



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE
11 MAY 2021 19.30 ZOOM MEETING
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, Nick Hughes, Barbara Wheatley Manager

Apologies: none

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. approval of meeting minutes from 13 April 2021 b. matters arising from minutes: to be discussed through meeting c. Approval of AGM notes: <ul style="list-style-type: none"> i) Generally people thought the voting system (Election Runner) worked well though 1 comment from resident that voting instructions for candidates were not clear, and others that difficult to find the resumes (if repeated then resumes can be added to ballot paper). ii) Asking for questions ahead of the meeting worked well and should be repeated at ½yrlly. d. Election of officers: <ul style="list-style-type: none"> Chair RS: proposed by RDur, seconded PJ. Vice Chair MN: proposed RS, seconded RDur Treasurer IW: proposed PJ, seconded LW Secretary RDay: proposed PR, seconded RDur All voted in by committee. e. Election of 3rd Trustee IW: proposed by PR seconded by LW f. Allocation of members to one of the 3 groups for election purposes: g. Group 1 Eligible for election in April 2022: MN, LW, RDur h. Group 2 Eligible for election in April 2023: RS, PJ, RDay i. Group 3 Eligible for election in April 2024: IW, NH. PR j. Committee Contacts list: please send any amendments to RDay, together with updated members of sub-committees. k. Please complete the Register of Interest form and return to BW asap l. RS has now taken over as Chair and gave his vision and mission statement. 	
<p>2. Health and Safety</p> <ul style="list-style-type: none"> a. LTAs, accidents, near misses: <ul style="list-style-type: none"> a) resident had an accident in lower park clambering down bank and broke her ankle and shoulder. To be entered in accident book. b) Groundsman broke a light on a resident’s car, repair cost covered by our insurance. Toolbox talk to be given on the safe use of strimmers. b. HLEC contractors: GK Elliott, Complete Scaffolders & Lee Piling 	<p>BW</p>

<p>3. Finance</p> <ul style="list-style-type: none"> a. bank account balances and MA: bank £292k, deposit £298k, Close Bros £111k b. outstanding EMF: LBC still outstanding for LA31 and ramp Licence. c. Employment allowance claimed, should be £20K recovery this year, ongoing £4K/yr 	
<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast b. Skips 7: LA x 3, MA x 2, BA x 1 HW x 1 (Estates) c. BW will be away 17.6.21 for 1 week + has surgery planned d. Head Groundsman will have surgery on hand (2wks off work + light duties after) e. Update on HW91/93: hoarding should come down in July 2021, project should be finished by Sept 21. 	
<p>5. Estate Security</p> <ul style="list-style-type: none"> a. Incident Log and summary b. ANPR update: MET are continuing with the software check. Cameras should be installed within the next few weeks. 	MN, RS
<p>6. Parking</p> <ul style="list-style-type: none"> a. MET reports b. £120 ex-gratia payment to Joynal agreed for his shift food, as he cannot use the welfare unit to heat food. 	BW
<p>7. Projects</p> <ul style="list-style-type: none"> a. EV income update: will now be transferred half-yearly. So far £300 of investment has been repaid. b. Yard update: on schedule. Additional £14K committed to cover scope increase (area under old container originally excluded). Budget report circulated c. LA East leylandii replacements: RDur to discuss tree replacement options with LBC tree officer d. Adopt a Tree: BW to draft proposal 	RDur
<p>8. Gardens</p> <ul style="list-style-type: none"> a. Gardens subcommittee update: Bath bed plants have been moved to lower park. Extend pergola and build steps in ornamental park. Build dry stone walls around roundabouts/suggested monolith on HWH roundabout: awaiting estimate from R. Clegg (craftsman) 	
<p>9. AOB</p> <ul style="list-style-type: none"> a. Highgate Festival Dog Show 27.6.21: is not now taking place b. Corran Quartet Summer Concert: booked for 19.9.21 4pm to 6pm. BW to liaise c. Bench back on Hillway: 2 complaints received. Situation will be monitored. d. WhatsApp group: PR, RDur & BW to trial a 'Signal' group e. Joint Communications group will meet on 12.05.2021. f. Party In The Park 2021: suggested date 26.9.21, to be announced in June newsletter. LW to start planning in June 2021. g. Suggestion button/box on website? Agreed 	<p>BW BW BW, RDur, PR RS BW, LW</p>
MEETING ENDED 21.40	
NEXT MEETINGS: 8 JUNE 2021 @ 19.30, 13 JULY 2021 @19.30	