



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES
12 OCTOBER 2021 19.30 ZOOM**

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

Apologies: none

<p>1. Committee issues</p> <ol style="list-style-type: none"> a. Approval of meeting minutes from 14 & 29 September 2021 b. Matters arising from minutes: to be dealt with during meeting. c. A few words from the Chair d. Visions & mission statements update discussion: to be deferred until after half-yearly meeting. e. Half-yearly meeting November 2021: planning schedule and motions received. EMF has been static since 2013, therefore it should be raised this year and following years. Vote taken, agreed. Amount to be decided in line with inflation. RDay to take forward the Half-yearly meeting planning, co-ordinate with MN & BW. MN to organise budget vote. BW to send out papers. IW to compile budget. RS to compile Chair's statement. Motions received: Security cameras: RS will reply. Parking query: RS has already responded. Questions requested from plot owners before meeting. f. I. Whittaker trustee progress: in progress 	<p>RDay BW MN RS</p>
<p>2. Health and Safety</p> <ol style="list-style-type: none"> a. LTAs, accidents, near misses: none to report b. HLEC contractors: none to report 	<p>BW BW</p>
<p>3. Finance</p> <ol style="list-style-type: none"> a. Bank account balances and MA: Barclays £160k, Barclays deposit £298k, Close Brothers £111k. b. Outstanding EMF: 3 outward facing houses still owe £2.50 annual charge. c. Level of reserves: IW to informally approach LBC to discuss a more formal arrangement for the annual contribution. IW/PJ/NH/MN to discuss level of reserves. d. Budget planning: IW to re-do budget and send out to committee. 	<p>IW/PJ/NH/MN IW/MN</p>
<p>4. Operations</p> <ol style="list-style-type: none"> a. Estate Manager's report given verbally by BW: <ul style="list-style-type: none"> • Chipper purchased, earning its keep • Workshop container has arrived, being kitted out • Picnic in the park was a success • Corran Quartet had to cancel due to inclement weather • Leafing has started • Wilding first cutback has been done • Robin Grove potholes filled <p>October Forecast:</p> <ul style="list-style-type: none"> • 2nd mow • Handrail repairs • Bulb replanting • Hort work has started. 	

<ul style="list-style-type: none"> b. Skips x 5: OA005, LA027, MA024, MA017, MA003 c. Staff GMO recruitment: one person was offered the job but suffered illness before he could start the job, post meeting the offer was rescinded. Further person has been offered job, awaiting outcome. If this is not taken up, NH to approach staff agencies. d. Website update: no report this month. Still in progress. e. Halloween update: all in hand, grounds team to man gates. BW to send out newsletter and posters. Usual rules apply. f. Gates & Railings refurbishment update: estimates have come in much higher than anticipated. Yet to be finalised. 	<p>NH</p> <p>BW</p>
<ul style="list-style-type: none"> 5. Estate Security <ul style="list-style-type: none"> a. Incident Log and summary: 2 items to be coded to 'THEFT' 	
<ul style="list-style-type: none"> 6. Parking <ul style="list-style-type: none"> a. ANPR trial update: MET have tidied up app, MN will hold meeting with MET to progress Manager/Admin manual. Meeting with residents in November. Trial to start in January 2022, trial for a year. b. MET reports 	<p>MN/RS</p>
<ul style="list-style-type: none"> 7. Projects <ul style="list-style-type: none"> a. Mirrors HWH update: working. b. Mirrors HW/SL, much improved since Tesco cleaned them 	
<ul style="list-style-type: none"> 8. Gardens <ul style="list-style-type: none"> a. Gardens subcommittee update: Wilding walk to take place on 14.10.21, then compile report for residents. b. Leylandii removal application progress: still in hand with Wassells. c. 3 pollarding estimates have been received: Wassells will start in November, then following November. d. Tree applications: not discussed 	<p>RDur/BW/NH</p> <p>PJ</p>
<ul style="list-style-type: none"> 9. AOB <ul style="list-style-type: none"> a. Highgate Neighbourhood Forum: one-way traffic consultations now closed, decisions not yet released by LBC. No immediate LBC plans for Dartmouth Park area. b. EV charger cost to be increased from 29p to 34p per kw/h. Committee agreed. c. BW to write to recipients of new planning approvals with copy of HLE Builders' Code 	
<p>Meeting ended 21.22</p>	
<p>NEXT MEETING: 9 NOVEMBER 2021 @ 19.30 ZOOM Meeting ID: 857 0732 7552 Passcode: 551034</p> <p>HALF-YEARLY MEETING: 10 NOVEMBER 20.00 ZOOM</p>	