



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING
12 JANUARY 2021 19.30
MINUTES**

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

Apologies: none

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. approval of meeting minutes from 15 December and 18 December 2020 b. matters arising from minutes: 18.12.20 meeting remove names on point 4 c. Security & Parking Zoom Mtg: <ul style="list-style-type: none"> ‘HLE NOV 2020 Questionnaire Feedback Meeting’ 26.1.21 7.30pm Zoom Newsletter to inform residents (this week) 1st email with request to join meeting 2nd email with detailed instructions: <ul style="list-style-type: none"> ▪ on how to join meeting ▪ meeting protocol MN to Chair BW to administer mtg/co-host. PowerPoint presentation with: <ul style="list-style-type: none"> • Feedback on questionnaire • HLE news (ANPR, vans, etc) • Answered questions about parking, security, ANPR plans. Questions from floor. Limit time and no. of questions from attendees. Aim to finish 9pm. J. Trenner to participate. RDur to give copy of her Zoom rules & instructions to BW. Further HLEC meeting to iron out Zoom problems, tbc. 	<p>RDay MN, RS, BW</p> <p>BW, RDur ALL</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 	
<p>3. Finance</p> <ul style="list-style-type: none"> a. bank account balances and MA: £620k in bank a/cs. Outstanding invoices of £93k 	

<p>Remove decimals from MA and sort out negative payments in black Xero lesson not taken place yet</p>	<p>IW BW, PR</p>
<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast b. Skips: LA025, OA010 c. Bench junction of Hillway and LA removed for a trial period due to numerous complaints of litter and noise. d. Complaint about fireworks: BW replied e. Sleigh and Santa afternoon, December 2020: great success and letters of compliments received from residents 	
<p>5. Estate Security</p> <ul style="list-style-type: none"> a. Incident Log: quiet month but no Security Patrol log received yet. Several car/moped related crimes and door 'salesmen' complaints. b. Security Patrol update: MN, RS and IW will meet with 'Tactical Response' on 15.1.21 at 10.30am to review security on HLE. c. Questionnaire: discussion re questions for Residents Meeting d. ANPR cameras in upper HW and HLG: MN explained how ANPR cameras would be used. Committee unanimously agreed to progress by presenting to the feedback meeting & the separately seek plot-owners agreement. Possible handbook for residents in zone? Joynal will be redeployed around estate. 	<p>MN, RS, IW MN, RS</p>
<p>6. Parking</p> <ul style="list-style-type: none"> a. MET reports b. Van policy: 1 year trial of van parking on HLE. Vans up to size N1. 1 van per plot/flat with proof of ownership/usage. Not visitors. Van parking times changed on Saturdays, now 9-5. Saturday builders work remains at 9-1 Residents will be informed in general newsletter, further information at Residents' meeting on 26.1.21. c. EMS parking permit system still not working, should be finalised shortly. d. Banners to be installed to inform van drivers of existence of turning bays at ends of avenues: design/wording to be finalised. 	<p>BW MN/BW BW</p>
<p>7. Projects</p> <ul style="list-style-type: none"> a. EV income: £55.70 net contribution last month 	
<p>8. Gardens</p> <ul style="list-style-type: none"> a. Gardens subcommittee update: Dry stone wall installer meeting due on 14.1.21 but will probably cancel due to restrictions. b. Ben Cooper (resident) to do more research on planting and composting. 	<p>PR</p>

<p>9. AOB</p> <ul style="list-style-type: none"> a. Community Fibre: inform residents in newsletter b. Access to pushchairs/wheelchairs: RDur and BW to walk estate to look at problem areas. 	<p>BW BW/RDur</p>
<p>MEETING ENDED: 21.40</p>	
<p>HLE QUESTIONNAIRE FEEDBACK MEETING: 26.1.21 19.30 ZOOM</p>	
<p>NEXT HLEC MEETING: 9 FEBRUARY 2021 19.30 ZOOM</p>	