

**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 7th March 2019.**

PRESENT:

Alison McKittrick (Chair), Becci Youlden (Secretary), Caroline Cadbury, Roger Wilson, Martin Barrett, Sharon Tipping

IN ATTENDANCE:

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

VISITING TRUSTEE: No Attendance

APOLOGIES: None

OBSERVER: Councillor Beryl Onions, (Dawley Hamlets PC)

WELCOME

Alison McKittrick welcomed everyone to the meeting.

589 APOLOGIES

None

590 DECLARATION OF INTEREST

None

591 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 22nd November 2018, were circulated.

Caroline Cadbury brought to the attention of the Committee that her comments made in Minute item number 582, paragraph 8 had not been accurately minuted. Caroline went on to say that the Account should not have a surplus at Year End, but should be used for the benefit of the Community.

The Committee agreed that once the amendment had been made the Committee would **APPROVE** the minutes.

592 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

Becci Youlden addressed the Committee and stated that at a previous meeting it was agreed to wait until SKY had announced their dishless service, but so far nothing had been publicised.

A lengthy discussion took place. It was stated that more issues were arising but mostly seem to affect individual households rather than large clusters. Furthermore the main area to be affected is Stocking Park Road. John Haywood reminded the Committee of the age of the IRS Mast and that some of its components would be coming to the end of their life. John also stated that the more households report a problem the quicker the supplier, Chapmans will respond. Although BVT have an out of hours service, some residents are not directly reporting a problem but choosing to post complaints on Social Media sites.

Martin Barrett suggested a leaflet drop may be helpful, explaining the fault reporting procedure. Fleur Hemming assured the Committee that a feature would be included in the next newsletter, to include troubleshooting and contact details.

Anthony Kimber suggested sending a letter from our CEO to that of SKY to request a date for the roll out of the dishless service. Becci Youlden to draft a letter.

Alison McKittrick asked John Haywood to bring a paper back to the next Committee meeting.

Minute No.561/567 Stewardship Report, Design Guide Review

Pete Richmond addressed the Committee to announce that the Local Authority is going to invest half million pounds over the next two years in Lightmoor and Lawley to address some of the outstanding issues and concerns. Part of the funding will provide additional personnel in the planning department to act as a point of contact. BVT have committed to freeze the charge for the next 2 years and look at efficiency gains. Pete stressed that this is a really positive opportunity for all partners involved.

Becci Youlden stated that Lightmoor is missing an active Residents Association, but there is scope for a group of residents to come together to look at priorities in Lightmoor, and the overall Stewardship service

593 ALTERATION APPLICATION APPEALS

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

55 Stocking Park Road

John Haywood informed the Committee that officers had refused consent for the retrospective application on the basis that the open car port is a key design feature so no door should be in situ. Even if a door was approved, the choice of door is not in keeping with other garage doors in the locality.

John Haywood asked the Committee to consider if a door on the open car port is acceptable.

Alison McKittrick stressed that the Design Guide is clear regarding additions to the property visible from the exterior, therefore if consent were to be granted the Design Guide would not then be a valid document. Martin Barrett agreed.

Caroline Cadbury stated that the Applicants had bought the property knowing the restrictive covenants.

Roger Wilson expressed concerns that as the Design Guide will be under review, it would be unfortunate to ask the Applicants to remove the door and then potentially change the Design Guide to allow it.

Anthony Kimber partially agreed with Roger Wilson and questioned whether the decision may be deferred.

Alison McKittrick stated that there was no timetable in place for the review of the Design Guide and that a decision should be made based on the current version.

Caroline Cadbury agreed and stated that the Committee should stick with the Design Guide. Caroline went on to remind the Committee that this application is retrospective and that the Applicants could have asked for advice prior to installing the door.

Alison McKittrick agreed with Caroline Cadbury's comments.

The Committee AGREED to:

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

10 Gorsey Meadow

John Haywood informed the Committee that although this is not an alteration application appeal, it is a clear breach of covenant by parking a large motorhome on the property. John wished to test whether or not the Committee agreed with the Officer's enforcement of this covenant.

Martin Barrett stated that he felt that the Motorhome should not be allowed to remain. He went on to say that Large Vans were not permitted and a Motorhome is of a similar size.

John Haywood agreed and stated that if this Motorhome was allowed to remain then this would set a precedent for all vehicles of that size. However, there would be nothing to stop them parking it on the road. Caroline Cadbury expressed a concern about parking on the road, but also acknowledged we have no jurisdiction over that.

Martin Barrett stated that their argument is that the Motorhome is not visible, but John Haywood responded by stating that it would become visible when the next phase of building takes place.

