



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING  
9 MARCH 2021 19.30 ZOOM  
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:**

**ZOOM details: Meeting ID: 856 9807 0040 Passcode: 503472**

<p>1. Committee issues</p> <ul style="list-style-type: none"> <li>a. approval of meeting minutes from 9 February 2021</li> <li>b. matters arising from minutes: to be dealt with during the meeting</li> <li>c. April AGM: 28 April 2021 Information and nomination letters sent out 17.3.21 Nominations and questions to be received by 31.3.21 <i>According to the new R&amp;Rs: 5.8 The term of office for each Committee Member will be three years and at each AGM one third (or the nearest number thereto) of the Committee shall retire on the basis of length of service; a retiring Member is eligible to be elected to serve another term.</i> 1 vacancy 1 member will stand down and is eligible for re-election (PR) 1 co-opted member to stand (IW) If there are more candidates than the spaces currently available to be filled, voting will take place electronically via a SurveyMonkey (or similar) link. Agenda to include new R&amp;Rs, annual accounts Separate newsletter to be sent out w/c 15.3.21</li> <li>d. Joint Communications Group meeting Notes have been sent out to committee. Mike Tower is leaving the HLCC, the vacant position has now been filled by Leonard Lauk.</li> </ul>	<p>BW/MN</p>
<p>2. Health and Safety</p> <ul style="list-style-type: none"> <li>a. LTAs, accidents, near misses: none to report</li> <li>b. HLEC contractors: none to report</li> </ul>	
<p>3. Finance</p> <ul style="list-style-type: none"> <li>a. bank account balances and MA: Barclays £352k, deposit £300k, Close Bros £111k LBC annual charge has been paid. Wayleaves have been paid. 2 purchase orders from LBC have not gone through.</li> </ul>	

<p>New wording for annual account columns and new Trees calendarisation suggested by PJ.</p> <p>b. outstanding EMF: BW to chase</p>	<p>IW</p> <p>BW</p>
<p>4. Operations</p> <p>a. Estate Manager's report/forecast</p> <p>b. Skips: OA05 &amp; LA x 2</p> <p>c. Filming permission: BW has advised film company to seek permission from the relevant family.</p>	
<p>5. Estate Security</p> <p>a. Security &amp; Parking Zoom Mtg., AGM and Half-Yearly meetings from 2020 &amp; 2021: minutes/notes on website</p> <p>b. Incident Log and summary: several ASB car incidents, one when Joynal was threatened (23.2.21)</p> <p>c. Dog thefts: local Police are following up on dog/bike theft information.</p> <p>d. ANPR update: phone app needs to be refined with MET before cameras and signs can be installed</p>	<p>MN</p>
<p>6. Parking</p> <p>a. MET reports</p> <p>b. Van parking update: no van parking badges have been requested.</p> <p>c. Cyclists on BA: discussion. Barrier on pavement in BA to ensure cyclists dismount. Similar barrier in LA to be dismantled, as it has served its purpose.</p> <p>d. Pedestrian/disabled access on HW: RDur, LW, MN &amp; PJ to conduct survey of access. <i>Post mtg: PJ sketched idea of new pavement for Hillway.</i></p> <p>e. Parking permits: We will revert to manual issuance as CIUK have not been able to produce the promised electronic version yet. PR &amp; LW offered to help. BW to check with CIUK that rolling over to 2021 does not interfere with their work.</p>	<p>BW</p> <p>RDur/LW</p> <p>MN/PJ</p> <p>BW</p> <p>PR/LW</p>
<p>7. Projects</p> <p>a. EV income update: £26.60 net for February</p> <p>b. Yard update: contract has been signed, works starts w/c 26.4.21 for 6 weeks. Notify residents 3 weeks before start. Hire portaloo for staff, who will be unable to use the yard facilities for approx. 3 weeks.</p>	<p>MN</p> <p>MN/BW</p>
<p>8. Gardens</p> <p>a. Gardens subcommittee update: (a) RDur showed a Financial Times article by Ben Cooper (b) PR to facetime/zoom the dry-stone wall builder (c) RDur and Sean are carrying out a spring preparation of the Tesco beds.</p>	<p>PR</p>

<p>(d) Beds in HLG need attention due to damage from ball games. Border edging to be investigated. Further signs to be put up.</p> <p>(e) LM Leylandii: next application is now due. Wassells will produce visuals with their software.</p>	<p>BW</p> <p>BW, PJ, RDur</p>
<p>9. AOB</p> <p>a. Tree request MM: both requests on hold</p> <p>b. LB Camden Garden Manager will meet with BW re: mansion block hedging. <i>Post mtg: LBC have agreed to cut back hedging as requested. LBC to inform residents, info also in HLE newsletter.</i></p> <p>c. Alarm on garage no. 11: there is already a security barrier, so an alarm is deemed unnecessary although BW will check on the insurance policy.</p> <p>d. HW06: PR had no response from owner/s</p> <p>e. HW91/93: hoarding should be removed in June 2021, project should be finished in Sept 21.</p> <p>f. HW58 basement: no feedback from LB Camden planning</p>	<p>BW</p>
<p>MEETING ENDED 21.23</p>	
<p><b>NEXT MEETING: 13 April 2021 @ 19.30 ZOOM</b></p>	