

**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 Thursday 22nd November 2018.**

PRESENT:

Alison McKittrick (Chair), Fleur Hemming (Acting Secretary),
Caroline Cadbury, Roger Wilson, Martin Barrett, Sharon Tipping

IN ATTENDANCE:

Peter Richmond, Becci Youlden, John Haywood, Jackie Mansell – (minute
taker).

VISITING TRUSTEE: Adrian Allen.

APOLOGIES: None

OBSERVER: Councillor Beryl Onions, (Dawley Hamlets PC)

WELCOME

Alison McKittrick welcomed everyone to the meeting.

573 APOLOGIES

None

574 DECLARATION OF INTEREST

None

575 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 20th June 2018, were
circulated, the Committee **APPROVED** the minutes.

Alison McKittrick brought to the attention of the Committee that the dates
for Committee Meetings for 2019 circulated stated the start time as
11.15 am which should be 11.30 am.

576 MATTERS ARISING

**Minute No.493/500/510/512/531/544/557/569 - Funding Opportunities
for Squatters Cottage**

To be discussed under agenda item 6a.

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

Roger Wilson enquired as to the level of problems being experienced with
the IRS. John Haywood responded that the discussion was more about
the upgrade rather than the faults. Martin Barrett commented that there
were a constant stream of complaints on Social Media about signal

problems with the IRS. John Haywood stated that the level of repairs was adequate but not exceptional. Adrian Allen asked if the system was working satisfactorily, and the Committee agreed that it was.

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

To be discussed under agenda item 6a.

Minute No.561 Stewardship Report, Design Guide Review

To be reviewed in July.

577 2019 DRAFT BUDGET

John Haywood presented this report (**copy filed with the minutes**).

John Haywood's recommendation is to follow protocol and advised the Committee that the proposed increase for 2019 is based on the 3.4% June RPI. John Haywood brought to the attention of the Committee that in the report the total income for 2019 amounts to **£265,661** the correct amount is **£259,571**, and that the reported increase in income from 2018 of 19.7% should read 12.1%.

Martin Barrett voiced a concern that this is an area of dissent and questioned why there is a proposed increase when there is a £6,000 surplus on the account. He then went on to say that generally the Residents have not grasped the concept of the reasons behind the increase and the surplus and that clarification is needed.

John Haywood went on to explain that savings had been made but with further properties being built and occupied the cost would increase.

Alison McKittrick suggested that the communication to residents need to be improved. Peter Richmond agreed that the feeling of dissent was a combination between frustration and a lack of communication. Martin Barrett stated that this had always been the case and that Bournville should get in quick with positive communication rather than responding to negativity.

Becci Youlden stated that last year they looked at how best to communicate the information and put it into a language that people could understand. She went on to say that this would be reviewed again.

Fleur Hemming informed the Committee that they were looking to form a consultative group in Lightmoor and have renewed energy in the New Year. She went on to say that comments were too reliant upon Facebook. Martin Barrett agreed that Facebook doesn't represent everyone and that there is no longer a residents' group.

Pete Richmond suggested that a Customer Satisfaction survey should take place which would give a voice at every level and which would give BVT a sense of where we are and whether BVT is hitting the right thing in the right way.

Caroline Cadbury commented that she did not feel that perhaps using the RPI was the best measure for an increase. Becci Youlden responded by stating that this is the inflationary increase to the Financial Model.

The Committee **AGREED** to recommend the budget.

578 ALTERATION APPLICATION - FEES

John Haywood presented this report (**copy filed with the minutes**).

The Chair asked the Committee if there were any objections to the increase in charges. The Committee declined and agreed the fees.

The Committee **APPROVED** the revised fees.

579 REVISION TO DESIGN GUIDE - ARTIFICIAL GRASS

John Haywood presented this report (**copy filed with the minutes**).

John Haywood informed the Committee that this issue had been discussed at length at BVT in Birmingham, and the decision was that there was to be a complete ban on the use of artificial grass at the front of properties and that it was to be discouraged for use in the back gardens although it would be allowed if the quality and the installation was sufficient. To also be included in the Design Guide narrative.

A discussion took place and Adrian Allen commented that he felt that Artificial Grass should be allowed as it is easier to maintain than grass and mud, but John Haywood responded by stating that there are environmental reasons for keeping natural grass such as ecology and drainage.

