



Langford Village Community Association - Minutes

19th February 2018

Attendees: Rich Ponsford, Matt Phillips, Andrew Smith, Richard Kingshott, John Broad, Jean Coker, Carole Hetherington, Bob Rudge

1. Approval and Actions Arising from January Minutes

The minutes from January were agreed, and signed by Rich.

Richard asked whether the 8pm limit on weekends might be relaxed for a regular booking. Jeff Lothamer has expressed an interest in a regular Sunday slot, although it is currently unclear what time. Richard was asked to advise Jeff to follow the normal booking process. If this resulted in a request to finish later than 8pm, the committee would consider it.

John noted that, following his FixMyStreet report, work had been carried out to the drainage at the London Road/Mallards Way roundabout. John asked Jean to check during the next heavy storm and advise if the ponding has been resolved. John also noted that the Gavray Drive burst pipe appears to have been repaired and surfacing reinstated.

2. Treasurer's Update

Bank Balances at end of January 2018:

| Account | Langford Life | Hall | Hall Improvement | Reserve | Total |
|------------|---------------|----------|------------------|----------|-----------|
| January 18 | 1,530.85 | 9,250.14 | 500.12 | 9,896.45 | 21,177.56 |

At the end of January the cheque for the tables hadn't been cleared and also Slimming World had not paid their invoice (again), so a truer overall balance would have been roughly £19,600.

Classes on Thursday 3rd May have been cancelled as the hall is being used for the Local Elections. Two new classes are about to start: a Yoga session to fill the empty Thursday evening slot (this will start in earnest after Easter but there will be a couple of taster sessions before that); and another musical toddler group on a Monday lunchtime, due to start in March. Overall, in term time, this will bring the weekly regular usage to 44.5 hours.

A cheque from a lady wanting to use the hall on Sunday 4th March bounced. Jayne has contacted her and has received an apology. Jayne is chasing a replacement cheque or cash payment. **Post meeting note: Jayne has now received cash for the booking.**

There was an unfortunate double booking made by Jayne for earlier in February. Fortunately, the lady making the 2nd booking was very understanding and pleasant about it. Her payment hadn't been banked and Jayne has returned the cheque. She was offered another booking for free on a different day but she declined.

Carole raised concern that Jayne's roles and working hours are not well defined. Rich and Jean agreed to meet with Jayne to draw up clearer role descriptions. Jean also reiterated that the booking forms need to be refreshed and recommended that Jayne's rates should be reviewed once her working hours are better defined.

SSE Electric attempted to increase the direct debit, despite the account currently being in credit. Jean called them and insisted the amount remain as before.

British Gas have written to reduce the direct debit from £95 to £21 per month. This will not be enough to cover the cost of gas until the contract expires in August. Jean will contact them to arrange a more appropriate amount. **Post meeting Note: Jean has now agreed with British Gas a new figure of £55 per month.**

Castle Water wrote to say that due to a clerical error the direct debit for January hadn't gone through but that they would be taking an extra payment on 15th February to rectify the mistake. Neither entry



has appeared on the account so the problems with the account appear to be no nearer to resolution. Jean has checked that it is possible to change water suppliers if you are classified as a business, the same as gas & electric. However a meter reading will be required to achieve this.

Jean also wrote to Thames Water, as suggested by Castle Water to enquire where the meter is – they wrote back to say it's 'on the path' and referred her back to Castle Water. Rich agreed to talk to Andy Ng again to investigate if the hall meter may actually be on the path adjacent to Peregrine Way or in the yard to the rear of the shops.

3. Hall Improvements

- a) Funding: Bicester Parkrun presented LVCA with a cheque for £500 on Saturday 17th February. Carole has applied to Bicester Village for a £4000 grant. The Tesco Bags of Help voting period ends on 28th February – Matt and Rich to put reminders on social media.
- b) Stuart Parkhurst List: Carole and Bob tabled a marked up copy of the original list that had been generated following Stuart's visit. It demonstrated that all of LVCA's actions are complete (except for the floor which is pending fundraising) and none of the CDC actions are complete. Rich to contact Stuart Parkhurst and John Slack about the continued lack of action regarding the footpath.
- c) External Lights: Rich reported that Andy Ng has promised the car park lights will be replaced very soon. It was agreed to review the hall external light requirements following this. On a previous visit, LKT Electrical Services recommended replacing the existing lights with new PIR fittings.
- d) Fire exit: Matt asked the committee to consider converting the rear door to a fire exit. While this is not entirely necessary to meet standards for escape routes, it could reduce the possibility of confusion in an emergency. In addition to a push-bar on the door, this approach would require a push-bar/push-pad on the garden gate. Given the age and construction of the gate and adjacent fence, this may require full replacement. As this is a non-essential change, and given the recent expenditure on other parts of the hall, it was agreed not to convert this to a fire exit, but it was proposed that the current door would benefit from clearer signage and a low-cost improvement to the garden gate would be to provide a Yale lock – Matt to investigate.

