

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING 10 AUGUST 2021 19.30 ZOOM MINUTES

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

Apologies: Pippa Rothenberg, Peter Jacobs

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. Approval of meeting minutes from 13 July 2021 b. Matters arising from minutes c. A few words from the Chair d. Estate Manager discussion: monthly meeting with BW, gardens team & gardens committee, last week of each month. In addition, regular meetings with other members of committee. e. I. Whittaker trustee progress: IW has sent off application form. Close Brothers: delete J. Trenner by mandate form. 	
<p>2. Health and Safety</p> <ul style="list-style-type: none"> a. LTAs, accidents, near misses: none b. HLE contractors: The Plumbing Team for drainage in LM. Fire extinguisher service: 365 Direct 	
<p>3. Finance</p> <ul style="list-style-type: none"> a. Bank account balances and MA: Barclays £203k, deposit £298k, Close Brothers £111k. Total £612k Major projects have mainly finished, so budget is running high, mainly on Estate Maintenance. IW to speak to Debbie Harries for reallocation of funds b. Outstanding EMF: BW is chasing up non-payers. IW to chase up LBC by phone re 31LA. 	<p>IW IW/BW</p>
<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast b. Skips x 7: 2 x MA, 3 x LA, 2 x OA c. Estate Operative search / replacement: 3 local applications so far, 1 suitable. NH to interview candidate. If not successful then advertise locally, then engage Horticulture. d. Website update: 2 approaches from HLE residents, 1 recommendation of The Bright Click. BW to update existing website. e. Suggestion box feedback: 8 comments received f. Contractor information pack: update on Roads, Paths, Verges (revision 13) approved. 	<p>NH MN/BW MN</p>
<p>5. Estate Security</p> <ul style="list-style-type: none"> a. Incident Log and summary: slight increase in ASB and SUS b. Sgt. O'Hara walkabout: cancelled due to Sgt's duties, but will be rescheduled 	
<p>6. Parking</p>	

<ul style="list-style-type: none"> a. ANPR trial update: no update from MET b. Amendments to parking rules for ANPR trial: approved c. MET reports: query report uptick in July 	BW
<p>7. Projects</p> <ul style="list-style-type: none"> a. EV update: nothing to report b. Yard update: waiting for new container, 2-3 week delay c. Mirrors – HWH: BW liaising with West Hill Park management, should be installed w/c 16.8.21 	BW
<p>8. Gardens</p> <ul style="list-style-type: none"> a. Gardens subcommittee update: Walk round of top parks completed by gardens group. LBC walk round to follow on 11.8.21. BW query about hedge cutback. Weekly team weeding on estate, SF to concentrate on Tesco beds. (This month so far: tree pits & hedges) b. Improve communications with grounds staff: monthly meeting with BW & GH & Gardens Sub Committee c. Wilding Project: new simple plan for 'Managed Wilding'. Mown on top, left wild on sides, trimmed at bottom. (MN to produce a A3 map plan of estate) d. Leylandii removal application: PJ in contact with Wassells. Application ready to go. Scots Pine nominated and can be sourced for 2nd tree. 	<p>RDur/BW</p> <p>MN</p> <p>PJ</p>
<p>9. AOB</p> <ul style="list-style-type: none"> a. Summer Party: 12pm 5th September 2021. Relaxed, informal picnic-style party, no bands/stage etc. Info in newsletter b. HLE JCG meeting / notes: meeting very productive. c. Request from resident for working group to tackle climate change: RS will reply to resident d. Towergate Insurance: NH offered to help in negotiations. <p style="text-align: center;">MEETING ENDED 21.10</p>	<p>BW/LW</p> <p>RS</p> <p>NH</p>
NEXT MEETING: 14 SEPTEMBER 2021 @ 19.30 ZOOM	