

BATHURST PARK AND RECREATION TRUST

PARK TRUST MEETING – 30 January 2017 - 39

THE MINUTES OF THE MEETING OF THE BATHURST PARK AND RECREATION TRUST held in the Council Chamber at Claremont House on 30 January 2017 at 7.00 pm.

Present: Trustees H Ives (Chairman), B Berryman, C Harris, B Pearman, A Preest and D Pugh

In Attendance: Sgt Sara Sleeman
PCC Martin Surl
Mrs J Smailes – Trust Secretary
Miss K Hammond – Trust Admin Assistant

Housekeeping – Trustee Ives informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

Item 5.1 was discussed prior to item 1 however the minutes reflect the order as shown on the Agenda

1. **APOLOGIES**
Apologies for absence were received and noted from Trustee Biddle, Christodoulides Leach, Legg and Street.
2. **DECLARATIONS OF INTEREST**
None.
3. **APPROVAL OF MINUTES**
The minutes of the Bathurst Park and Recreation Trust meeting held on 28 November 2016 were confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Pearman. Vote carried.**

Delegated Powers; It was noted that since the last meeting it had been necessary to carry out the following action:

- Intruder Alarm for Pavilion – expenditure for replacement items due to intermittent fault and burnt out power unit and battery for alarm system at a cost of £155.00 plus VAT. Noted.

4. **FINANCE AND SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

DECEMBER 16 & JANUARY 2017

Opening Bank Balances as 1st April 2016

LLOYDS BANK - Current		16,966.46
LLOYDS BANK – General Reserve	50,638.61	
LLOYDS BANK – Trampoline Reserve	2,000.00	
LLOYDS BANK – Events	00.00	52,638.61
	Bank Balance	<u>69,605.07</u>

TRANSACTIONS

RECEIPTS

Receipts APRIL	22,631.88
Receipts MAY	79.02
Receipts JUNE	30,549.22
Receipts JULY	893.93
Receipts AUGUST	878.60
Receipts SEPTEMBER	2,216.42
Receipts OCTOBER	470.81

Ref: Mins - Park Trust Mtg 30.1.17

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Receipts NOVEMBER	9,506.40
Receipts DECEMBER	671.95

Receipts JANUARY
Receipts FEBRUARY
Receipts MARCH

		Total Receipts YTD	67,898.23
PAYMENTS			
Payments APRIL		5,582.95	
Payments MAY		2,142.45	
Payments JUNE		5,428.78	
Payments JULY		4,461.09	
Payments AUGUST		4,437.10	
Payments SEPTEMBER		13,432.74	
Payments OCTOBER		7,533.53	
Payments NOVEMBER		3,409.34	
Payments DECEMBER		3,201.43	
Payments JANUARY		2,880.34	
Payments FEBRUARY			
Payments MARCH			
Payments PRIOR TO YEAR END			
		Total Payments YTD	52,510.25
			84,993.05

Reconciled Bank Statements as at end		DECEMBER 2016	
LLOYDS BANK - Current			29,309.10
LLOYDS BANK – General Reserve		50,855.93	
– Earmarked Reserve: Trampoline		2,000.00	
– Earmarked Reserve: Play Eq Wet Pour		2,828.02	
– Earmarked Reserve: Events		00.00	
			55,683.95
Bank Balances as at:	31-Dec-16		84,993.05

DECEMBER PAYMENTS

Payments made by Direct Debit:

Scottish Power: 73349704013: Elec-Wksp	10.11.16	47.00	Monthly	DD	Workshop: Electricity
Scottish Power: 73349749017: Elec-Pav	10.10.16	340.00	Monthly	DD	Pavilion: Electricity
Forest Equipment Services Ltd	28.11.16	1,420.86	Monthly	SO	Litter picking

Direct Debits: Sub total 1,807.86

Forest of Dean District Council	29.11.16	97.50	Ad hoc	1302	Legal Fees
Steppin Out Entertainments	05.12.16	640.00	Ad hoc	1303	Events
Corporate Expenditure	06.12.16	85.85	Monthly	1304	Pavilion Cleaning
HMRC	06.12.16	21.40	Monthly	1305	Pavilion Cleaning