4. Highways and Development

- a) Bicester Vision meeting: Carole, Richard, John and Andrew reported that the meeting's primary focus was a celebration of 10 years since Bicester Vision was formed, so there were limited opportunities for challenge and discussion. Nevertheless, 3 of the 4 questions discussed during the meeting were raised by the LVCA, so it seems an impact was made. In response to a question about the possibility of a Local Unitary Authority, Bicester Vision felt the current arrangement is sufficient. Adrian Colwell, Strategic Planning & the Economy, Cherwell District Council, came across positively – he said securing funding for a London Road Level Crossing solution was his next priority, and it was time all parties stopped blaming each other about the issue. Richard recommended to the committee that the LVCA should align with Bicester Vision to help lobby government about London Road. Rich cautioned against targeting full membership of the group due to the large joining fee, but it was felt worthwhile exploring the possibility of a partnership or associate membership. Richard to write a letter to Bicester Vision proposing this, to be signed by the chairman.
- b) Bicester Business Park planning application: The planning application claims the development will generate 3000-4000 new jobs. Carole and Richard have responded to the planning application: Concern raised about additional traffic flow, following the developer's claim there would be negligible impact; Concern raised about reduced air quality; Highlighted that there was no mention of controlling mud from the construction site; Highlighted there is



no mention of flexible/home working in the travel plan; Commented that the cycle and footpaths relied upon in the application are currently either in poor condition or non-existent.

- c) db Symmetry planning application (18/00091/F) for a further 14,200 sq m B8 logistics & 929 sq m class B1 offices: Richard and Carole had not received the application. Rich to check whether the chairman@langfordlife.org.uk email is still receiving planning notifications. John identified that the furniture business that has moved in to one of the units has requested a showroom, but this does not align with the conditions of their planning approval. John has also reminded Cherwell District Council Planning (Adrian Colwell) that it was a condition of their planning approval for solar panels to be installed on the roofs, because none have appeared. (NB: Cllr Dan Sames has also queried this issue with CDC Planning)
- d) Road signing scheme for Langford Village: Richard has been working with FLTR and a sign designer to develop a scheme for road signage to the Langford Village Local Centre. It was agreed this is worthwhile and valuable to local businesses.

5. Langford Spring Clean

Rich proposed a Langford Spring Clean on Saturday 24th March. Rich aims to borrow litter-picking equipment from Dan and ask FLTR to provide refreshments at a reduced cost for afterwards. A time of 10:00-11:00 was proposed, as there may be an opportunity to enlist help from Bicester Parkrun, which finishes around 10:00. Once the date is confirmed, social media to be used to encourage participation.

6. AOB

- Mud on road from local developers, including Graven Hill. Carole to send a letter of complaint to Karen Curtin. The problem Bicester-wide was raised by the Bicester Advertiser in a front-page article in the 25th Jan edition, prompted by John & Cllr Les Sibley.
- The Nightingale's pub quiz on 12th April is raising money for the LVCA. The committee agreed to put together a team.
- Carole proposed the following pricing for selling the old tables and small chairs:
 - Full Size Tables: £10
 - Half Size Tables: £7.50
 - Small Tables: £5
 - Small Chairs: £1

Date of next Meeting – Monday 19th March 2018 – 8:15pm



| Initiative | Lead | Supports | Status |
|---|---------------------|----------------------------|---|
| Hall Improvements | | | |
| Cycle racks | Rich Ponsford | John Broad | John to discuss with John Slack the possibility of CDC providing the cycle racks |
| Refresh safety and fire risk assessment | Matt Phillips | | Advice received from fire safety inspector. Initial draft of risk assessment reviewed with committee. Documents to be amended |
| Replacement flooring | Carole Hetherington | | Fundraising ongoing |
| Replacement tables | Carole Hetherington | | Fundraising ongoing |
| LVCA outside communications | | | |
| Langford Life magazine | Rich Ponsford | | New format agreed. Work to commence in January 2018 |
| Enhanced Langford Life website | Andrew Smith | Bob Rudge Rich Ponsford | Content to be refreshed. Booking information to be made more prominent |
| LVCA Branding | Rich Ponsford | Matt Phillips | Updating hall notices. Template for headed letters |
| Langford and Surrounding Environment | | | |
| Litter picking | Rich Ponsford | | Annual event |
| Cleaning/repairing street name signs | Rich Ponsford | | Encourage community involvement? Check with town council whether they'd have any objection |
| Promoting Community | | | |
| Welcome packs for new residents | Rich Ponsford | | |