



**HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES
ZOOM CONFERENCE
14 APRIL 2020 10AM**

Attendees: Martin Narraway Chair & Trustee, Peter Jacobs Trustee, Justyn Trenner Treasurer, Rob Schoenbeck Vice Chair, Pippa Rothenberg, Ronnie Day Secretary, Rosie Durant, Li Weinreich, Barbara Wheatley Manager,

Apologies: none

Venue: ZOOM CONFERENCE CALL.

Time: 10.00 am

<p>1. Committee issues</p> <ul style="list-style-type: none">a. approval of meeting minutes from 13 March 2020b. matters arising from minutes: RDur requested clarification on 5 points from March 2020 minutes to be discussed during meeting. (previous minutes 5b, 7a x 2, 10a, 10d) JT clarified that the UTV/new vehicle budget is £30,000 in total, not £30k plus £8k (see previous minutes 4c)c. Coronavirus protocol for committee meetings: meetings will continue as Zoom conference meetings until Government advice changes.d. AGM meeting process: no physical AGM in April 2020. A short newsletter will be issued advising residents that the AGM 2020 is deferred and giving information on Covid-19. Chair's report will be issued all plot-owners and the full set of AGM papers will be available on the website.e. May meeting: Election of officers and trustees PJ will stand down as trustee, MN, RS and JT will step up as trustees. MN will stay on as Chair. RS will stay on as Vice-Chair JT will stay on as Treasurer. RDay will stay on as Secretary, minute sharing with PR. Meeting Chairing will be done on a rota-base system.f. WhatsApp groups update: all working well. BW to issue text to remind people of etiquette rules, how to reply directly to others and how to switch off alerts.	<p>BW</p> <p>BW</p>
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<p>2. Health and Safety</p> <ul style="list-style-type: none"> a. LTAs, accidents, near misses: none to report b. HLEC contractors: Jo MacGarry on Tesco beds. c. COVID-19 estate update: all risk assessments for staff activities have been updated for Covid-19. d. Staff are all working as per Government guidelines and have been briefed on safe working practices/distancing etc. e. Some ropes on the gates (to enable permanent opening) have been cut. Groundsmen will replace with wire. f. Cyclists continue to flout speed restrictions, so temporary barrier will be placed by groundsmen at an angle on pavement in LA west (north and south sides by 101 HWH garage) with an arrow to ensure cyclists dismount. Post meeting: new info posters have been designed and will be printed/put up on estate. 	
<p>3. Finance</p> <ul style="list-style-type: none"> a. Reports circulated b. outstanding EMF payments: 1 plot owner still not paid c. Coronavirus protocol for staff: no plans for furlough yet. d. Xero software will give much better integration for EMS/EMF etc. To be discussed further with MN. 	MN/JT
<p>4. Operations</p> <ul style="list-style-type: none"> a. Estate Manager's report/forecast b. Skips: MA014 & Engie works on MM c. Key workers parking in BA and LM. No parking bays will be set aside, but committee will look at individual requests. d. Contribution to Volunteers' 'opening up' party: this could coincide with estate Summer Party, or food/drink donations could be requested from plot owners. LW to speak to Summer Party committee and ascertain what lead-time is needed to organise stage etc. 	LW
<p>5. Estate Security</p> <ul style="list-style-type: none"> a. Incident Log. To add: 1 attempted break-in, drug dealing and lewd behaviour in MM b. CCTV/ANPR camera update: nothing to report 	
<p>6. Parking</p> <ul style="list-style-type: none"> a. MET monthly reports. PA had issued 84 parking tickets in March, 31 cancelled. b. Parking attendant return to work: when restrictions are lifted, PA will be offered 6 shifts a week 8pm-2am for a month. 	BW

<p>7. Projects</p> <ul style="list-style-type: none"> a. Gardens sub-committee update: b. Tesco beds have been planted and watering continues. Jo MacGarry had to supervise and re-do the planting and ordered mulch, extra charge £1100. c. Top parks: gravel is too deep, should be redistributed on other paths, but this is not an urgent job. d. Trees budget and Gardens budgets should now be listed separately e. EV Chargers: MN reported that a different location will have to be found for the charging station, probably MA West on north side. f. Yard: measure to be done g. Roads & pavements: MN might do a solo walk-round survey. Groundsmen generally look out for problems each week. 	<p>JT MN MN MN</p>
<p>8. Summer Party: LW to speak to organising committee to see how long is needed for the lead-up, as no date has been set and it may have to be organised quite quickly.</p>	<p>LW</p>
<ul style="list-style-type: none"> a) AOB b) RS suggested a 9th committee member should be sought, by asking neighbours and friends if there is any interest. c) Governance R&R: MN has made a slight revision to the updated Rules as suggested PJ (removing reference to 3 Trustees in 7.3 & 7.4 as not required), these will be put on the website along with the other AGM d) Large fly-tip in Robin Grove: BW employed Veolia to remove this at a cost of £250, which may/may not be recouped from perpetrators. 	
<p>Meeting ended 12.11pm</p>	
<p>Next meeting date: 12 May 2020 RS to send out Doodle Poll for time of meeting.</p>	<p>RS</p>