Interim Payments: Sub total 844.75

Payments for approval in Lieu of meeting

Light Fantastic DIY Ltd		15.65		1306	Play Eq Maintenance
Lydney Settled Estate		267.00		1307	Play Eq Maintenance
Travis Perkins Trading Co Ltd		18.41		1308	General Repairs
LTC Recharge		247.76		1309	Fuel/Postage
Payments in Lieu of meeting: Sub total		548.82			

TOTAL PAYMENTS DECEMBER 3,201.43

JANUARY PAYMENTS

Payments made by Direct Debit:

Scottish Power: 73349704013: Elec-Wksp	12.12.16	47.00	Monthly	DD	Workshop: Electricity
Scottish Power: 73349749017: Elec - Pav	12.12.16	340.00	Monthly	DD	Pavilion: Electricity
Scottish Power: 602478939: Gas-Wksp	16.12.16	3.31	Monthly	DD	Pavilion: Gas
Scottish Power: 602478938 Gas-Pav	19.12.16	17.38	Monthly	DD	Workshop: Gas
Forest Equipment Services Ltd	28.12.16	1,420.86	Monthly	STO	Litter Picking

Ref: Mins - Park Trust Mtg 30.1.17

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Direct Debits:	Sub total	<u>1,828.55</u>
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Interim Payments made in advance of meeting:

Corporate Expenditure	14.11.16	85.85	Monthly	1310	Pavilion Cleaning
HMRC	14.11.16	21.40	Monthly	1311	Pavilion Cleaning
Interim Payments:	Sub total	<u>107.25</u>			

Payments for approval at meeting on:

30th JANUARY 2017

30.01.17	36.23	Ad hoc	1312	Benches/Grds Maintenance
30.01.17	802.80	Monthly	1313	Pavilion Alarm
30.01.17	27.50	Quarterly	1314	Insurance
30.01.17	19.80	Ad hoc	1315	Machinery/Maintenance & Repairs
30.01.17	44.40	Annual	1316	Petrol/Oil Diesel
30.01.17	14.31	Monthly	1317	Play Equipment/Postage

Payments in Lieu of meeting: Sub total	<u>945.04</u>
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TOTAL PAYMENTS	JANUARY	<u>2,880.84</u>
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A list of unrepresented Cheques (For Information only)

Forest of Dean District Council	97.50	1302
Travis Perkins Trading Co Ltd	18.41	1308

Total	<u>115.91</u>
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4.1 To Approve Financial Statement

Prior to the start of the meeting Trustees were provided with a copy of the monthly payment schedule for December 2016 & January 2017.

Approval of the Financial Statement was **proposed by Trustee Harris, seconded by Trustee Berryman.** Unanimous.

4.2 To Approve Payments Therefrom

Approval of payments therefrom was **proposed by Trustee Harris, seconded by Trustee Pugh.** Unanimous.

4.3 Review of charges for 2017-2018 Financial Year

Prior to the start of the meeting Trustees were provided with a copy of the proposed charges for 2017-2018 (which included a 10% proposed increase across all charges).

During discussion attention was drawn to the 10% increase for the Junior (16 years and under) games and the Junior fee for additional changing room and Trustee Ives felt that the Trust should 'freeze' the cost (*same as last year*) as it was the general consensus that sporting activities needed to be encouraged in the Town. Trustee Pearman felt that an increase in the fee could also deter the Junior Clubs from using the pitches in the Park in the future and as such felt that the fee should remain the same as that in 2016-2017 period.

Trustee Ives proposed acceptance of the charges, subject to no increase for the Junior (16 years and under) games and the Junior fee for additional changing room. Unanimous.

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5. BUSINESS

5.1 Vandalism in the Park

Trustee Ives welcomed Sgt Sara Sleeman (part of the local policing team for Lydney) and PCC Martin Surl (Gloucestershire's first Police & Crime Commissioner) to the meeting.

