



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE
MEETING ON 8 JUNE 2021 19.30 ZOOM
MINUTES**

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

Apologies: P. Jacobs

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. approval of meeting minutes from 11 May 2021 b. matters arising from minutes: to be discussed through meeting c. Chair's Involvements in the past month: <ul style="list-style-type: none"> • Joint Communications Group (notes already distributed) • Response to resident re cycle gates: leave gates open for the time being • Barclays signatory: in hand • Coordinate: ANPR Banner & EV chargers complaint • Brookfield School to organise weekly HLE 'Forest School' gardens visits • Resident complaint on van policy • Resident complaint on EMF cost • Highgate Forum Meeting (PJ will take forward) • Look at Tree Policy & LBC grant for tree replacement • Website update • Swain's Lane RA: overlapping issues d. I. Whittaker trustee progress: IW will forward required data to lawyer 	IW
<p>2. Health and Safety</p> <ul style="list-style-type: none"> a. LTAs, accidents, near misses: further strimming incident caused broken car windscreen b. HLEC contractors: Premier Piling, GK Elliott 	
<p>3. Finance</p> <ul style="list-style-type: none"> a. bank account balances and MA: current a/c £272k. Barclays deposit £298k. Close Bros £111k b. LBC invoices outstanding. c. Employment Allowance credit £20k d. 5 outstanding EMF payments (inc. LBC): IW to chase up e. IW left meeting 19.57pm 	IW
<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast b. Skips: 5 in total. LA x 3, MA x 1, OA x 1 c. Gate keyholder: all committee members should be gate keyholders. BW to obtain further keys for HLEC members d. Website update: request for website designer in newsletter. MN has started investigating. MN, RS, PR to formulate specification e. Team meeting to work on spec for website 	<p>BW</p> <p>MN,RS, BW, PR</p>

<p>5. Estate Security</p> <ul style="list-style-type: none"> a. Incident Log and summary presented by RS: no major changes since last month. SUS, ASB, drugs offences still feature. No thefts, no burglaries, no CC thefts. b. New local Camden sergeant Sgt. N. O’Hara. (Sgt. J. Hounsell has been promoted.) 	
<p>6. Parking</p> <ul style="list-style-type: none"> a. ANPR trial update rules updated poles installed user guide drafted and sent out: HLEC comments requested by MN banner design approved waiting on MET for installation date, then arrange meeting to inform residents at top of estate replace signs in top HW/HLG Zone only install yellow ANPR signs at bottom entrance of estate b. MET reports c. MET PCN/cancellation fees: increase cancellation fee to £30 per ticket, in line with MET charges For new residents to the estate, a grace period of two ticket cancellations during the first year. During ANPR trial period at top of estate exceptions may be made. To be put to Parking sub-committee for guidelines and approval. 	<p>MN</p> <p>MN,PR,RS,LW,BW</p>
<p>7. Projects</p> <ul style="list-style-type: none"> a. EV update: £29 not billed by Genie Point, resolved. b. HW resident complaint about noise and light, MN will follow up c. Yard update: yard to be completed w/c 20.6.21 	<p>MN</p>
<p>8. Gardens</p> <ul style="list-style-type: none"> a. Gardens subcommittee update: RDur had spoken to LBC about Leylandii removal on LA East. LBC would like further information. PJ spoke to Wassells, who will come up with removal and replanting plan RDay gave overview on HLE gardens, roundabouts, parks progress/plans. MN to contact builders for HWH roundabout quote. <i>(post mtg: RDay, BW and MN had site meeting on HLG roundabout)</i> b. Trees applications discussions 	<p>RDur RDur, PJ</p> <p>MN</p>
<p>9. AOB</p> <ul style="list-style-type: none"> a. Summer Party update: Roni Collins (08HLG) would like to join organising team 	<p>LW</p>
<p>MEETING ENDED 21.04</p>	
<p>NEXT MEETINGS: 13 JULY 2021 @19.30 ZOOM 10 AUGUST 2021 @ 19.30 ZOOM 14 SEPTEMBER @ 19.30 ZOOM</p>	