

**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 20th June 2018.**

PRESENT:

Alison McKittrick, Caroline Cadbury, Martin Barrett, Roger Wilson

IN ATTENDANCE:

Peter Richmond, Anthony Kimber, Fleur Hemming, John Haywood,
Richard Hughes, Jackie Mansell – (minute taker).

VISITING TRUSTEE: Roger Cadbury.

APOLOGIES: Sharon Tipping

OBSERVER: Councillor Beryl Onions, (Dawley Hamlets PC)

WELCOME

Alison McKittrick welcomed everyone to the meeting, with an especially warm welcome to BVT's new Chief Executive Peter Richmond and Beryl Onions from the Dawley Hamlets Parish Council.

565 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 8th February 2018, were circulated, the Committee **APPROVED** the minutes.

566 DECLARATION OF INTEREST

None.

567 MATTERS ARISING

Minute No.493/500/510/512/531/544/557 - Funding Opportunities for Squatters Cottage

To be discussed under agenda item 5a.

Minute No.519(ii)/522/531/544 IRS

John Haywood stated that the decision from the consultation was to wait until SKY announces further details of their dishless service. Roger Cadbury enquired as to whether any SKY was being received at all, but John Haywood confirmed that Residents were able to receive SKY and SKY+ through the IRS, but it is SKY Q that is unavailable.

Minute No.561 Stewardship Report, Review of the Breach Procedure

To be discussed under agenda item 5b.

Fleur Hemming stated that there had been a drop in Resident Representatives and that a recruitment drive would take place in the summer.

Minute No.561 Stewardship Report, Design Guide Review

John Haywood stated that the Lightmoor Design Guide had previously been reviewed and this would be the second revision. Roger Cadbury felt concerned that the Design Guide does not mention artificial grass. Roger stated that in Bournville in Birmingham, artificial grass in the front lawn is not allowed, and hopes that if there are any applications for artificial grass in Lightmoor that this would be reviewed at Committee

Anthony Kimber suggested that once the Online Portal is introduced then this would be an opportunity to include this into the system.

568 RESIDENT FEEDBACK PROGRESS REPORT

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

Fleur Hemming informed the Committee that the adoption of the roads is progressing with the Joint Venture and Telford & Wrekin Council.

Fleur Hemming stated that Road Safety Week was taking place. BVT members of staff were out every day, in the morning and in the evening at school drop off and pick up times. The aim was to encourage the use of the raised table as the crossing point and this is going well. Fleur Hemming commented that BVT, the school and the Council would like a Zebra Crossing. However, John Haywood raised the point that the roads are not yet adopted, and that the cost of a crossing would be approximately £50,000 and the cost of a school crossing patrol would cost in the region of £3,000 per annum.

Alison McKittrick enquired about the installation of a Speed Indicator Device (SID). John Haywood stated that SIDs were installed periodically by the Council, but so far have had not feedback from the results.

Fleur Hemming stated that the IRS and Gritting was discussed at the last Committee.

Alison McKittrick requested that a Snow Warden Scheme is investigated before the winter.

The Committee **NOTED** the report.

569 STEWARDSHIP REPORT

Fleur Hemming presented the Community section of this report (**copy filed with the minutes**).

Fleur Hemming referred to the this year's summer event is Party in the Park which is taking place on Saturday 23rd June. Shropshire Wildlife Trust are bringing along their teepee tent and offering activities for residents to take part in. There will be a table football tournament and hula hooping competition, as well as bouncy castles, crafts, stalls and games.

Fleur Hemming stated that work is continuing on the Community Garden which is located on a piece of land between Round House Park and the Paddocks development site. The area will contain a fairy garden in grassland trees, picnic benches, raised planters for which are being supplied by Enterprise Hub in Horsehay.

Roger Cadbury enquired as to who will be responsible for the maintenance of the Community Garden. Fleur Hemming responded by stating that BVT will be responsible, but funding has been provided by the Green Exchange.

Fleur Hemming informed the Committee that the Stewardship Charge Summary for 2017/2018 (tabled) had been posted to residents yesterday and should be received today or tomorrow.

Fleur Hemming reported that a fire safety meeting for residents in Bournville House has taken place, and this was well received. It was accepted that items should not be left in hallways and the issue with Scooters not being stored in the correct place has been resolved.

John Haywood presented the Estate Management section of this report (**copy filed with the minutes**).

John Haywood informed the Committee that the partnership with the Shropshire Wildlife Trust (SWT) is proving to be a great success. John Haywood reiterated that a £200,000 grant from Veolia had been secured for a package of works across South Telford and Lightmoor Village. Of this £100,000 has been ring fenced for the restoration and refurbishment of Squatters Cottage.

