



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE  
MEETING AND CONTINUATION MEETING MINUTES  
14 & 29 SEPTEMBER 2021 19.30 ZOOM**

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

**Apologies:** Pippa Rothenberg and Ian Whittaker could not attend 29.9.21 meeting

<p>1. Committee issues</p> <ul style="list-style-type: none"> <li>a. Approval of meeting minutes from 10 August 2021</li> <li>b. Matters arising from minutes: to be dealt with during the meeting.</li> <li>c. Chair's words</li> <li>d. Visions &amp; mission statements: to be discussed at a further meeting on 7.10.21.</li> <li>e. Half-yearly meeting 10 November 2021 8pm: Zoom meeting. Motions to be requested from plot owners by 13 October 2021. MN, RS &amp; BW to start timetable planning</li> <li>f. I. Whittaker trustee progress: IW will chase up Glenn re Land Registry</li> </ul>	<p>RS RS/MN/BW IW</p>
<p>2. Health and Safety</p> <ul style="list-style-type: none"> <li>a. LTAs, accidents, near misses: GH: accident on John Deere mower. No injury recorded GH: shoulder injury and carpal tunnel problem, appointment booked with physio</li> <li>b. HLEC contractors: none this month</li> </ul>	
<p>3. Finance</p> <ul style="list-style-type: none"> <li>a. Bank account balances and MA: Barclays £175k, Barclays deposit £298k, Close Brothers £111k. Total: £584k</li> <li>b. Outstanding EMF: all paid.</li> <li>c. LBC wayleaves will be settled in next invoice.</li> <li>d. Level of reserves: discussion. PJ explained that reserves should not drop below 15 months' cover, approx. £450k. 'Reserves Policy' should be established by committee.</li> <li>e. Budget planning: IW requested wish list requests by Friday 17 September 5pm.</li> <li>f. Insurance: Towergate 2021 renewal of policy £12,158 approved. Review in Spring 2022. Develop 'Risk Register' to help with buying policies.</li> </ul>	<p>IW/PJ/NH/MN IW BW/LW/NH</p>
<p>4. Operations</p> <ul style="list-style-type: none"> <li>a. Estate Manager's report/forecast.</li> <li>b. Skips x 5: MA 03/20, OA05, LA25/27.</li> <li>c. Staff recruitment: interviews still in progress. Agency help may be needed. <i>[Post meeting: job was offered to candidate Ian O'Toole, awaiting outcome].</i></li> <li>d. Website update: K. Burges (resident) has offered their services @ £1000, then 'reasonable fee' for maintenance/changes. PR to take forward.</li> <li>e. Halloween Sunday 31 October 2021. Information in newsletter. Back to pre-Covid arrangements (CV19 regulations permitting). Gates &amp; barriers closed (annual requirement). Groundsmen to patrol. Trick/treating 5-7.30pm.</li> <li>f. Gates &amp; Railings refurbishment: difficult to obtain estimates, but 3 estimates received. No decision made. <ul style="list-style-type: none"> <li>i) Repair £4200, repaint £26000</li> <li>ii) Repair/repaint all gates £82000</li> <li>iii) Ornamental gates &amp; railings £8900</li> </ul> </li> </ul>	<p>NH/BW PR BW BW</p>
<p>5. Estate Security</p>	

<ul style="list-style-type: none"> <li>a. Incident Log and summary</li> <li>b. Sgt. N. O'Hara walkabout: Sgt. O'Hara will give talks on security at HLCC</li> </ul>	
<p>6. Parking</p> <ul style="list-style-type: none"> <li>a. ANPR trial update: communications with MET are proving very difficult. MN to continue. App glitches need to be ironed out.</li> <li>b. Parking Sub-Committee meeting: RS to organise</li> <li>c. Parking Regulations update: in hand</li> <li>d. PCN Cancellations: £30 charge to residents, no charge if ticket given in error. Approved but must be ratified by Parking sub-committee</li> <li>e. MET reports</li> </ul>	<p>MN RS NH RS</p>
<p>Meeting paused, resumed on September 29, 2021, 7.30pm Zoom (Ian Whittaker and Pippa Rothenberg unable to attend)</p>	
<p>7. Parking 2.0</p> <ul style="list-style-type: none"> <li>a. Ticket cancellations per plot owner @ £30 charge.</li> <li>b. 2 free ticket cancellations for new residents in first 3 months.</li> <li>c. Free ticket cancellations for erroneous tickets Approved 6/1</li> </ul>	
<p>8. Projects</p> <ul style="list-style-type: none"> <li>a. EV update: held over to October meeting</li> <li>b. Mirrors – HWH update: completed</li> </ul>	
<p>9. Gardens</p> <ul style="list-style-type: none"> <li>a. Wilding Project: <ul style="list-style-type: none"> <li>i) Areas to be left wild with managed flower sowing: lower top park (copse area), wildflower bank in top ornamental garden and Swain's Lane end of Bromwich Avenue. Other areas kept mown. 'Tesco' beds grass kept mown.</li> <li>ii) Gardens sub-committee to have further walk-round to ratify and identify areas for managed/appropriate sowing.</li> <li>iii) Bird boxes, insect houses, hedgehog houses, bat boxes initiative to continue.</li> <li>iv) Grass cutting to recommence asap.</li> <li>v) BW stated that the groundsmen have reported abuse from residents about wilding.</li> </ul> </li> <li>b. Leylandii removal application progress: PJ will speak to Wassells</li> <li>c. Trees: Trees sub-committee/Wassells walk-round on 30.9.21. LBC tree enforcement very weak. Lime pollarding quote is now 30% higher than previous.</li> </ul>	<p>NH/RDur/PR/BW  BW  PJ  PJ/RDur/BW</p>
<p>10. AOB</p> <ul style="list-style-type: none"> <li>a. Summer Party feedback</li> <li>b. Website: Interesting photos of estate needed. Short bios &amp; photos of committee members needed. Add email addresses of different sub-committees.</li> </ul>	<p>MN/PR</p>
<p><b>NEXT MEETING: 12 OCTOBER 2021 @ 19.30 ZOOM</b>  <b>NOVEMBER MEETING: 9 NOVEMBER 19.30</b>  <b>HALF-YEARLY MEETING: 10 NOVEMBER 20.00 ZOOM</b></p>	