



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MINUTES  
MEETING 14 DECEMBER 2021 19.30 ZOOM**

**Attendees:** Rob Schoenbeck Chair & Trustee, Martin Narrayay Vice-chair & Trustee, Ronnie Day Secretary, Rosie Durant, Peter Jacobs (until 8pm), Nick Hughes, Pippa Rothenberg, Li Weinreich (from 9pm)

**Apologies:** I. Whittaker Treasurer, B. Wheatley Estate Manager

<p>1. Committee issues</p> <ul style="list-style-type: none"> <li>a. Approval of meeting minutes from 9 December 2021: approved.</li> <li>b. Matters arising from minutes: RDur required clarification on item 8: "staff not happy". Reply from GSC: staff comments noted. NH to meet with GH to discuss and hopefully clear up any misunderstandings. Next GSC meeting on 6.1.22</li> <li>c. Many thanks from Chair to rest of committee for all the hard work.</li> </ul>	<p>NH/PR/RDur/BS/GH</p>
<p>2. Health and Safety</p> <ul style="list-style-type: none"> <li>a. LTAs, accidents, near misses: none to report</li> <li>b. HLEC contractors: none to report</li> </ul>	
<p>3. Finance</p> <ul style="list-style-type: none"> <li>a. Bank account balances and MA: not discussed, as IW was unable to attend meeting. Reports had been received by committee members before meeting.</li> <li>b. RDur will send question to IW about £13k underspend by Gardens Committee</li> </ul>	<p>RDur</p>
<p>4. Operations</p> <ul style="list-style-type: none"> <li>a. Estate Manager's report/forecast:</li> <li>b. Skips: MA024, RG002</li> <li>a. Staff recruitment: N. Baldo to start employment 4.1.22</li> <li>b. Staffing Incident: to be investigated by 2 committee members.</li> <li>c. Website update: no further progress. Meeting to be held in Jan 2022 to discuss.</li> <li>d. EV question: running of electric cable across path &amp; verges Advice/long term forecast to be sought from expert. Resident to be advised to use chargers on MA/Swains Lane/North Hill Esso garage. Any change of rules should be added to Rules &amp; Regulations.</li> </ul>	<p>NH/MN PR/MN NH/MN</p>
<p>5. Estate Security</p> <ul style="list-style-type: none"> <li>a. Incident Log and summary: estate has been very quiet. ANPR signs &amp; cameras seems to be putting miscreants off.</li> </ul>	
<p>6. Parking</p> <ul style="list-style-type: none"> <li>a. ANPR trial update: still awaits MET (new software platform not yet fully working).</li> </ul>	<p>MN/RS</p>
<p>7. Projects</p> <ul style="list-style-type: none"> <li>a. Gates update: deferred to next meeting.</li> </ul>	
<p>8. Gardens</p> <ul style="list-style-type: none"> <li>a. Gardens subcommittee update: see 1.b above Feedback from last walk-round: Tesco beds and top gardens look good but ends of avenues still need attention/further planning. Pollarding went well. Underspend of £13k, as roundabout project has not been started. RDur to contact IW and committee with query.</li> <li>b. Leylandii removal application progress: PJ to chase up Wassells. <i>[post meeting: PJ reports that drawings should be available early Jan 2022]</i></li> <li>c. Tree applications: nothing to report</li> <li>d. Heath Hands: to organise childrens' activities for Christmas and Easter.</li> <li>e. 'Bee Bombing' has been very well organised by Roger Elliott (TRA)</li> </ul>	<p>RDur/IW</p>

<p>9. AOB</p> <p>a. Planning applications. HW58 basement: no answer from LBC has been forthcoming yet</p> <p>b. Filming in 7-9 January 2022 question from OA resident Leboff. Committee voted and agreed to this, providing:</p> <ul style="list-style-type: none"> <li>• Full fee is paid</li> <li>• Half-day filming at weekends</li> <li>• Insurance organised by Leboff</li> <li>• No drone filming, drone lighting permitted</li> <li>• No road closure</li> <li>• HLEC terms adhered to</li> <li>• BW to inform residents</li> </ul> <p>c. Draft Filming Agreement: NH has drafted a filming agreement (based on LBC filming agreements) to be tidied up by lawyer and then ratified by committee.</p> <p>d. Green Book: more photos of estate needed</p>	<p>BW</p> <p>NH ALL</p>
<p><b>MEETING ENDED: 21.00-ish</b></p>	
<p><b>NEXT MEETING: 11 JANUARY 2022 @ 19.30 ZOOM</b></p>	