

THE HOLLY LODGE ESTATE

HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 13th MARCH 2018

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

Apologies: Peter Wesley

Venue: Holly Lodge Estate Committee Office

Time: 19.30 Tuesday 13th March 2018

AGENDA ITEM

ACTIONS

1. Committee Issues

- a. Approval of Minutes – February 13th. Approved & signed
- b. Matters arising from minutes. None
- c. HLE Committee Elections. Arrangements discussed. Invitation, agenda, election resumés etc will go out to HLEC for approval before circulating by 3rd April

BW

2. Health & Safety

- a. LTAs, Accidents, Near Misses – none
- b. HLEC Contractors – Wassells

3. Finance

- a. Bank Accounts/Monthly financial report. PJ presented the monthly financial report. 2 garages are vacant at present. One is being kept to use as storage during the move into the new hut but the other is to be advertised in the next newsletter.
- b. Approval of the final accounts for year ending 30th November 2017. Approval of the final accounts for year ending 30th November 2017. PJ clarified why the figures in the final accounts look different to the management accounts with a reconciliation of the variances. The maintenance general fund is standing at £619k which is up £66k from the previous year. This is essentially because we received an unbudgeted further £23k from contractors' licences and expenditure was £46k below budget, the biggest contributor to which was below budgeted spend on roads. As we are not expecting any further income from the major contractors that were working on the mansion blocks, so income in the current year will come down, and expenditure will be up due to the new hut costs being more than budgeted, unbudgeted new barriers and an estimated increase for pollarding the limes.

BW

4. Insurance

- a. Nothing to report

5. Operations

- a. Estate Manager's report /forecast. HLEC requested that an on-call rota be put together to cover the Easter weekend.

BW

- b. Skips x 1 @26 MA. HLEC were updated on the extensive building works at 26 MA and some concerns were discussed. BW & MN will meet on site with the owner.

BW/MN

6. Estate Security

- a. Security Update / Next Steps. There have been no reports of ASB at the top of Hillway during the 10 days the patrol was engaged. No burglaries reported.
- b. Review of Patrol, cones etc. It was agreed that the patrol should cease as of Thursday 15th March. EJ to draft a letter to go out to residents asap informing them of this and to include the information about the LBC patrol response team.
- c. Survey Research status. RS contacted 8 (?) research companies with only 1 response. Several members of the HLEC met with them and are awaiting their formal quote. Their initial figure suggested approx. £3k for a quantitative survey and to add in qualitative will cost a further £3.5-£4k. Agreed that 2 further quotes should be sought. Discussions about whether the results would give HLEC a mandate to act and whether it would be value for money. GD said that he did not think a paid-for survey was necessary or the right way forward, proposing instead a questionnaire on a detailed list of possible security solutions giving residents the option to object in principle.
- d. Liaison Group meeting. Inaugural meeting set for 19th March. Questions about the agenda and what the aims of the group are. Amendments to agenda suggested being mindful of PC Lee and Councillor Sian Berry being present so must use their time wisely

BW/EJ

7. Parking

- a. MET monthly reports. The usual seasonal fall in PCNs noted.
- b. Electric charging points update. Planning permission is to be sought for 3 sites. MN is talking to a company about a closed group charging system. Suggested Chair's report to AGM should update on this project.
- c. Visitor's notes – suggest we ask for date on the note. Agreed that a date should be requested on all notes and that anyone staying for longer than 2 weeks should apply for a temporary permit. BW to amend rules on website and permit applications, as well as communicating to all residents.

PW

BW

8. Projects

- a. HLEC Projects - Accounting package/permit update. Permit side of the system is almost complete – just a few snags to deal with. The accounting side is work in progress.
- b. Hut replacement update. Final plans have been signed off and order placed. 8-9 weeks delivery which brings us to mid-May. Crane lift booked, demolition of old hut organised and clearing out old archives is ongoing. Contractors on standby to hook up the utilities.
- c. Plot-Owner's Projects – 5 planning approvals were presented by MN. BW to contact all with copies of the Builders' Code and Skip Licence application forms.
- d. Non-Plot-Owners - none to report

BW

9. Communications

- a. HLE Joint Communication Group. First meeting took place last month and lines of communication are open.
- b. Newsletter. A mail drop took place this month.
- c. Website has been updated with news.

10. Miscellaneous

- Review of Manager's out of contract hours. It was agreed that BW need not attend all the subcommittee meetings. She will attend if the agenda looks relevant and is to be copied in on minutes and actions. Any meetings outside of her contracted 12 HLEC meetings plus the 2 residents' meetings can be charged at time and a half.

11. AOB

None

Meeting closed at 21.55