put out to tender.</p> <p>c. Roads & footpaths: MN reluctant to go ahead with too many road/path works before the dry ground re-settles, ie Bromwich Avenue kerb. BW, GH and MN to survey BA. Walkaround to be scheduled shortly</p> <p>d. Cycle gate update: order placed with Titan Forge. Signage on gates to be ordered. Temporary gates in place whilst new gates are constructed off-site.</p> <p>e. Tree planning applications: nothing to discuss</p>	<p>MN</p> <p>BW/MN</p> <p>MN/PJ</p> <p>BW/GH/MN</p> <p>MN/BW</p>
<p>8. Gardens subcommittee update:</p> <p>Bath bed design in top park by RDur. Not to be planted yet. Soil conditioner to be added in preparation. Plant stock list to be provided by BW.</p> <p>Grasses to be planted between yew hedges by Tesco: not to be planted yet.</p> <p>Wilding grass verges: policy not being adhered to. Policy to be distributed to HLEC</p>	<p>RDur/BW</p> <p>RDur/BW</p>
<p>9. Summer Party / Volunteers' party: will not now take place, deferred until 2021.</p>	

<p>10. AOB</p> <ul style="list-style-type: none"> a. Classical Quartet in lower park: 4-6pm, 6 September 2020. Information to be put on website/newsletter. Covid-19 guidelines will be adhered to. Tickets will be available through Eventbrite. b. HWH resurfacing and road closure: 0800-1700 22-23 August 2020: top gates shut, access only/road closed signage to be put in place at base of Hillway. c. Trees: tree walk to be held with Wassells in September 2020 d. Chester Road/Swain's Lane road closures: proposed road closures for social distancing. MN to send info to committee, PJ to contact LBC with objection. 	<p>BW</p> <p>BW/MN</p> <p>PJ</p> <p>MN/RS/PJ</p>
<p>End of meeting: 21.22</p> <p>Next meeting date: Tuesday September 8 2020. 7.30pm</p> <p>To be held in Community Centre?</p>	