

**BOURNVILLE VILLAGE TRUST  
LIGHTMOOR VILLAGE ESTATE MANAGEMENT  
COMMITTEE**



**Minutes of the Lightmoor Village Estate  
Management Committee meeting held at  
the Oak Tree Centre, Lightmoor Village,  
on Wednesday 1<sup>st</sup> November 2017.**

**PRESENT:**

Alison McKittrick (Chair), Becci Youlden (Secretary), Caroline Fowler – Wright, Martin Barrett, Christine Bolingbroke, Sharon Tipping.

**IN ATTENDANCE:**

Peter Roach, Tony Kimber, Fleur Hemming, Darren Helwig Jill Holland – (minute taker).

**VISITING TRUSTEES:** Duncan Cadbury.

**OBSERVER:** Ann Atkins

**APOLOGIES:** John Haywood, Simon Walmsley, Christie Short.

**542 MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 10<sup>th</sup> July 2017, having been circulated, were approved and signed by the Chair.

**543 DECLARATION OF INTEREST**

None.

**544 MATTERS ARISING**

**Minute No.493/500/510/512/531 - Funding Opportunities for Squatters Cottage**

Work on the building is moving at pace and Officers continue to explore funding options, including a project with the Shropshire Wildlife Fund that will take place in the south of Shropshire. In addition, Officers will be applying to Veolia (part of Telford and Wrekin Council) for funding towards the internal works.

As part of the Village Voices consultation next week, Officers hope to obtain residents views on the project which will enable them to put forward stronger proposals next year.

**Minute No. 519(i)/522/531 AOB – Lightmoor Model Aircraft Club**

Martin Barrett will discuss this with John Haywood and Fleur Hemming over the winter. Martin Barrett suggested the possibility of creating a model craft session for residents within the Village as a new community

group. The Committee agreed for Officers to work with Martin Barrett outside the committee forum.

**Minute No.519(ii)/522/531 AOB – IRS**

Discussions on the IRS form part of the Village Voices consultation process. A consultation evening will take place next week, where residents will be able to provide their opinions, share their ideas and be part of the decision making process. This will help form the basis of the final decision.

**Minute No.519(iii)/522/531 AOB – Smartphone application**

Officers understand that Simon Walmsley has obtained the model and has already installed certain functions. The application will be used for residents to report problems or concerns and as a tool to obtain information. It will need to undergo testing prior to its launch and Officers will provide Simon Walmsley with their email addresses in order to conduct the tests.

**Minute No.524(i)/522/531 Temporary road markings along the junction of Furlong Green and Lightmoor Way**

The works have now been completed. Becci Youlden advised the Committee that the changes made were a testament to the residents and BVT lobbying the Council. The changes have made a vast improvement and Officers have received positive feedback. Christine Bolingbroke agreed that the changes were an improvement but stated that there is still some confusion regarding the 20 mph zone as you enter the Village, which then changes to a 30 mph.

**Minute No.542(i)/531 Speed Indicator Device (SID)**

Officers are currently waiting for the test results and Darren Helwig informed the Committee that he should have the results later that day. Becci Youlden advised the Committee that unfortunately the local PCSO had left her position and had not been replaced. As far as Officers are aware, there is no PCSO in the area. Roger Wilson informed the Committee that they were entitled to contact the Police & Crime Commissioner to highlight the fact that there is not a PCSO. Darren Helwig informed the Committee that there is one for Dawley and Malinslee, as they are needed more in those areas.

**Minute No.532 Travel Plan**

To be discussed under agenda item 5b.

**545 2018 Draft Budget**

Becci Youlden presented the report (**copy filed with the minutes**).

Becci Youlden confirmed that the Budget had been produced in consultation with the Resident Representatives and that the increase for 2018 is based on the 3.5% June IPR figure, which had previously been agreed by the Committee.

The Committee discussed the increase in the rates including the costs in the narrative. Becci Youlden confirmed that BVT were looking to subsidise some costs and that not all costs had been off set as of yet.