Roger Wilson raised concerns that if Artificial Grass were to be allowed on front gardens, then it would be the thin end of the wedge, with Residents using the space to park cars. Roger Wilson also reminded the Committee of the Vision of Bournville when the Village was at its inception, and as the Village has progressed and properties have changed hands, the Vision has become diluted. Roger Wilson went on to suggest that Officers once again promote the Bournville Vision. Martin Barrett commented that he was in full agreement with Roger Wilson's comments and that Bournville should re-iterate the Vision and Bournville should be seen as overseers setting Lightmoor Village apart.

The Committee **APPROVED:**

- 1) Complete ban on front garden with discouragement of use on back garden for environmental reasons.
- 2) Approval to be required of the quality and installation in back gardens.
- 3) To include in the Design Guide narrative as to the reasons why the Estate discourages the use of artificial grass.

580 ALTERATION APPLICATION APPEALS

John Haywood presented this report (**copy filed with the minutes**).

23 Stocking Park Road

Martin Barrett declared that he would not be able to vote on this appeal as when the Resident undertook a survey, he signed in support of the Resident as he did not have a full understanding why the application had originally be denied.

John Haywood informed the Committee that two separate appeals had been submitted, although they were both for the same issue. Both appeals wished to pave over the front garden and use it as additional parking space. John Haywood explained that both of the original applications had been refused for the same reasons and that if allowed would significantly affect the character of the Village.

A lengthy debate ensued.

Sharon Tipping stated that she is in favour of allowing Residents to use their front gardens to park cars as the Village looks like a car park and the priority is to get cars off the road.

John Haywood responded that allowing this appeal would set a fundamental precedence and would ultimately open the flood gates for all areas of the Village. The loss of gardens would create environmental issues and drainage problems. Additionally John Haywood questioned which would be more important: removing cars from parking on the roads or sacrificing the character of the Village. He went on to say that Lightmoor must retain its garden village style which sets the Village apart from other developments.

Becci Youlden stressed that there are enough parking facilities within the Village, but that people preferred not to use them for convenience, which was not a good enough reason. Alison McKittrick agreed that the character of the Village cannot be lost for the sake of convenience. Alison also expressed concern that allowing front gardens to be used as additional parking would not solve the problem of cars being parked on the roads.

Adrian Allen raised a question that before the Council adopt the road the dropped kerb will have to be replaced and who would pay the bill? John Haywood responded that whilst the developers were laying the kerbs the Resident asked the contractors to install a dropped kerb. Therefore the responsibility would remain either with the Resident or the Developer. Adrian Allen went on to enquire if BVT can prevent Residents from parking on their grass, John Haywood responded by confirming that this action would place them in breach of covenant.

Caroline Cadbury suggested that it may be time to loosen the reins and let the Residents decide going forward.

John Haywood acknowledged that the Design Guide is due for review and that this issue may be put forward. However, it would require a much larger forum, to include asking Residents to identify what is special about the character of the Village.

Roger Wilson stressed that this should be carefully managed, and Martin Barrett suggested that in order to be inclusive, a door knocking exercise should be part of the survey.

Fleur Hemming commented that if this subject were to be included in the Design Guide then 23 Stocking Park Road and 17 Rays Meadow would be given the opportunity to re-apply.

The Committee AGREED to:

- **Reject the Appeal and refuse consent.**

17 Rays Meadow

As discussed for 23 Stocking Park Road.

The Committee AGREED to:

- **Reject the Appeal and refuse consent.**

581 RESIDENT FEEDBACK PROGRESS REPORT

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

Fleur Hemming brought to the attention of the Committee the road safety and crossing concerns outside the Primary School. She went on to say that the Gorge Parish Council (GPC) have some money in their budget to look into a School Crossing patrol. Martin Barrett acknowledged that the GPC were fully supportive of providing a service on a temporary measure for the next 2 years.

A discussion took place about how the Gorge Parish Council can be involved in working with the Stewardship Team.

The Committee **NOTED** the report.

582 SURPLUS ON ACCOUNT FOR 2017

John Haywood presented this report (**copy filed with the minutes**).

John Haywood highlighted the 3 options legally available to the Committee for dealing with the surplus.

Sharon Tipping suggested that the chatter on Facebook indicated that the Residents on the Village would benefit from a defibrillator. Roger Wilson responded by saying that it would only be beneficial to a person if they were in close proximity to the machine when an incident occurred and that also training would be required. Fleur Hemming stated that a defibrillator was already available in Bournville House. John Haywood also stated that there are legal limitations allowed for the use of the money.

