

# LYDNEY RECREATION TRUST

TRUST MEETING – 30 May 2017 - 01

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 30 May 2017 at 8.20 pm.

**Present:** Trustees C Legg (Vice Chairman), B Berryman, R Christodoulides, C Harris, W Leach, B Pearman

**In Attendance:** Mrs J Smailes – Trust Secretary  
Miss K Hammond – Trust Admin Assistant

Due to non-attendance of the Chairman, Trustee Legg as Vice Chairman chaired the meeting and 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.

1. **APOLOGIES & APPOINTMENT OF VICE CHAIR**

Apologies for absence were received and noted from Trustees, Biddle, Greenwood, Preest, Pugh, Street and White.

It was **proposed by Trustee Harris, seconded by Trustee Ives** that Trustee Legg once again be appointed as Vice Chair. Vote carried.

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 27 March 2017 and the Extra Ordinary meeting held on 18 April 2017 were confirmed and signed as a true record. **Proposed by Trustee Ives, seconded by Trustee Harris.** Unanimous.

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

- Tree Work – Removal of large fir tree adjacent to the footbridge by the Tennis Club at a cost of £216.00.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT -		May 2017
<b><u>Opening Bank Balances as 1st April 2017</u></b>		
LLOYDS BANK - Current account		18,787.19
LLOYDS BANK – General Reserves		55,648.40
EFG Harris Allday Share Portfolio as at 31.03.17	£270,309.07	00.00
		<b>Bank Balance</b>
		<b><u>74,435.59</u></b>

**TRANSACTIONS**

**RECEIPTS**

<b>Receipts APRIL</b>	2,954.08
Receipts MAY	
Receipts JUNE	
Receipts JULY	
Receipts AUGUST	
Receipts SEPTEMBER	
Receipts OCTOBER	
Receipts NOVEMBER	
Receipts DECEMBER	

# LYDNEY RECREATION TRUST

TRUST MEETING – 30 May 2017 - 02

Receipts JANUARY  
Receipts FEBRUARY  
Receipts MARCH

Total Receipts YTD 2,954.08

## PAYMENTS

Payments APRIL 219.32 Detailed below

Payments MAY 13,750.47 Detailed Below

Payments JUNE  
Payments JULY  
Payments AUGUST  
Payments SEPTEMBER  
Payments OCTOBER  
Payments NOVEMBER  
Payments DECEMBER  
Payments JANUARY  
Payments FEBRUARY  
Payments MARCH  
Payments PRIOR TO YEAR END

Total Payments YTD 13,969.79  
63,419.88

### Reconciled Bank Statements as at end

APRIL 2017

LLOYDS BANK - Current Account 01727642	6,952.47
LLOYDS BANK – General Reserves 01451914	56,467.41
LLOYDS BANK – Current Projects	00.00
<b>Bank Balances as at: 30- April-17</b>	<b><u>63,419.88</u></b>

## APRIL PAYMENTS

### Payments for approval in Lieu of meeting

Luke Cole Electrical Contractors	40.00	1271	Ad Hoc	Skate Park
Lydney Settled Estate	160.25	1272	Ad Hoc	Grounds Maintenance
Cash	19.07	1273	Monthly	Grounds Maintenance
<b>Payments in Lieu of meeting: Sub total</b>	<b><u>219.32</u></b>			

**TOTAL PAYMENTS APRIL 219.32**

## MAY PAYMENTS

### Payments made by Direct Debit:

FoDDC Business Rates	18.04.17	55.31	DD	Monthly	Playing Fields & Premises
FoDDC Business Rates	18.04.17	148.48	DD	Monthly	Car Park & Premises
<b>Direct Debits: Sub total</b>		<b><u>203.79</u></b>			

### Payments for approval at meeting on:

31st May 2017

Essential Sign & Graphics	153.60	1274	Ad Hoc	Donation LTC re Fencing
Forester Newspapers Ltd	184.08	1275	Ad Hoc	Press Releases
JRB Enterprise Ltd	497.40	1276	Ad Hoc	Dog Waste Bins/Disposal
P Hurcomb	9,450.00	1277	Ad Hoc	Donation LTC re Fencing
Light Fantastic Ltd	60.48	1278	Monthly	Grounds Maintenance
Lydney Settled Estate	74.04	1279	Ad Hoc	Grounds Maintenance
N power	91.63	1280	Quarterly	Water/Rates/Electric
Rigby Taylor	2,744.70	1281	Annually	Grounds Maintenance
Travis Perkins	23.00	1282	Monthly	Grounds Maintenance
TrunkArb Tree Surgery Ltd	216.00	1283	Ad Hoc	Donation LTC re Fencing
Bathurst Park & Recreation Trust	35.00	1284	Ad Hoc	Grounds Maintenance
Cash	16.75	1285	Monthly	Grounds Maintenance/Postage
<b>Payments to meeting: Sub total</b>	<b><u>13546.68</u></b>			