Martin Barrett queried the amount in the Wear & Tear Fund and asked how much it contained. Becci Youlden confirmed that it was included in the annual review that all residents received and was currently it was £232,909.

Martin Barrett informed the Committee that residents would question what the money was for. Becci Youlden explained the reasons for it such as the cost or replacement of items, welcome meetings, the annual review publication, etc. She also advised that she would welcome further suggestions.

Becci Youlden asked the Resident Representatives if they would thought it would be beneficial to use an alternative means of information. Roger Wilson informed the Committee that a spreadsheet sheet was devised years ago which was very comprehensive and illustrated the long term plan/budget/model. Becci Youlden confirmed that a review is undertaken every year and a thorough analysis has been conducted by Arcadi, which residents were informed about via various channels including a workshop.

The Committee acknowledged the Lightmoor Estates budgets and raised no questions.

Becci Youlden referred to the Shropshire Community and Involvement Budget and advised the Committee that it the expenditure remained the same as in 2017. There will be more community events in 2018 and Fleur Hemming will be getting the best out of what she can.

Becci Youlden moved to the OTC Budget and advised that there had been a slight increase in income. However, she reminded the Committee that the building is now 7 years old and did need repainting, new tables and chairs, etc., therefore, the deficit is higher than budgeted but has still reduced year on year.

Roger Wilson questioned if Officers were comfortable with the value of money provided by TWC. Becci Youlden confirmed that they were apart from the boiler as the fuel is so expensive. It is a bone of contention especially as TWC are not considering to replace it.

Fleur Hemming advised that all of the invoices have to be checked as there have been occasions where TWC have tried to charge BVT for works to the schools offices, playground, etc. In addition, where possible, Officers have tried to undertake as much of the works as possible, such as arranging for Legionnaires testing, replacing the taps, which were all undertaken more cheaply. As BVT are in a contract to lease the centre from TWC, they have no remit on how the services are delivered. The school has also voiced its disappointment and frustrations.

The Committee questioned how much of the budget was spent on heating and Becci Youlden confirmed it was in the region of £9,000.

Fleur Hemming informed the Committee that there was an issue with damp in the sports changing rooms which has meant a loss of custom. However, as part of the lease conditions TWC will pay the loss of earnings whilst they investigate the problem.

**The Committee AGREED to RECOMMEND to Trustees:**

- a) **An increase to the BASIC Lightmoor Village Stewardship Charge to £343.30**
- b) **An Increase to the ENHANCED Lightmoor Village Stewardship Charge to £410.83**
- c) **The Lightmoor Estates Budget**
  - a) **The Lightmoor Community Budget**
  - b) **The Oak Tree Centre Budget**

## **546 REVISED TERMS OF REFERENCE**

Becci Youlden presented the report (**copy filed with the minutes**).

Becci Youlden advised the Committee that the changes have been made to reflect the previous discussions with Peter Roach and the Resident Representatives.

Furthermore, the decision to merge the two Committees would no longer take place. Officers believe the biggest change involves opening up the Committee to more residents from the Village. The number of Resident Representatives would increase and be more inclusive and furthermore, the number of Resident Representatives would be increased to anything up to 8. This would ensure that there would always be a wide pool of residents to decide who shall attend the Committee meetings. The Committee agreed to amend section 2.7 and that the number of Resident Representatives be changed to anything up to 8.

Caroline Fowler-Wright referred to section 2.1.1 and informed the Committee that the quorum needs to be strengthened. Becci Youlden confirmed that there will be 2 Trustees and 2 Resident Representatives.

Caroline Fowler-Wright questioned the length of the terms of office and Roger Wilson confirmed that it was the general terms as for Trustees. Becci Youlden reminded the Committee that it was important to remain as flexible as possible and not limit the number of residents who wished to be part of the process.

The Committee agreed to remove 2.8 and 2.18 from the TOR

**The Committee APPROVED the revised Term of Reference.**

**547 Alteration Application - Appeal**

Darren Helwig presented the report (**copy filed with the minutes**).

