

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 12th SEPTEMBER 2017

Attendees: Peter Wesley Trustee & Chair, Dominique Florin Vice Chair, Peter Jacobs Trustee & Treasurer, George Donaldson Hon Secretary, Martin Narraway Trustee, Li Weinreich, Emma Jay, Robert Morgan, Rob Schoenbeck, Barbara Wheatley Manager

Apologies:

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 12th September 2017

AGENDA ITEM

ACTIONS

1. Committee Issues

- a. Matters arising from last minutes
 - i. 6 HW overgrown garden and house in disrepair
PW visited but not made contact. BW to write to son. BW
 - ii. Speeding PO vans on LA – PJ has contacted the PO. No new yet – will chase PJ
- b. Approval of Minutes – August 8th Approved and signed

2. Health & Safety

- a. LTAs, Accidents, Near Misses – SF poked in eye by a Formium. Noted
- b. HLEC Contractors – Wassells, Andrew John. Noted

3. Finance

- a. Bank Accounts. Balance as expected this time of year with all EMF in and spending continuing as per forecast.
- b. Annual EMF payments. All up to date.
- c. Camden EMF – status. Paid.
- d. Monthly financial report. Noted.
- e. 2017/18 draft budget. Work in progress. PJ/DV
- f. MN to be added as authoriser on Barclays.net? Agreed BW
- g. Q3 MA. If Q4 goes as expected we will be £50k better off than budgeted

4. Insurance

- a. Update on pre-renewal meetings. New premiums discussed and agreed. Public Liability extension agreed up to £15m cover to take account of Ogden discount changes. Japanese Knotweed condition of cover noted. BW to engage specialist firm. BW

5. Operations

- a. Estate Manager's report /forecast - see report. Noted. SF's completion of RHA course bonus agreed to pay half now and the balance after he completes Level 3. BW
- b. Sit on mower quote. Agreed to purchase. BW
- c. Staff pension contributions. Agreed to remain as the contribution levels laid out in the original staff letters DV/BW
- d. No skips on the Estate currently.

- e. Accounting package update - With assistance of John Kerntaler HLE data has been cleaned & sent to Nathan Relevy. Confirmed received, awaiting further update. MN
 - f. DropBox usage. BW to set up PW/ MN to set up PJ BW/MN
- 6. Estate Security**
- a. HLERG Night Watchman trial update. No news as yet from the Residents' Group. GD & RS will meet to draft a position on our response to HLERG. GD/RS
PW to ask solicitor for a meeting to clarify our position. PW
 - b. Crime update. Police crime map shows we continue to be a low crime area. RS will report in more detail next month. RS
- 7. Parking**
- a. MET monthly report. No reports received yet. BW to chase. BW
 - b. Electric charging points update. Research is continuing. MN
- 8. Projects**
- a. HLEC Projects – see Manager's report. Noted
 - b. Roads & Paths walkround update. Red/amber works noted for immediate attention. 3 sections of footpath noted for renewal this autumn, with another 1 as a possible. BW
MN
 - c. Lower park lighting. Prepare full spec and obtain 3 quotes MN/BW
 - d. Hut roof. Quotes for replacement and re-roofing discussed. BW to ask Cabin Locator if we can visit some of their clients' existing cabins – preferably 10 years+ old. BW
 - e. RG CCTV. RM to further discussions with residents. RM
 - f. Plot-Owner's Projects – See separate report on planning apps. Noted.
 - g. Non Plot-Owners
 - i. Makepeace, Langbourne & Holly Lodge Mansions works completed. Noted.
 - ii. Makepeace Mansions Keepmoat works completed and they have left site. BW to prepare final invoice. BW
- 9. Communications**
- a. Newsletter - see Manager's report. Noted.
 - b. Website - see Manager's report. Noted.
- 10. Miscellaneous**
- a. Estate signage update. NHW & SmartWater signs are now up on the external gates.
 - b. Residents' non LBC rubbish collection weeks to be covered by a private contractor? Further investigation means this is not viable.
 - c. NHP development update. Works proceeding as planned.
- 11. AOB**
- None

Meeting Closed 22.25