



HOLLY LODGE ESTATE MANAGEMENT COMMITTEE

MINUTES

10 NOVEMBER 2020 19.30

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

Apologies: Li Weinreich

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. approval of meeting minutes from 13 October 2020: approved b. matters arising from minutes: to be dealt with during the meeting c. half-yearly General Meeting 2020 cannot be held in person due to Covid-19 restrictions, so the following procedure will apply: On 13.11.20 an email to each plot owner (1 email per house) will sent out: details of how to access half-yearly papers, chair’s statement, 2021 budget and 2019 half-yearly minutes. Any houses without email addresses will get hard copy. The deadline for replies/comments/votes is 20.11.20 Post-meeting: budget approved by residents’ vote. Then the security questionnaire and newsletter will go out to all the residents (flats and houses) for whom we have email addresses. Hard copy to plot-owners without email address. Hard copy on mansion block notice boards. Responses to this requested by 30.11.20 d. Chair’s statement: minor typos/names clarified. Lots to be drawn for committee members before next HLEC General Meeting. e. Newsletter: all OK. 	<p>BW, JT, RS</p> <p>BW</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, Engie, EV contractors, WJ South. WJ South: BW to re-negotiate cost as the job was finished much earlier than thought. 	<p>BW</p>
<p>3. Finance</p> <ul style="list-style-type: none"> a. 2021 Budget: approved by committee. Approval of plot-owners will be sought using Survey Monkey (see above c) b. bank account balances and MA c. outstanding EMF payments: BW in discussion with non-payers (only 3) d. accountant changed to Harrison Trotter: agreed 	<p>JT</p> <p>BW</p>

<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast b. Skips: LA 25 (long term), MM Engie 	
<p>5. Estate Security</p> <ul style="list-style-type: none"> a. Incident Log: decrease in overall incidents but increase in seriousness of incidents, one mugging, cycle thefts and thefts from vehicles. Police carried out a weapons sweep of estate: nothing found. b. Security Questionnaire: to be sent out to all residents (flats and houses) on 20.11.20 (see 1.c above) c. Security Patrol update: Joynal to have 1 week's leave in December. Estimates are being sought for various alternative security measures (including ANPR) d. Shotgun cartridge found in HLG parking bays by groundsmen, dealt with by local police. e. LA resident reported a broken window from an air rifle pellet (not reported to police) 	<p>RS</p> <p>JT/RS</p>
<p>6. Parking</p> <ul style="list-style-type: none"> a. MET reports b. 'Cheeky' van has gone. 'Bread' van has been ticketed 	
<p>7. Projects</p> <ul style="list-style-type: none"> a. EV Charging update: 10 customers have signed up. 	
<p>8. Gardens</p> <ul style="list-style-type: none"> a. Gardens subcommittee update: plans for updating of both HLG roundabouts, planting schedule for these areas will be presented spring flowering bulbs have been planted in Tesco bed, bath bed, copse, lower park wall beds. Wildflowers sown in top bank of top park. 	
<p>9. AOB</p> <ul style="list-style-type: none"> a. Remove barrier on LA south pavement and leave cycle gate open for minimum 6 weeks to encourage cyclists to use gate. b. Leylandii in LM: new application for removal, to include a landscaping design. Wassells to assist with visuals. Ensure that <u>all</u> LM residents are aware of application c. Litter bin on LA/HW is constantly overflowing. Remove bin for 1 month and monitor results. Small bin to be placed around 74 Hillway. Move dog bin in LA? 	<p>BW</p> <p>BW</p> <p>BW</p> <p>BW</p>

MEETING ENDED 21.30

NEXT MEETING 15 DECEMBER 19.30 ZOOM