Darren Helwig referred to an Estate inspection where he noticed the breach and later received a retrospective application. The grass at the front of the property has been removed for an additional car park space. Furthermore, Officers recommend the alteration be refused as it could create a precedent. Furthermore, the wrong materials have been used and the property already has parking provisions.

The Committee discussed the appeal and considered the importance of the Design Guide, the number of applications made to undertake similar work in that area of the Village and whether the parking provisions were adequate. It agreed that such an application would have a considerable impact on the Design Guide and that the guide itself looks to be pragmatic regarding the issue of parking.

Christine Bolingbroke agreed that the alteration did not fit in with the image of the Village and Becci Youlden confirmed that permission should have also be sought from the local council regarding the drop curb, which had not been obtained either.

The Committee were informed that the property already had two parking spaces and that the residents chose not to use their garage. Becci Youlden advised the Committee that if there was only one parking space then there may have been a different outcome.

Becci Youlden informed the Committee that the Design Guide is scheduled to be revised in 2018 and that residents would not only be consulted on this but any changes would be led by them.

The Committee agreed that any deviations from the Design Guide could set a precedent and ultimately affect the aesthetics of the Village. In addition, they acknowledged that new residents are provided with a welcome pack when they move into their property and are provided with copies of the Design Guide.

Christine Bolingbroke enquired if BVT would take court action should the residents refuse to comply with the decision, to which Becci Youlden confirmed an injunction on the property could be obtained.

**The Committee AGREED to:**

- **Reject the Appeal and refuse consent requiring the resident to remove the alteration.**

## 548 RESIDENT FEEDBACK PROGRESS REPORT

Becci Youlden presented this report (**copy filed with the minutes**)

Becci Youlden referred to the work on the roads, which she acknowledged, had been a long time coming but has made such a massive difference. Whilst Officers recognise that it is not perfect certain aspects of the Village are much more forward than 12 months ago. The Committee agreed.

Martin Barrett informed the Committee that whilst walking around the Village he had noticed poor work in some areas and certain parts of Stocking Park Road had yet to be completed.

Becci Youlden acknowledged that there was still work that needed to be completed and that more realistic timelines are needed. Unfortunately, a considerable amount of the work was pushed back by the Joint Venture. The Committee requested that residents be kept informed and communicated too. Becci Youlden confirmed that she would consult with Kevin Webb.

Tony Kimber stated that he believed the report to be very positive and a good reflection of the working relationship between Officers and residents. In addition, the report demonstrated that progress is being made.

Becci Youlden referred to the parking survey and informed the Committee that it had since been discussed at the Development Committee, who had agreed to 20 additional spaces on the Croppings phase 2 site.

**The Committee NOTED the report.**

## 549 TRAVEL PLAN

Becci Youlden presented the report (**copy filed with the minutes**).

As part of the section 106 agreement, BVT is responsible for promoting non-vehicle traffic, walking and cycling. This is something which Officers are really committed to including the opportunity to utilise the environment.

Becci Youlden referred to the draft document, which has been updated and will be further enhanced when Officers work with residents for their ideas and suggestions.

Tony Kimber suggested the Village could host a cinema evening and other such events which would reduce the need for residents to travel out of the Village. However, Fleur Hemming advised that such an event was expensive as it involved obtaining various entertainment licences.

Caroline Fowler-Wright referred to the cycle storage and Becci Youlden confirmed that was something which Officers would be wanting to explore.

Alison McKittrick enquired into whether Officers had statistics for those who walk or drive to the Village school. Fleur Hemming confirmed that most of the children are from the Village so it was reasonable to assume that they walked to and from school.

**The Committee NOTED the report.**

## **550 WINTER GRITTING**

Darren Helwig presented the report (**copy filed with the minutes**).

Darren Helwig provided a brief background to the report and informed the Committee that the HCA realised its error when residents contacted them to ascertain if they would be gritting the roads during the winter months. It transpires that the HCA had been providing this service in the past when it was not their responsibility. Darren Helwig confirmed that BVT provides grit bins and communal bins for residents to use.

