



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES
9 NOVEMBER 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, Pippa Rothenberg, Barbara Wheatley Estate Manager

Apologies: Li Weinreich

<p>1. Committee issues</p> <ul style="list-style-type: none"> a. Approval of meeting minutes from 12 October 2021: approved b. Matters arising from minutes: to be dealt with during meeting. c. Half-yearly meeting 10 November 2021: 32 voters: quorum has been met. voting results: <ul style="list-style-type: none"> • budget approved 31/1 • minutes approved 30/2 <p>questions will be asked for/answered at beginning of meeting, further questions will be answered as they come up during meeting. EMF to be increased to £670 pa. I. Whittaker trustee progress: IW now officially a trustee.</p>	
<p>2. Health and Safety</p> <ul style="list-style-type: none"> a. LTAs, accidents, near misses: none to report b. HLEC contractors: none to report 	
<p>3. Finance</p> <ul style="list-style-type: none"> a. Bank account balances and MA: Barclays £ 136k Barclays deposit £ 298k Close Brothers £ 111k LBC Wayleaves to be chased up. Annual projection: income and expenses slightly below budget b. Outstanding EMF: c. Level of reserves to be set at 15 months d. Budget: PJ advised that tree budget will come in at about £24k. 	IW/BW
<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast. b. Skips x 2: LA27, MA24 c. Staff recruitment for GMO: NH reported that recruitment agencies are facing a poor labour market. BW requested that G. Hartingan's son Ewan should be considered to continue as the 4th GMO. N. Baldi was thought to be the best candidate of those interviewed by NH. Discussion was held. Vote taken to employ N. Baldo, 4 months' probation, starting from January 2022. BW to take this forward <i>[post meeting: further discussion and vote confirmed this result]</i> d. Staff Salaries increases. All agreed. e. Website update: Not up to standard yet: more photos and info needed. 	BW BW

<p>Website builders are away until January 2022. MN to send website link to committee.</p> <p>f. Halloween feedback: all went well, no problems reported.</p> <p>g. Gates & Railings 2022 refurbishment update: 3 quotes received (inc. vat)</p> <p>JMS (metalwork and paint) £82,700 Metal craft (metalwork and paint) £108,130 Titan Forge (metalwork only) £4,200 Painter (paint only) £ 26,000 To be looked at in January 2022.</p>	<p>MN/PR</p> <p>MN/BW</p>
<p>5. Estate Security</p> <p>a. Incident Log and summary: quiet month. Community Safety Day at Tesco on 15.11.21 HLCC Safety Day in December: BW to organise with local PCSO.</p>	<p>BW</p>
<p>6. Parking</p> <p>a. ANPR trial update: no app update yet from MET. MN to chase up. Hopefully we will be able to brief the residents before January 2022. BW to inform residents in newsletter.</p> <p>b. MET reports x 2: not received.</p>	<p>MN</p> <p>BW</p>
<p>7. Projects</p> <p>a. Cycle gates: request to put in cycle gates in LM & HLM. To be discussed at next Parking Sub-committee meeting.</p>	<p>BW</p>
<p>8. Gardens</p> <p>a. Gardens subcommittee update: Monthly walkabouts & feedback from GSC to staff. Staff not happy about this.</p> <p>b. Leylandii removal application progress: no progress yet from Wassells. PJ to chase up</p> <p>c. Tree applications: continue with update circulations to committee members.</p> <p>d. Pollarding of alternate Hillway limes starts 15.11.21</p>	<p>PJ</p> <p>MN</p>
<p>9. AOB</p> <p>a. Planning applications: HW058: MN to inform LBC that HLEC should be consulted on the CMP (Construction Management Plan) HW91/93 permission to amalgamate into 1 dwelling. Letter to inform resident that the house continues to be 2 HLE plots.</p> <p>b. BW to have 2 weeks off, normal pay Letter from G. Hartigan presented by RS.</p>	<p>MN</p> <p>BW</p>
<p>MEETING ENDED 21.50</p>	
<p>NEXT MEETINGS: 14 DECEMBER 19.30 ZOOM 11 JANUARY 2022 19.30</p>	