Becci Youlden commented that another option would be to move the money into a Community Fund.

Pete Richmond proposed that a debate should be initiated to find out what people want.

Roger Wilson suggested that this year Bournville refund the surplus to Residents, and then improve communications by conducting a survey to find out if Residents would want a Community Fund.

Adrian Allen strongly felt that the money should be transferred into a Community Fund and then ask the Residents what they would like to do with it.

Caroline Cadbury stated that Bournville has a moral duty to top up the Wear & Tear Fund with the surplus, and that in future the Account should not have a surplus at Year End. Becci Youlden responded by explaining that the surplus was a result of building programme changes and efficiency savings.

Martin Barrett commented that some Residents don't really understand the charge, so by giving them a refund it would be received as a gesture. He then went on to suggest selling the Bournville Vision again in order for people to have a better understanding.

The Committee AGREED to:

- **Refund the surplus back to the residents.**

583 WINTER GRITTING

John Haywood presented this report (**copy filed with the minutes**).

John Haywood highlighted to the Committee that Homes England (formerly HCA) have continued to provide a gritting and ploughing service. He went on to state that new Phases 3/4 of the Village will not be included in this service. John Haywood then went on to state that it is proposed to provide advice about the use of grit and that the refilling of grit bins and clearing of snow will only take place during working hours.

Becci Youlden re-iterated that the policy needs to be clear about what the grit is intended for and how it should be used.

The Committee **AGREED** the report.

584 STEWARDSHIP REPORT

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

Fleur Hemming highlighted the events that had taken place during the year and they had been a huge success.

Fleur Hemming brought to the attention of the Committee that the Christmas Event at Lightmoor Village will be taking place on the 7th December.

Alison McKittrick wished to bring to the attention of the Committee that work on Squatters Cottage had commenced.

Martin Barrett wished to acknowledge and compliment Fleur Hemming on the tremendous community work that had been implemented. Sharon Tipping seconded his comments and expressed the general consensus that Residents wanted to attend the events.

The Committee **NOTED** the report.

585 KPI REPORT

John Haywood presented this report (**copy filed with the minutes**).

The Chair asked the Committee if there were any questions.

Becci Youlden commented that there would be a review of the KPI next year following Management Plans.

John Haywood brought to the attention of the Committee that the level of arrears was exceptionally low for a Village of the size of Lightmoor.

Alison McKittrick enquired if many visitors were utilising the Oak Tree Centre. Fleur Hemming responded by stating that the diary bookings are filling up, but the occupancy could only be gauged on the amount of bookings and not the footfall as this would be difficult to monitor.

Roger Wilson enquired about the costs paid to T&WC for the upkeep of the OTC. Fleur Hemming responded that the costs were quite high but included in the cost is that of the Woodburner and all of the other utilities. Roger Wilson expressed concerns that the Woodburner is expensive to maintain and should be replaced with something more economical. Becci Youlden responded that Bournville have no influence over the Service Providers.

The Committee **NOTED** the report.

586 LIGHTMOOR ESTATES FINANCIAL REPORT

John Haywood presented this report (**copy filed with the minutes**).

A discussion took place regarding how the income from Squatters Cottage was represented. The income should match expenditure, and work with the Finance team should take place to make this clearer.

John Haywood commented that Bournville do not hold money from Veolia, but rather issue an invoice.

The Committee **NOTED** the report.

587 LIGHTMOOR VILLAGE OPERATIONAL RISK ASSURANCE REPORT

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

Fleur Hemming stated that a risk assessment report has been presented to each meeting which was compiled by the Exec Team. Alison McKittrick asked the Committee if there were any questions regarding this report. There were none.

The Committee **NOTED** the report.

588 AOB

The Chair asked the Committee if there was Any Other Business. There was none.

The Chair then asked Beryl Onions, if, as an observer, there were any comments she wished to make.

Beryl Onions responded that Communication is key and that Residents should be made to feel that they are important, and that those Residents who do not wish to attend meetings should be kept up to date with current issues.

Alison McKittrick welcomed Becci Youlden back from her maternity leave and wished everyone a good Christmas.

DATE OF THE NEXT MEETING:

The next meeting will be held on:

Thursday 7th March 2019 at 11.30am

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Chair

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Secretary

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Date