Caroline Cadbury enquired as to whether there are any facilities for storing such vehicles, and John Haywood responded by stating that there are options in the locality. Martin Barrett also commented that his neighbour has a vehicle which is in separate storage away from the Village.

Becci Youlden enquired as to whether option 12 in the appeal letter is viable, but John Haywood responded by stating that this would lead to an Alteration Application which would not be given consent.

The Committee unanimously concluded that granting consent to keep the Motorhome on the property would set a precedent for storing large vehicles of any nature.

The Committee AGREED to:

Uphold the enforcement of the Covenant.

594 REVIEW OF THE TERMS OF REFERENCE

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

Becci Youlden informed the Committee that a review of the Terms of Reference (TOR) takes place every 12 months and that the Committee meetings has changed from three to four times a year.

Alison McKittrick voiced a concern that the TOR is not consistent and on that basis she would not be happy to endorse it.

Caroline Cadbury agreed with Alison McKittrick's comments and concerns. Caroline went on to say that the process should be smooth and easy to include and engage with residents as a Committee. The casting of votes should be addressed and expressed concern regarding the removal of a member of the Committee absent for three consecutive meetings.

Roger Wilson entirely endorsed these comments and that there should be an equal balance within the committee of Trustees and residents.

Pete Richmond informed the Committee that it is the intention to reshape the service provided and look at how decision making could be devolved to the local community.

Caroline Cadbury enquired if the Lightmoor Village Community Group is still active. Martin Barrett responded by stating that it is no longer active. Becci Youlden suggested that it should be re-energised and given a focus.

The Committee agreed to **DEFER** the Terms of Reference subject to a review.

595 ALTERATION BREACH PROPOSED POLICY CHANGES

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

Becci Youlden highlighted the background to the proposed policy changes.

Becci Youlden explained that the proposal is to increase the charge for a retrospective application from £60 to £90 in order to deter people from carrying out alterations without informing BVT. It is also proposed that an application amnesty is in place for 3 months in order to give residents the opportunity to submit a retrospective application without having to pay the charge.

Caroline Cadbury asked if the proposals have been discussed on the ground with Lightmoor Residents. Becci Youlden responded by stating that there is nowhere to take it other than to this Committee.

Sharon Tipping expressed her view that this was a great idea to deter people before making any alterations; she enquired as to how many retrospective applications there may be. John Haywood responded by stating that it may not be a massive amount but are seeing more of them come through.

Martin Barrett enquired about what happens with local planning, and if they would charge more than £90. He also asked if £90 covers the cost of dealing with a retrospective application. John Haywood responded by stating that the Local Authority would request the full fee and a financial penalty.

Anthony Kimber responded by stating that although this is difficult to estimate, on average £90 would not cover the real costs.

Roger Wilson voiced a concern that residents need to understand the process and the decision made today should be publicised. Residents need to realise that if they go ahead and make changes that are then refused, this will result in a financial loss.

Caroline Cadbury questioned the timing in processing the application; asking if 28 days is practicable when consultation with the neighbouring properties is required.

NO DECISION WAS TAKEN

596 RESIDENT FEEDBACK PROGRESS REPORT

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

Becci Youlden asked the Committee for any comments.

Alison McKittrick referred back to the brief Pete Richmond gave at the beginning of the meeting regarding progressing adoptions and improving services.

Roger Wilson enquired if any of the roads have been adopted so far. John Haywood responded by stating that no roads have been adopted as they are still being used for construction traffic, and that a road cannot be adopted unless the adjoining road is adopted. John went on to say that this is where phasing is really important and then explained how the phasing of Lightmoor was implemented.

Roger Wilson went on to ask even if the roads were not adopted, could the pavement and lighting be adopted? John Haywood confirmed that again these would not be adopted due to finishing issues.

Fleur Hemming informed the Committee that a School Crossing Patrol had been agreed. Fleur then went on to say that the Gorge Parish Council have agreed to fund the programme for the next 2 years which Committee agreed was fantastic. The job description is with the Local Authority and the post will be advertised in the next Newsletter. Fleur wished to express thanks to the Gorge Parish Council.

597 STEWARDSHIP REPORT

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

Alison McKittrick opened this discussion by complimenting Fleur Hemming on the report with a fantastic range of community activities, events and involvement.

Fleur Hemming highlighted the Intergenerational Working within Lightmoor Village. She went on to state that residents are really getting involved and that it is progressing well.

Roger Wilson was very impressed with the title of the project and is a strong advocate of intergenerational partnerships. He also commented that Bournville House and Lightmoor Primary school are geographically perfect for this.