**TOTAL PAYMENTS MAY 13750.47**

### A list of unpresented Cheques (For Information only)

Shelly Signs	1,044.00	1210	Not issued
Lydney Settled Estate	160.25	1272	
<b>Total</b>	<b><u>1,204.25</u></b>		

Ref: Mins - Recreation Trust Mtg 30.5.17

*DRP*

# LYDNEY RECREATION TRUST

TRUST MEETING – 30 May 2017 - 03

4.1 **To Approve the Payment Schedule**

Prior to the start of the meeting Trustees were provided with a copy of the monthly payment schedule for April & May 2017.

Approval of the Payment Schedule was **proposed by Trustee Harris, seconded by Trustee Pearman.** Unanimous.

4.2 **To Approve Payments Therefrom**

Approval of payments therefrom was **proposed by Trustee Leach, seconded by Trustee Ives.** Vote carried.

4.3 **Appointment of Internal Auditor for Year End 2017/18**

It was **proposed by Trustee Berryman, seconded by Trustee Leach** that the Trust would appoint Griffiths Marshall as the Trust Independent Internal Auditor for Year End 2017/18. Unanimous.

4.4 **Donation from Lydney Town Council**

Trustees noted that an additional donation of £10,000.00 had been received from Lydney Town Council in respect to costs towards fencing of perimeter of Rec Trust Ground/Sports Pitch. Noted.

5. **BUSINESS**

5.1 **Erection of fencing on Rec Trust Ground/Sports Pitch**

Trustees noted the following improvements/updates regarding the Rec Trust Ground:

- Fencing has been erected to the perimeter of the Rec Trust Ground/Sports Pitch
- An advert was placed in the Forester and The Forest of Dean & Wye Valley Review Newspapers W/C 8.5.17 regarding the erection of fencing on Rec Trust Ground (*associated cost of £153.40 plus VAT*)
- Letters were issued to all Clubs in close vicinity advising them accordingly
- Keys to padlocks on the new vehicular gates/bollards/pedestrian gates have been issued to the Grass Cutting Contractor and Lydney RFC (*set of keys also retained in the office/ set given to the Head Groundsman*)
- An email was forwarded to all Trustee's advising them of two fines recently issued to two irresponsible dog owners (*who had allowed their dogs to foul on the Sports Pitch despite signs erected advising that no dogs are allowed*)

The Trust Secretary advised Members that it would appear that despite the Street Wardens attending site and witnessing for themselves on-going incidents, there remains reluctance on their part to issue fines/ commence enforcement action, preferring instead to retain their popularity.

Trustee Pearman advised that he too had attended site and despite the erection of the fencing he had unfortunately come across a number of dog faeces left on the sports pitches which was seriously jeopardising sporting fixtures in Lydney. It was felt that enforcement action should be taken at every opportunity in order that the message that such action, by a minority of dog owners, would no longer be tolerated.

# LYDNEY RECREATION TRUST

TRUST MEETING – 30 May 2017 - 04

It was **proposed by Trustee Pearman, seconded by Trustee Berryman** that the Trust bestow Delegated powers to the Trust Secretary to write to Head of Paid Service at Forest of Dean District Council to ask them to reaffirm FODDC's position in respect to this matter and confirm that the Street Wardens have once again been instructed to issue fines to all of those individuals who continue to allow their dogs to foul public areas in Lydney. Unanimous.

**Action by – The Trust Secretary**

## 5.2 Lydney Skate Park Bridge

Prior to the meeting Trustees were provided with a quote for four drop down bollards for Lydney Skate Park Bridge (*with the idea being to remove the stone boulders currently in situ and replace with drop down bollards for access*) however it was advised that given vehicle access had since been established via access route/entrance between Lydney Rugby Football Ground and Lydney Cricket Ground, it was felt that this would no longer be necessary.