Trustee Ives provided an overview of the issues experienced in Bathurst Park advising that many residents see the Park as a source of great pride, but for a small minority, this sentiment runs thin. Members were informed that for several months, the Trust have faced persistent problems with vandalism and despite applaudable efforts by groundsman, it was felt that nothing was safe come nightfall. Items such as the community flower beds have been uprooted and thrown aside, the Victorian fencing has been dislodged, displaced and damaged, the newly-roofed bandstand suffered damage from burnt initials and graffiti and a bench was also removed due to damage.

Trustee Ives further advised that the Trust had received an email from a resident (*who lives in close proximity to the park*) which stated that they have witnessed vandalism in the park on a number of occasions and have contacted the police non-emergency number 101, with one call being upgraded to an 'emergency' because it was reported that youths were smashing up picnic tables, but unfortunately there was a lack of police presence on all occasions with no police presence until the following morning for the 'emergency' call. In light of this, Trustee Ives asked Sgt Sara Sleeman and PCC Martin Surl whether they had any suggestions as to how to 'tackle' these issues including the possibility of increased police coverage in Bathurst Park.

In response PCC Martin Surl explained that there had been a dramatic decrease of officers available in the District since 2010 due to budget restraints and lack of government funding. It was advised however that as part of his election manifesto, Mr Surl had set out a 'Police and Crime Plan 2017-2021' with the main priorities of the plan being: accessibility and accountability, older but not overlooked, young people becoming good adults, safer days and nights, safe and social driving and safer cyber. The plan would be delivered through the inclusion and involvement of many partnerships and communities in Gloucestershire, with the aim of making the area a safer place in which to live and work.

Furthermore, Mr Surl advised that the Plan included a section on the role of 'Neighbourhood Policing' and that there had been a high increase in demand for this specific Policing Service, especially in rural areas such as the Forest of Dean.

Members attention was then drawn to the individual incidents experienced in Bathurst Park. Sgt Sara Sleeman advised that she had been monitoring the area closely for the last 6 months and had witnessed a large amount of youths gathering at the newly-roofed bandstand. In her opinion it was felt that anti-social behaviour incidents had increased since the roof was installed, due to it providing a wet - weather meeting place for such offenders to congregate.

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Trustee Harris advised that the Trust had installed a new roof to the bandstand in 'good faith' and in order to improve the park/ensure that future events could include entertainment in the bandstand and felt that it was disappointing that a small minority of people were spoiling the area for the majority.

The Trust Secretary questioned whether the Town Council (under its devolution of powers) could fund the cost towards a PCSO for the Park/Town in general? In response Mr Surl advised that it was an option for discussion, however it could result in an additional cost to the electorate, so suggested that the Town Council/Trust instead look at ways of providing another location such as a youth club, in order that it may serve in diverting attention away from the Park as a meeting point for such individuals.

Trustee Berryman advised that the Town Council had carried out a survey with feedback (including feedback from the younger generation) that a youth club was not wanted in the Town.

During discussion, Trustee Ives advised that as part of the recent planning application for improvements in the Park the Trust were looking to remove the Avenue railings (with only the Memorial Gardens remaining enclosed) to create a more 'open plan' Park which would hopefully encourage the public to naturally 'Police' the area.

Trustee Harris advised that the incidents appeared to take place 'after dark' and as such asked Mr Surl whether he thought installing lighting or CCTV in the area would be beneficial and if so would there be any funding available from Gloucestershire Constabulary towards such costs for installation/maintenance? In response Mr Surl advised that only 1% of Police/Government funding goes towards Community and Local initiatives so although it was a possibility it was unlikely that any funding would be forthcoming for such. It was instead suggested that the Trust look at ways of engaging with the young offenders such as arranging, with assistance from the Police, a horse-back police patrol which was felt would encourage interest and be an opportunity for the Police to talk to the young offenders in a more informal manner and discuss directly with them whether they felt that the Town could provide a youth club/meeting point for them to gather in the evenings, rather than the Park and Bandstand.

Sgt Sleeman agreed that the horse-back police patrol was a good idea and advised that she would seek to organise.