John Haywood went on to say that in addition SWT will use some of their half of the funding for the habitat, maintenance of access improvements in and around Lightmoor.

Roger Cadbury enquired as to who is the Mastermind, to which John Haywood replied that BVT are leading on the project.

John Haywood informed the Committee that Squatters Cottage, has many potential uses, such as a commercial space for meetings, a local artist and a local Woodsman have already expressed an interest in using the space.

John Haywood also stated that Squatters Cottage will be managed by Bournville Village Trust and Resident Involvement.

Roger Wilson asked whether planning permission had been granted and who would be carrying out the building works.

John Haywood advised that the Trust has received full planning and listed building consent for the renovation and conversion works. Tenders for the works have been prepared by the consultant and will be sent out shortly.

Roger Wilson expressed concerns that there is no vehicular access, but John Haywood assured the Committee that during the works, there is 4x4 access.

Martin Barrett enquired what the timescale for the start of work is, John Haywood responded that the works would start as soon as possible.

Alison McKittrick commented that it is a very exciting project, and that holding some of the Committee Meetings there may be an option.

The Committee NOTED the report.

570 KPI REPORT

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

John Haywood stated that the new breach policy that is in place has encouraged Residents to make contact earlier, and that action is now taken in a timely manner. The new policy has made a positive difference and there is a trend of improvement.

Roger Wilson brought to the attention of the Committee that the table for the alterations did not add up. John Haywood acknowledged that there is an error and that he would amend the table and re-issue the table with this report (as below).

13/01/18 – 05/06/18	Total Received	% processed within timeframe	Total Approved	Total Refused	Total Ongoing
Landscaping	5	100%	3	0	2
Satellite dish	5	100%	3	2	0
Conservatory	0	100%	0	0	0
Small garden building	3	100%	1	2	0
Doors & Windows	1	100%	1	0	0
CCTV & Alarms	2	100%	2	0	0
TOTAL	16	100%	10	4	2

Total received during last 12 months	Total Approved	Total Refused	Total ongoing
32	26	4	2

Alison McKittrick commented that the KPI's for the Community Team Indicators were comparable to last years. Fleur Hemming agreed but stressed that there had been an increase in bookings at the Oak Tree Centre.

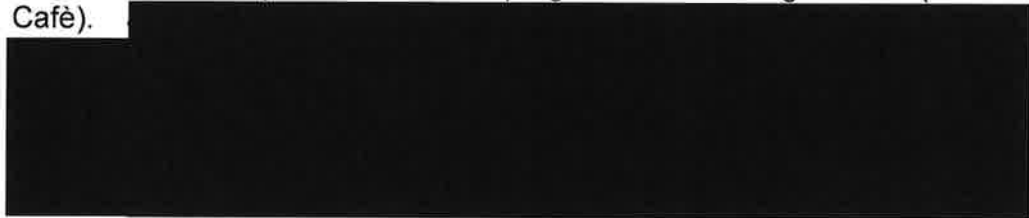
The Committee NOTED the report.

571 LIGHTMOOR ESTATE FINANCIAL REPORT

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

Alison McKittrick commented that the reports were looking good and in line with the budgets.

Roger Wilson enquired about the progress of re-letting Unit 2 (Home Café).



Alison McKittrick stated that Officers have all worked very hard in trying to make those units work and wished them Good Luck in finding suitable tenants.

The Committee NOTED the report.

572 AOB

Fleur Hemming brought to the attention of the Committee that the Agenda stated that the next meeting will be held at 11.15, the correct time is 11.30 am, on the 18th October.

Martin Barrett commented that Parish Council clients are chasing weed spraying. John Haywood responded by stating that the weeds on the footpaths are the Developer's responsibility. Martin Barrett enquired about the timetable for handing over to BVT.

Roger Cadbury commented that prior to the meeting he had inspected the Paddocks. Roger stated that he very much disliked the colour scheme, and enquired if BVT had approved the design. Alison McKittrick responded by stating that BVT is not involved in the design layout. John Haywood stated that the development had been well received by the Village as a whole and that no negative feedback had been received, and that residents were quite satisfied.

Councillor Beryl Onions (Dawley Hamlets Parish Council) informed the Committee that the bus route is going to be changed on the 21st July 2018. Arriva's intention is to remove the Number 9, which the Parish Council are

opposing. The number 19 will be extended to travel on from Lightmoor to Ironbridge and Shrewsbury. The timetable is not yet available.

John Haywood and Fleur Hemming thanked Cllr Beryl Onions for this very useful information.

Alison McKittrick thanked the Committee.

DATE OF THE NEXT MEETING:

The next meeting will be held on:

Wednesday 18th October 2018 at 11.30am

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Chair

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Secretary

.....
Date