



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE  
MINUTES  
8 SEPTEMBER 2020**

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

**Guest:** Ian Whittaker

**Apologies:** none

**Venue:** ZOOM CONFERENCE CALL.      **Time:** 19.30

<p>1. Committee issues</p> <ul style="list-style-type: none"> <li>a. approval of meeting minutes from 11 August 2020</li> <li>b. matters arising from minutes to be taken through meeting</li> <li>c. committee members update: welcome to Ian Whittaker</li> <li>d. half-yearly AGM: probably unlikely to be held in person, so possibility of 'Google Meet'</li> </ul> <p>Approval needed for 2021 budget and committee rotation. Due to Zoom limitations and Covid-19 requirements, papers will be sent out to all residents detailing budget proposal &amp; revised rules and regulations with explanatory notes and request for comments.</p>	
<p>2. Health and Safety</p> <ul style="list-style-type: none"> <li>a. LTAs, accidents, near misses: nothing to report</li> <li>b. HLEC contractors: Engie, Wassells, Titan Forge, Ben Williams (carpenter)</li> </ul>	
<p>3. Finance</p> <ul style="list-style-type: none"> <li>a. outstanding EMF payments: Discussion re EMF and parking; to be continued with LW in discussion.</li> <li>b. Bank account balances and MA. Changed format explanation by JT More income than expected due to parking and skip income Underspend by £30k from legal, security, parking and estate maintenance. Overspend on gardens, but there is leeway to do some more work. Overspend on trees. Wish lists needed (mainly for roads, trees and gardens) for next 3 months of 2020 plus forecast for next year. Send to JT.</li> </ul>	<p>BW</p> <p>JT</p> <p>ALL</p>

<p>IW leaves meeting. Committee agreed unanimously to co-opt IW and put forward for election in April 2021. JT will brief IW on handover and BW will sort out bank details.</p>	<p>JT/IW/MN BW</p>
<p>4. Operations</p> <ul style="list-style-type: none"> <li>a. Estate Manager's report/forecast</li> <li>b. Skips x 4: 014MA. 016MA. 025LA. MM Engie. Residents' charges are £5 per day for first car space with additional spaces charged at LB Camden rate.</li> <li>c. Insurance cover update. Towergate not responding to communications. LW &amp; PJ to speak to Nick Newbold.</li> <li>d. RG Chestnut tree RG04. £600 charge for Wassells lost half day of work on 2 Sept.</li> <li>e. Halloween. Not to be arranged for 2020. BW to send out notifications to estate. Bottom and top gates closed. Security on Swain's Lane gates.</li> <li>f. Dean Ullah paternity leave: full salary for 2 weeks agreed. Handbook states that government guidelines will be applied. Any future requests will be dealt with on a case by case basis.</li> </ul>	<p>LW/PJ</p> <p>BW</p> <p>BW</p>
<p>5. Estate Security</p> <ul style="list-style-type: none"> <li>a. Incident Log: generally quiet.</li> <li>b. Security Patrol ceased after 3 weeks.</li> </ul>	
<p>6. Parking</p> <ul style="list-style-type: none"> <li>a. MET reports</li> <li>b. MET outstanding payments. Committee will not get involved between MET and residents</li> <li>c. White van WA07 DFL parking outside of permitted hours: ask Glenn for advice to remove van without further notice. Van in LA.</li> <li>d. Parking RFP search update: MET have not yet attended a meeting/walkround to offer advice or replied to any emails. 2 other companies (Car Park Management and Park Direct) have attended walkrounds with RS, MN &amp; BW. Parking committee to look at rules on the website and permits for certain vans.</li> </ul>	<p>BW</p> <p>RS</p>
<p>7. Projects</p> <ul style="list-style-type: none"> <li>a. EV Charging update: works will start on 21.09.20 in MA for 2 weeks. Electrical supplier being chased up.</li> <li>b. Yard update: drawings to be sent off and then sent for quotation.</li> <li>c. Roads &amp; footpaths update</li> <li>d. Cycle gate update: awaiting finishing &amp; signs</li> <li>e. Gates left open/closed? Leave open</li> </ul>	<p>MN/BW</p> <p>MN</p> <p>BW</p>
<p>8. Gardens</p> <ul style="list-style-type: none"> <li>a. Gardens subcommittee update: Tesco bed watering and tidying</li> <li>b. Approval for spend &amp; discussion: Bath bed planting £952.20 agreed</li> </ul>	<p>BW</p> <p>BW</p>

<p>Taxus beds £600: deferred</p> <p>c. Policy discussion on lime trees on Hillway and subsidence: LB Camden has advised that tree applications will be looked at on a case-by-case basis. This will be incorporated into HLEC policy</p> <p>d. Wilding policy to be resent to committee</p>	<p>BW</p> <p>RDur</p>
<p>AOB</p> <p>9. Classical Quartet in lower park update: great success. 60-70 people attended (Covid-19 business guidelines followed). Lots of positive feedback. £100 donation from HLEC to performers: authorised.</p> <p>10. Draft Road Closures of local area: discussion</p> <p>11. Proposed 24 hours bus lane on Highgate Road: discussion</p> <p>12. Leylandii in LM: evidence of frailty of the trees (recent limb collapse) should be sent to LB Camden to add weight to Jan 2021 re-application in to fell Leylandii, together with supporting landscaping plans.</p> <p>13. Work experience gardeners: disclaimers signed by work experience gardeners. Joshua to start in 2<sup>nd</sup> week of Sept 2020 agreed. Pam Fawcett grandson to start later in year agreed</p>	<p>BW</p> <p>BW</p> <p>BW</p>

**NEXT MEETING: 13 October 2020 19.30 VENUE TBC**