It was **proposed by Trustee Legg** that the Trust would not remove the boulders/provide vehicle access via the bridge at this time. Unanimous.

## 5.3 Lydney Skate Park Inspection Report

Prior to the meeting Trustees were provided with a copy of the Schedule Inspection Report/Summary of examination of Play Equipment carried out by Zurich Insurance.

It was noted that the Town Council Groundstaff would be carrying out the minor recommendation repairs (broken glass, removal of graffiti and loose bolt on Skateboard ramp).

Trustees were asked to consider the quotation for re-surfacing repairs/maintenance required to the Skate Park Ramp ie. repair to one of the platform deck boards (as highlighted in the report).

It was **proposed by Trustee Harris, seconded by Trustee Leach** that the Trust would approve the quotation to repair one of the platform deck boards at a cost of £804.80. Vote carried.

**Action by – The Trust Secretary**

## 5.4 Gloucestershire Playing Fields Association (GPFA)

Prior to meeting Trustees were provided with a copy of the Lydney Recreation Trust Assessment Scheme carried out by Gloucestershire Playing Fields Association (GPFA) for the MUGA and the Skate Park.

*JRB*



# LYDNEY RECREATION TRUST

TRUST MEETING – 30 May 2017 - 05

It was noted that the Skate Park had been rated as 74 out of 100 which put it in the 'average' overall award with the comments being 'obviously well used and popular. Looking a bit dated but still a valuable facility'. It was noted that the MUGA had been rated 90 out of 100 which put it in the 'excellent' overall award with the only minor being litter on site.

## 5.5 Lydney Skate Park Litter Pick

Further to previous meetings and discussions about the amount of litter being left at the Skate Park and surrounding area, Trustees were asked to consider appointing the litter picking contractor for additional days during School holidays. It was apparent that after bank holidays and half terms (not just the Summer holidays) the Skate Park would see an increase in the amount of litter being left on site. *(Currently addressed by the litter picking contractor twice weekly Monday and Friday).*

During discussion it was felt that an extra day litter picking day was required (Wednesday) during all of the School holidays throughout the year with the Town Council Groundstaff addressing on a Wednesday during a 'normal' week.

It was **proposed by Trustee Harris, seconded by Trustee Christodoulides** that the Trust would instruct its litter picking contractor to begin attending site for an extra day during all of the School holidays throughout the year at a cost of £33.88 plus VAT per visit (to be added to the existing contract). Vote carried.

**Action by – The Trust Secretary**

## 5.6 Mobile CCTV

Trustees were asked to consider the use of Mobile CCTV to be sited by Lydney Skate Park.

The Trust Secretary advised that the thought of placing a CCTV on Trust Ground had derived from a previous discussion with the Trust Chairman in which ideas were being considered as to how to 'catch' those members of the public who were allowing their dogs to foul on the pitches on the Rec Trust Ground. It was advised that a Mobile CCTV unit could be utilised from Coleford Town Council (*rental cost TBA*) with the Trust liaising with the Football or Rugby Club to see if such could be sited on one of their buildings.

In response to whether the Trust could install CCTV on a lamppost (like those sited throughout the town and monitored by the Town Council) the Trust Secretary advised that unfortunately there was nowhere to get a 'line of sight' in order that the camera could pick up signal and remote to the monitoring station for that type of CCTV hence the decision to investigate the possibility of a Mobile CCTV unit.

DRA

# LYDNEY RECREATION TRUST

TRUST MEETING – 30 May 2017 - 06

Following a short discussion, it was **proposed by Trustee Legg** that the Trust would defer the decision to erect a Mobile CCTV unit on Trust Ground at this time in order that the Trust may seek funding/further investigation into the benefits of a Mobile CCTV unit. Vote carried.

**Action by – The Trust Secretary**

## 5.7 Tree Survey 2017/18

Prior to the meeting Trustees were provided with a copy of the Tree Survey report 2017/18 carried out by the contractor and were asked to consider the contents of the report and approve urgent, phased works as deemed appropriate.

It was **proposed by Trustee Leach, seconded by Trustee Ives** that under the Trust 'duty of care' the Trust would approve the urgent, phased works as highlighted in the Tree Survey report 2017/18. Unanimous.

