

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 8<sup>th</sup> MAY 2018

**Attendees:** Peter Wesley Trustee & Chair, Dominique Florin Vice Chair, Peter Jacobs Trustee & Treasurer, George Donaldson Hon Secretary, Li Weinreich, Rob Schoenbeck, Rosie Durant

**Apologies:** Martin Narraway, Robert Morgan, Barbara Wheatley

**Venue:** Holly Lodge Estate Committee Office

**Time:** 19.30 Monday 8<sup>th</sup> May 2018

### AGENDA ITEM

### ACTIONS

#### 1. Committee Issues

- a. Approval of Minutes – April 9<sup>th</sup>
- b. Matters arising from minutes - none
- c. Plot owners attending committee meetings?  
The committee voting was democratic so only committee should represent the plot owners at Committee meetings, It was concluded that some interested plot owners would be invited to attend meeting with research company doing survey when structure of survey is discussed.
- d. Non-Disclosure Agreements to sign.  
DF to review document content with solicitor
- e. Update Register of Interests – RD signed.

DF

#### 2. Health & Safety

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

#### 3. Finance

- a. Bank Accounts/Monthly financial report End April. bank balance was 771k It was at the year's maximum (810K) at end February and will continue to decrease until receipt of next EMF payments. Query whether BESTCO retention has been paid – DV to confirm.
- b. Quarterly MA  
PJ noted ambiguity of meaning in Trust deeds on committee's requirement to present plot owners with half year accounts.  
Still awaiting a few EMF. Usual non payers.  
Forecasts are still on budget. New Hut is accounted for as an asset purchase.

LW

#### 4. Insurance

- a. Dean Larkins has been added to staff and truck policies

#### 5. Operations

- a. Estate Manager's report /forecast
- b. Skips x 2 @26 MA & 18 LA

#### 6. Estate Security

- a. Security Update ASB incidents were discussed.
- b. Survey Research status  
RSch reported on 3 quotes obtained which all had different proposals. Costs between 7-12k. After

discussion, on the value of having a survey done, it was agreed that it was premature to start until definitive survey directions have been finalised. RSch to tell research companies that survey content is still in consultation

BW

There is risk that survey will only get the divergent views of Upper and lower Hillway. Try to get members of different factions like J Deighton/Simon McGuire to come up with proposals. Survey results should be for information and not all points raised should be automatically implemented.

RS

PJ If no survey is done the 2 opposite sides should talk to the committee about the security options and get a consensus. It was agreed that no vote would be taken on the continuance of the survey at the meeting as two members were absent, rather it would be decided later by email.

GD the whole estate has to be represented. Liaison group should advise on what should be addressed and give proposals.

## **7. Parking**

- a. MET monthly reports

## **8. Projects**

- a. HLEC Projects - Accounting package/permit update.
- b. GDPR – Data Audit forms to take in
- c. Hut replacement update - Should be starting end of May
- d. Barrier update and approval to purchase sought.  
Posts should be painted white.
- e. Plot-Owner's Projects – planning apps
- f. Non Plot-Owners - none to report

BW

## **9. Communications**

- a. Newsletter
- b. Website

## **10. Miscellaneous**

- Procurement Policy. MN requested that we increase the limit required needing 3 quotes be raised from £1k to £10k.  
Agreed that level for 3 alternate quotes should now be raised to 5K on approval of BW & MN.
- Update on No Cycling signs for LA gates - Post meeting note – signs are up on all the pedestrian gates.

BW

## **11. AOB**

Sewers survey - Update needed from Barbara - Post meeting note- nothing to update as yet.

**Meeting closed 9:35**