Becci Youlden stated that the Committee needs to decide whether BVT should take responsibility for gritting and whether to charge for the service if it does.

Early indications suggest that some residents believed BVT should grit the Village. Roger Wilson reminded the Committee that different people in different parts of the Village will have varying opinions. Christine Bolingbroke suggested that residents be provided with all the information and options and for them to decide. Whilst Tony Kimber agreed that residents should be consulted, he conveyed that it would be difficult to predict whether there would be a mild or bad winter.

Becci Youlden informed the Committee that precautions would have to be made to ensure there was enough money to provide such a service. However, it was still important to ascertain whether residents would be willing to pay.

Alison McKittrick stated that such a service is not undertaken elsewhere and that it was important to manage the expectations of the residents. In addition, she questioned whether it would have an effect on the budget. Becci Youlden confirmed that it would have an impact on next year's budget.

Martin Barrett raised his concerns regarding the impact the grit would have on the environment, such as the SUDS and that the community needed to work together during the winter weather.

Becci Youlden informed the Committee of the TWC Snow Warden scheme and suggested this could be promoted within the Village. In addition, Becci Youlden reminded the Committee that whilst it was important to discuss the issue, the cost of any such proposal would have to be considered.

Becci Youlden proposed that the Village operate in conjunction with the Snow Warden this year and evaluate how effective the scheme is and then discuss future plans in July 2018. In addition, Fleur Hemming would contact TWC for more details and incorporate the information into the next Village newsletter.

**The Committee AGREED to investigate the feasibility of using the TWC scheme of the Snow Warden.**

## **551 STEWARDSHIP REPORT**

Fleur Hemming presented the report (**copy filed with the minutes**).

Fleur Hemming referred to the summer programme of events that took place over the holidays. Residents enjoyed the various activities, which were well attended.

Following on from the BVT Tidy Up, 14 members of staff from a local MacDonalds restaurant volunteered to clear the footpaths by Bath Spout. The area had become very overgrown and it is hoped that the group will return next year to undertake a similar activity.

Given the success of the Lightmoor Village Babies Project, the team have identified an alternative area to plant the trees. However, there will only be one tree planted each year to celebrate the birth of all the new babies within the Village.

The New Residents Welcome Meetings have been a great success and will continue next year. This has proved to be an excellent way for residents to ask questions and obtain information when they move into the Village.

The Village Voices consultation event will take place next week and Officers have already received some positive feedback and suggestions from residents.

Becci Youlden confirmed that BVL have a comprehensive programme of works for the winter maintenance and this will make a huge difference in 2018.

**The Committee NOTED the report.**



**552 KPI REPORT**

Becci Youlden presented the report (**copy filed with the minutes**).

Becci Youlden advised that Officers have been examining the management plans for those areas under BVT's ownership.

Next year the Service Standards will be incorporated into the KPI report and will illustrate what items can be measured. It is anticipated that this will produce a more comprehensive report.

Martin Barrett questioned the wild flower area in the park where the water is sliding down the bank. Becci Youlden replied that Officers were investigating the drainage.

**The Committee NOTED the report.**

**553 LIGHTMOOR ESTATE FINANCIAL REPORT**

Becci Youlden presented the report (**copy filed with the minutes**).

Peter Roach questioned the report which stated the Oak Tree Centre is running behind budget. Becci Youlden explained the situation and agreed to correct the terminology in the future.

**The Committee NOTED the report.**

**534 AOB**

The recent Village Voices publication was queried regarding the tree cutting in Round House Park and residents requested to know if it was factual. Becci Youlden will consult with John Haywood regarding the management plans and the breakdown of the areas.

Christine Bolingbroke informed the Committee that this would be her last meeting as she would be moving from the Village. Alison McKittrick thanked her on behalf of the Committee, for her hard work and contribution over the years.

**DATE OF THE NEXT MEETING:**

The next meeting will be held on:

To be confirmed.

.....  
Chair

.....  
Secretary

.....  
Date