Action by – Sgt Sleeman/Trust Secretary

Sgt Sleeman and Mr Surl were thanked for their attendance and subsequently left the meeting at this point.

Members attention was then drawn to the need for possible installation of CCTV/modern LED lighting the Park (*quotation gained as per action point from last meeting*).

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Following a short discussion, **Trustee Greenwood proposed, seconded by Trustee Pearman** that given the volume of vandalism and the fact that the Trust were currently exploring the removal of part of the park railings (which may either disperse the young offenders or potentially move them to another area of the Park) that the Trust defer consideration of installing the CCTV/modern LED lighting for the park until the Trust had monitored/ had a feel for the areas it believes would be best served by this equipment. Vote carried.

Action by – The Trust Secretary

5.2 Working Party - Update

Trustee Ives provided an update following the BHP Working Party meeting which took place on 5 January 2017 re. Bathurst Park Celebration Summer Event. It was advised that the outcomes/recommendations were:

- The event would be organised 'in house' via the BHP Working Party, as opposed to engaging a professional group.
- The event would be a dance festival, with each interlude between dances filled by a different musical act. (*The event would be focused at young families/young people*).
- Trustee Christodoulides to send the music contractor (Trevor Davis TD) the choice of dance routines on offer by the hired dancing troupe, so he may select their routines, together with sourcing complimentary music acts for the interludes. The music contractor to provide quotes to the Trust (if applicable) for the music acts.
- Marquee would be placed in the centre of the sports park. Dancers to perform in the Marquee and singers to perform just off from the marquee (under the Trust's gazebo if bad weather)
- The sports park should have other acts present to fill the space around the marquee and draw in attendees.
- Trustee Berryman to approach a local dog show for availability on the day (and gain a quote if necessary).
- Trustee Ives to approach a local Hog Roast company for availability.
- Trustee Ives to notify the Pavilion Tenant of the event arrangements.
- Budget to accommodate the event would need consideration (re. request donation from Lydney Town Council)
- Whilst no admission fee will be charged, consideration would be made to a bucket collection for donations to the Bathurst Park Trust.
- Trustee Berryman to contact Mr Sargent (Aylburton Carnival compere) to request for the event to be compered by him as it was felt he possessed a good repertoire for such.
- It was noted that presently 60 chairs were available for the event with Trustee Biddle agreeing to approach Mr Thurston/others for more if needed.
- It was felt that the advertising budget would need to be approx. £500 and space purchased in the local newspaper (Review) to advertise the event closer to the time.

Trustees noted that the next BHP Working Party meeting was due to be convened on Monday 6 February 2017 at 7.15pm at 3 Hill Street, Lydney.

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Following a short discussion, it was **proposed by Trustee Ives** that Delegated powers be bestowed to the Trust Secretary and two Trustees in order that adhoc items may be booked/purchased during 2017, in advance of the event. Furthermore, it was noted that only items that were on the BHP Expenditure/List of Commitments for the event would be sanctioned and would form part of the event budget. Unanimous.

Action by – The Trust Chairman/Trust Secretary/Admin Assistant

5.3 Planning Application/Railings in Park - Update

The Trust Secretary provided an update regarding the planning application P1675/16/FUL (pertaining to the railings in the Park) advising that the Trust had responded to the questions raised by FODDC Planning Officer in regard to the proposed archway, railing repair and gates and had forwarded requisite scaled drawings of such (provided by the Trusts proposed contractor). The Trust were now waiting on a decision from FODDC Planning Authority regarding the application.

Furthermore, it was advised that Gloucestershire County Council/Amey would consider the condition/re-surfacing of Avenue Andre Clement, should the planning application for the railings be successful, and County Cllr Preest would seek to ensure that any holes in the path were filled in. Noted.

5.4 Fitness Trail Project

Prior to the meeting Trustees were provided with plans/costings for a Fitness Trail Project, which had been provided by the Head Groundsman.

Trustees were asked to consider such proposal to install fitness items on the sports side of the park, which would be incorporated with the fitness machines already in place to create a 'Fitness Trail'.

