



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING
15 DECEMBER 2020 19.00
MINUTES**

Attendees: Martin Narraway Chair & Trustee, Rob Schoenbeck Vice-Chair & Trustee, Pippa Rothenberg, Ronnie Day Secretary, Barbara Wheatley Manager,

Apologies: Peter Jacobs, Justyn Trenner, Rosie Durant, Li Weinreich, Ian Whittaker

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. approval of meeting minutes from 10 November 2020 b. matters arising from minutes: EMF invoices/parking badge renewals: new system has a bug, will be ironed out by BW c. election of new Treasurer: not actioned d. 2020 half-yearly minutes approved and ready to be signed. 	<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: GK Elliott, Wassells, WJ South, Bestco 	
<p>3. Finance</p> <ul style="list-style-type: none"> a. bank account balances and MA b. volunteer for Xero lessons: P. Rothenberg c. 2021 budget approved by plot owners d. EMF outstanding payments: 3 non-payers' arrears to be carried over to 2021 	<p>BW, PR</p>
<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast a. Skips: LA025, LA014 & Engie works on MM b. DU salary increase: firm criteria to be set for pay rises/bonuses c. Christmas hours staff cover/rota circulated 	<p>BW</p>
<p>5. Estate Security</p> <ul style="list-style-type: none"> a. Incident Log: increase in car thefts and vandalism. BW to inform Range Rover owners of security advice. b. Security Questionnaire summary and results: results will be looked at again and updated before publishing. c. Cycling complaints from survey: BW to contact Cycling GB (for advice) & Camden Cycling d. Security Patrol: RDay requested a security patrol to cover Christmas/New Year period. Post-meeting: further HLEC meeting held on 18/12/20 and Security patrol approved. 	<p>BW RS BW</p>

<p>6. Parking</p> <ul style="list-style-type: none"> a. MET reports b. Van policy meeting: to be discussed at Parking sub-committee meeting in January 2021. c. Parking assessment: reports received from 2 companies. MET parking can offer ANPR camera system for top of estate: to be investigated. d. Christmas period: parking restrictions to be relaxed 24 Dec 2020–Jan 2 2021. Joynal to be stood down for this period. 	<p>RS</p> <p>RS/MN</p> <p>BW</p>
<p>7. Projects</p> <ul style="list-style-type: none"> a. EV income: £27 profit so far 	<p>MN</p>
<p>8. Gardens</p> <ul style="list-style-type: none"> a. Gardens subcommittee update: suggestion from resident Ben Cooper discussed, but the relevant tract of land belongs to another resident. Matter should be between Mr. Cooper and plot-owner. b. Composting: BW to look at Mr. Cooper’s ideas. c. Chipper: no progress yet. To be revisited. 	<p>BW</p>
<p>9. AOB</p> <ul style="list-style-type: none"> a. 100th Anniversary event 2024: Mike Towers to Chair organising committee in conjunction with Joint Communications sub-committee and TRA. b. TRA donation request for Christmas presents: £250 donation agreed c. 20th Dec Christmas Present Santa event: BW and groundsmen to decorate electric vehicle and help hand out presents in conjunction with TRA d. Dartmouth Park NF traffic consultation: MN to respond as HLEC Chair. Individual residents are encouraged to respond. e. GDPR: best practice would be for HLEC to issue committee members with individual computers solely for HLEC business and would tighten up GDPR protocol. (Approx. £6500 outlay). Committee members should ensure they only use hle.org.uk mail addresses in HLE business. MN to speak to GDPR professional for advice and examine options. 	<p>RS, BW</p> <p>BW</p> <p>BW</p> <p>MN, ALL</p> <p>MN, ALL</p>
<p>Meeting ended 21.10</p>	
<p>NEXT MEETING: 12 JANUARY 2021 @ 19.30 ZOOM</p>	