Caroline Cadbury enquired about A level students who would benefit from work experience and if BVT accommodated students as this is also very important. Both Becci Youlden and Fleur Hemming informed the Committee that all of the teams in Telford have an intake of work experience students at least twice a year.

John Haywood informed the Committee that the restoration work is well under way at Squatters Cottage. The roof is weather tight and the remainder of the work is scheduled to be finished by the end of the March.

John Haywood also informed the Committee that the refurbishment of the Bistro is gathering pace and they anticipate being open by Mother's Day at the end of March. He went on to say that the operators already have a successful café in Ironbridge, and will be looking to employ locally.

Roger Wilson enquired as to whether there is an alcohol licence, John Haywood confirmed that the licence is the same as previously approved and it would be the same covenant contained within the Lease.

Anthony Kimber requested that the Grand Opening Day is advertised in the Newsletter, Fleur Hemming confirmed that this was already in place.

John Haywood informed the Committee that a meeting had taken place with Small Woods Association. This association has received a grant from T&WC as part of the Telford 50 celebration and are looking to run community projects including woodland craft groups and potentially planting new woodlands on Trust land.

Roger Wilson proposed that for the next Trustees meeting here in September we arrange a walkabout to remind existing Trustees and introduce new Trustees to the importance of Lightmoor.

The Committee **NOTED** the report.

598 KPI REPORT

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

Becci Youlden addressed the Committee and asked for any comments. Becci went on to say that Services and the method of measuring Services was under review and this information would be filtered through to the next Committee.

Alison McKittrick commented on the small number of residents engaged digitally. Fleur Hemming responded by stating that most people already had smartphones but that the Community team were taking Tablets into Bournville House.

Alison McKittrick questioned the Item D, paragraph 4 in the report, where it was stated that only "one" property was in arrears yet the table showed two. John Haywood apologised to the Committee and stated that this particular paragraph should have been deleted.

The Committee **NOTED** the report.

599 LIGHTMOOR ESTATES FINANCIAL REPORT

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

Becci Youlden apologised to the Committee that the accounts that had been circulated were not the most up to date. Becci Youlden tabled the most current financial reports.

Becci Youlden highlighted that the Estates account had a potential surplus of £20,288, and this was due primarily to a higher than anticipated income, lower staffing costs (due to maternity leave) and a lower than anticipated spend on maintenance of the open spaces.

Following direction from the Committee, the surplus has been used to reduce the subsidy paid by BVT to support the Oak Tree Centre and the staffing costs in the estates.

Roger Wilson raised his concerns about the escalating costs of the OTC Service Charge. Becci Youlden explained that the expenses had gone up over 2 years in part due to heating. Roger Wilson considered this to be outrageous, given that BVT gave them the building in the first place. Roger questioned the possibility of replacing the boiler as this BIO mass is very expensive. Becci Youlden informed the Committee that BVT's Procurement Manager was working with the team to look at ways for reducing the costs.

Caroline Cadbury queried why there are so many different reserves. Caroline also requested that the reports are presented in a clearer way. Both Alison McKittrick and Roger Wilson agreed, and Becci Youlden stated that she would be more than happy to revamp the reports.

The Committee **NOTED** the report.

600 ANY OTHER BUSINESS

Alison McKittrick welcomed Cllr Beryl Onions to the Committee and asked if she had any comments that she wished to make.

Cllr Onions responded by advising the Committee that she is a member of the Bus User Group, and there were currently no changes planned to the service. Cllr Onions went on to say that it is a really good service which goes to Ironbridge and Shrewsbury and that it is well used. She hoped that it would receive continued support to ensure its success.

Cllr Onions referred to item 4b, the review of the Terms of Reference and suggested the involvement of the school and local businesses to allow everyone involved on the estate to have their input.

Cllr Onions thanked the Chair for welcoming her into the meeting.

Martin Barrett advised the Committee that he would not be standing for re-election for Parish Council in the next round of elections.

John Haywood acknowledged that Martin Barrett had fought hard for Lightmoor as it is a large part of the population and hoped this would encourage others to stand.

Roger Wilson wished to announce that this would be his last meeting sitting on this Committee as a Trustee member. Roger Wilson is taking over as Chair of the Board of Trustees for the whole of BVT, and that Duncan Cadbury will now be a permanent Trustee on this Committee. Roger wished to express how terribly important Telford is to him and that although he would not be able to attend every meeting he would come as often as he is able to.

Alison McKittrick thanked the Committee for their time.

DATE OF THE NEXT MEETING:

The next meeting will be held on:

Thursday 23rd May 2019 at 11.30am

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Chair

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Secretary

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Date