During discussion, Trustees expressed gratitude to the Head Groundsman for creating such an inventive proposal and felt that anything that would encourage sport and physical activity in such a fun way would be good to have in the park as it would highlight opportunities to get active for children and their families.

It was **proposed by Trustee Harris, seconded by Trustee Pugh** that the Trust would accept the proposal of a Fitness Trail in the sports side of the Park at a cost of £264.00 plus VAT and a cost for signage. *(final cost subject to change due to availability of wood from the Sawmills which is required for construction of the Fitness Trail and also due to cost of signage).* Vote Carried.

Action by – The Admin Assistant

5.5 Sport England Grant

Referring to the previous Trust meeting, Trustee Ives advised that he had investigated the possibility of a 'Sport England' grant for funding for an 'in ground' trampoline in the Park and sought the views of fellow Trustees as to whether the Trust should consider proceeding with a grant request for such.

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Trustee Berryman expressed concern that it would attract vandalism, especially given recent events, and felt that on this occasion an in-ground trampoline would not be suitable for the Park.

Following a short discussion, **it was proposed by Trustee Berryman, seconded by Trustee Pugh** that the Trust would not at this time agree to the installation of an in-ground trampoline and as such would not further a grant request from 'Sport England'. However, the grant money (*obtained by the Town Council via 'Gloucestershire County Council Active Together'*) which had previously been passed to Bathurst Park for play provision/maintenance of equipment promoting wellbeing would instead be transferred to Lydney Recreation Trust (earmarked sum of £2,000) and used to surface the footbridge used by Parkrun. Vote carried with 2 against.

Action by – The Trust Secretary

Furthermore, Trustee Preest (*in his County Councillor capacity*) confirmed that the aforementioned was permissible under the Terms and Conditions of the GCC grant. Noted.

5.6 Lydney War Memorial (Almshouses) Trust Mural Project

Prior to the meeting Trustees were provided with a copy of the email and letter received from Lydney War Memorial (Almshouses) Trust advising of their intentions to decorate the walkway through the Almshouses on Avenue Andre Clement.

It was advised that Lydney War Memorial (Almshouses) Trust, in an attempt to discourage future defacing of the walkway, have asked Dean Academy and a local painter to work together to design, and then paint, a mural on the walkway walls and roof. Furthermore, Dean Academy were launching a competition inviting their students to come up with designs to depict the history and heroes of Lydney. It is hoped that if the area is designed by local young people, it will decrease the desire to deface it. Additionally, once the walls are painted, a glaze will be added which will make it easier to clean.

The Trust Secretary advised that although the Trust had initially expressed concern for the project (due to the walkway on Avenue Andre Clement being in a conservation area) it was advised that the item of business would require deferment to the Town Council's Finance & Scrutiny Committee so that Lydney War Memorial Trust's application for grant funding may be duly considered. Noted.

Action – Agenda item for Finance & Scrutiny Committee

6. MEMBERS REPORTS

The Trust Secretary advised that a letter had been received from Lydney Bowling Club requesting for a Charity event to take place at the green in Bathurst Park on Saturday 19 August 2017 and furthermore the Trust had initially responded advising that the request would not be possible due to the event clashing with the BHP Summer Event, however if the Club were able to provide an alternative date the request would be re-considered.

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Following a short discussion, Trustee Pearman reminded Trustees that no event should be allowed to raise money on the back of an event organised by the Trust however it was felt that the additional footfall may prove advantageous for both Bathurst Park and Recreation Trust and the Bowling Club.

It was therefore **proposed by Trustee Ives** that the Trust would grant permission to Lydney Bowling Club to hold its event on the same day as the Bathurst Park Summer Dance Event (Saturday 19 August 2017); subject to Lydney Bowling Club confirming that their event would take place solely on the land leased to the Bowling Club.
Unanimous.

Action by – The Admin Assistant

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7.

Pavilion Café

Resolved that the Trust would issue a letter of appreciation to the Pavilion tenant on the vast improvements made to the Pavilion Café and to offer the Trust's best wishes in the Pavilion tenant's future endeavours.

Meeting closed at 8.10 pm

Chairman



Date .. 27th March 2017