

# THE HOLLY LODGE ESTATE

## HOLLY LODGE ESTATE MANAGEMENT COMMITTEE MEETING MINUTES TUESDAY 11<sup>th</sup> SEPTEMBER 2018

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

**Apologies:**

**Venue:** Holly Lodge Estate Community Centre

**Time:** 19.30 Tuesday 11<sup>th</sup> September 2018

### AGENDA ITEM

### ACTIONS

Reports referred to may be requested from the Estate Office.

#### 1. Committee Issues

- a. Approval of Minutes – August 14<sup>th</sup>. Approved and signed.
- b. Matters arising from minutes.
  - Garage Agreement review. Agreed to instruct solicitor to rewrite the current tenancy agreement at the price quoted. DF
  - Agreed that BW can instruct solicitor to review Skip Licence agreement at same cost, or less, than quoted for Garage Agreement. BW
  - BW to chase GP's letter for DU re Epipen. BW
- c. Review Solicitor. Concerns have been raised about the tardiness of responses from our current solicitor and it was agreed that we should start looking for an alternative firm. Not urgent.

#### 2. Health & Safety

- a. LTAs, Accidents, Near Misses. None
- b. HLEC Contractors. County Clean Ltd – gully cleaners and surveyors

#### 3. Finance

- a. Bank Accounts/Monthly financial report. See reports.

#### 4. Insurance

- a. Cyber-crime policy update. Advice taken from VAC and have acted upon that – not necessary to cover this risk.

#### 5. Operations

- a. Estate Manager's report /forecast – see report. LBC were on the Estate last week painting the lampposts and have painted over the gilding on 9 columns. BW to contact LBC to discuss. BW
- b. Glyphosate review. The EU has just re-licenced Glyphosate up until 2020 and the Amenity Forum (an independent not for profit group advising councils and groundsmen) notes that it is categorised along with coffee or diesel for levels of toxicity. It is our understanding that the US court case was based around Monsanto's labelling and instructions on the bottle, not the actual product itself. However, the political mood is that we should be looking for alternatives. It was agreed that we will trial a mix of Chikara, main constituent flazasulfuron – a residual, long acting herbicide, and Katoun Gold, a rape seed oil derivative which is translocating – immediate but short lived. We intend to keep a small stock of Glyphosate just for use by stem injection on the 2 small outbreaks we have of

Japanese Knot Weed, so no danger to public from drift.

- c. Contractors' bond. BW suggested HLEC might consider asking contractors/plot owners who have heavy vehicles accessing building jobs for a financial bond up front at the beginning of the works to try to negate the damage being done to the verges and paths etc. It was felt that this would be difficult to manage. There was a discussion about differences between the HLEC relationships with plot owners and with contractors. Also, which projects would warrant a bond? Better to develop a relationship with the contractor with Foreman/Manager visiting the site on a daily basis if needed. Agreed to draft a proposal with the view to take it to the half yearly meeting if HLEC agrees. BW
- d. Email Policy – to review next month RD
- e. Garage Rental Agreement to review – Agreement is being redrafted by solicitor.
- f. Skips x 5: 26 MA, LBC in MM, 35 LA, 4 LA & 13 HLG

## 6. Estate Security

- a. Recent reported activities on the Estate – Incident Log. 4 minor ASB/SUS activities logged in August.
- b. Security Liaison Committee Meeting – planned for end of September but may be a better idea to hold off until after the ORS deliberative forum on 7<sup>th</sup> November so proposals and suggestions raised there can be discussed.
- c. Survey Research Proposal: update/next steps. ORS commissioned to undertake a deliberative forum set for 7<sup>th</sup> November. We will send out an invitation to all plot owners and representatives of the flats on behalf of ORS on or around 1<sup>st</sup> Oct. BW to enquire with tech support about ability to segregate e-mail lists for plot holders and flat residents. BW & RS to visit CC to scope set up and facilities. BW/RS
- d. Motion sensitive lights and CCTV. No further action for now. Will be discussed at the deliberative forum.

## 7. Parking

- a. MET monthly report. No reports received for August as yet. Suggested that MET are not being seen on the Estate as much as previously. BW to chase reports and query attendance. BW
- b. EV Chargers. As agreed at last plot owners' meeting planning permission is being applied for and HLEC will then go back to the plot owners for further discussion/approval. Mayor's office is giving grants. MN will apply for £2.5k. MN
- c. Subcommittee meeting update
  - i. Parking Regulations review & approval. Approved with a few minor amendments.
  - ii. Update wording on MET signs for approval. Approved with two small additions. BW to send to MET. BW
  - iii. Disabled Bay Policy. Subcommittee to meet again to discuss in more detail now we have the LBC feedback on their processes. BW
  - iv. Parking on Crossovers. After much discussion it was agreed that the rule about no parking on crossovers should be kept and enforced judiciously. Persistent offenders constantly parking on crossovers overnight should, in the first instance, be warned that they may get a ticket

## 8. Projects

- a. HLEC Projects - Accounting package/permit update. Next meeting planned for 24<sup>th</sup> September to further the accounting side. Permit side is up and running with just a couple of small snags to resolve. New permit letters to print.

BW

- b. Plot-Owner's Projects

### Applications

2018/3305/P, 12 Holly Lodge Gardens. Roof extension involving double hip-to-gable and rear dormer with roof terrace and 3 x rooflights to front elevation.

### Approvals - None

- a. Non Plot-Owners - LBC refurb in MM. Contractor informs us they will be on site until April.

## 9. Communications

- a. Joint Communication Group update. Next meeting to be arranged.
- b. Newsletter. September edition went out recently and all can be found on the website.
- c. Website. NHW page has now gone live with dedicated email addresses for all co-ordinators.

RS

## 10. Miscellaneous

- a. Supporting wild life initiative – update. BW in touch with LBC and interested resident. Research ongoing.
- b. Filming charges. Price list drawn up in line with those of LBC was agreed. Suggestion that we have the Estate listed as a possible filming location. BW to investigate.
- c. Green Book update. Agreed that the parking rules will stay in the book, and all operative & charging references will be taken out and only appear on the website, with readers being directed to the website, so these can be updated easily. Mention of Builders' Code and other useful docs found on the website could also be included. GD agreed to have a look at it.

GD

## 11. AOB

- Resident queried a newsletter item regarding banning drones saying that HLEC should consider the use of drones for property surveys or security purposes. HLEC stated that they are following the CAA guidelines, but should the need arise special permission could be given with HLEC agreement.
- RD has offered to take over from DF on the trees subcommittee.
- Annual tree audit will take place with Wassells on 4<sup>th</sup> October.

**Meeting closed at 22.05**