**Action by – The Trust Secretary**

## 5.8 Hams Road

Trustees noted the Statutory Notice which had been issued to a resident regarding encroachment on Trust Land/Fly-tipped debris at Hams Road.

Trustees were made aware that a number of commercial coaches/mini buses had been seen to be regularly parking on Trust Ground at Hams Road and were asked to consider whether the Trust wished to impose a restriction/implement a permit charge for usage of said land for parking.

It was also noted that a number of cars were seen to parking in the same area on a regular basis.

Following a short discussion it was **proposed by Trustee Pearman, seconded by Trustee Berryman** that the situation would be monitored for two weeks followed by a letter issued to the commercial coach/mini bus companies requiring them to purchase a year's Commercial Vehicle Permit at a cost of £250.00 made payable to Lydney Recreation Trust. Furthermore, if it is found that the coach/mini bus companies were continuing to park in disregard of the parking regulations (enforced Monday-Friday) the Trust would look to take other more stringent measures to encourage such compliance. Vote carried.

**Action by – The Trust Secretary**

## 5.9 Fencing at Lydney Town AFC Clubhouse

Trustees noted the letter issued to Lydney Town AFC regarding their erection of a permanent fencing structure and signage which was contrary to the permission given by the Trust August 2016/agreed plans.

It was advised that the fencing at the Club appeared to be that of a 'permanent structure' rather than a temporary structure erected for 'match days only', as was previously approved by Trustees. It was re-iterated to the Club (*as per the Football*

# LYDNEY RECREATION TRUST

TRUST MEETING – 30 May 2017 - 07

*Club Lease page 27 and map*) that the Club has no rights over any other parcel of Trust ground despite the erection of the permanent fencing structure and signage which appears to suggest that the car park to the rear of the Club house is for the Football Club's sole usage. It was further advised that the Club had been notified that whilst it is not the Trust's intention at this time to seek the removal of this structure, it was highlighted to the Club that this does not give the Club any perceived rights over Trust land, and at any point in the future the Trust would be within its right to seek the removal of such structure. Noted.

## 5.10 Youth Shelter

Prior to the meeting Trustees were provided with a quote for a Youth shelter and were asked to consider erecting such at the Skate Park.

During discussion, Trustees Ives questioned the necessity of a Youth Shelter as it was felt that young people of Lydney already had a very good Skate Park in which they could meet to socialise.

Following a short discussion, it was **proposed by Trustee Ives, seconded by Trustee Pearman** that the Trust would seek funding towards the purchase of a Youth Shelter from Gloucestershire's Office of the Police and Crime Commissioner (The Commissioner's Fund) with the location of the Youth Shelter being decided as/when/if the purchase of such was successful. Vote carried with 1 abstention.

**Action by – The Trust Secretary**

## 5.11 Former Nisa Site at Hams Road

Trustees noted that the abandoned vehicle had since been removed from site and that the site entrance had been secured by Lydney Town Council. Noted.

## 5.12 Trust Share Portfolio

Trustees noted the Trust Share Portfolio Performance Analysis Year End from EFG Harris Allday.

Trustees further noted that the Trust Share Portfolio was now with Brewin Dolphin Ltd and that the appointed Working Party would meet to discuss/address anything involving the Trust Share Portfolio should the need arise. Noted.

## 5.13 Diversion of Footpath on Rec Trust Ground

Trustees noted that a diversion of footpath FLY84 onto Rec Trust Ground (Cambourne Meadow area) had been put in place and noted the letter since issued to Public Rights of Way (PROW) confirming acceptance and requesting consideration be given to a Multi-Use Path in the future.

## 6. MEMBERS REPORTS

Trustee Berryman advised that he had been approached by a member of the public who had shown an interest in placing a memorial bench at Lydney Lake (near the disabled parking area). It was advised that the member of the public would be writing a letter to the Trust to request such. Trustee Berryman requested (provided that such letter is received) that the Trust consider at the next Trust meeting.

# LYDNEY RECREATION TRUST

TRUST MEETING – 30 May 2017 - 08

Trustee Harris reported that a number of small silver gas canisters had appeared again on the floor at the Skate Park. It was advised that the Trusts litter picking Contractor and the Police were aware of such. Noted.

The meeting closed at 9.05 pm.

Chairman ..... *J.R. Beddo* .....

Date ..... *31.07.2017* .....