

# LYDNEY RECREATION TRUST

TRUST MEETING – 28 May 2019 - 01

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Tuesday 28 May 2019 at 7.46 pm.

**Present:** Trustees (T Legge - Chairman), J Carr, C Harris, R Holmes, H Ives, R Kemsley, B Pearman and C Vaughan

**In Attendance:** Mrs J Smailes – Trust Secretary  
Miss C Wheeler – Assistant Secretary

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Trustee Legge 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.

The Trust Secretary reminded all present that the Trust was operated in line with the Town Council's Governing Documents/Procedures.

1. **ELECTION OF VICE CHAIR**

**Trustee Vaughan proposed** Trustee Harris for the position. **Seconded by Trustee Kemsley.** There being no other nominations the proposal was put to a vote. Unanimous.

2. **APOLOGIES**

Apologies for absence were received and noted from Trustees Leach, Preest and Tremlett.

3. **DECLARATIONS OF INTEREST**

Trustee Ives – Agenda Item 6.1 – Lydney Cycle Improvements – due to being a GCC employee working in relevant department.

Trustee Legge – Agenda Item 6.3 – Member of Lydney Cricket Club

4. **APPROVAL OF MINUTES**

The approved Trust Meeting Minutes in respect of the meeting held on 25 March 2019 (end of Term of Office) had been circulated to all Trustees for information only in advance of the meeting.

It was noted that since the last meeting the following action had been taken under Delegated Powers:

- Removal of failed willow and remaining, unstable part (cost £660.00)

5. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT -

APRIL & MAY 2019

**Opening Bank Balances as 1st April 2019**

LLOYDS BANK - Current account		£21,481.32	
LLOYDS BANK – General Reserves	£65,015.42		
LLOYDS BANK – G/R E/M Drainage	£117,606.06		

*C/F 18/19 £7,716.29*

£182,621.48

Bank Balance **£204,102.80**

**TRANSACTIONS**

**RECEIPTS**

Receipts APRIL 2,166.34

Receipts MAY

Shown on separate sheet



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Receipts JUNE  
Receipts JULY  
Receipts AUGUST  
Receipts SEPTEMBER  
Receipts OCTOBER  
Receipts NOVEMBER  
Receipts DECEMBER  
Receipts JANUARY  
Receipts FEBRUARY  
Receipts MARCH

Total Receipts YTD 2,166.34

## PAYMENTS

Payments APRIL 5,511.25 Detailed Below  
Payments MAY 2,842.67 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 8,353.92  
197,9715.22

Reconciled Bank Statements as at end	APRIL 2019	
LLOYDS BANK - Current Account 01727642		18,114.58
LLOYDS BANK – General Reserves 01451914	62,194.58	
LLOYDS BANK – G/R E/M Drainage 01451914	117,606.06	179,800.64
<b>Bank Balances as at: 30- April-19</b>		<u><b>197,915.22</b></u>

## APRIL PAYMENTS

### Payments for approval in Lieu of meeting

Full Circle Leisure Ltd	899.89	1451	C/F 18/19 Skatepark & MUGA Repairs
Redhand	3,074.40	1452	C/F18/19 CCTV
Rigby Taylor	1,234.54	1453	Grounds Maintenance
Lydney Town Council	272.72	1454	Skateboard Park & Muga Repairs
Cash	29.70	1455	Dog Waste/Bin Disposal
<b>Payments in Lieu of meeting: Sub total</b>	<u><b>5,511.25</b></u>		

**TOTAL PAYMENTS APRIL 5,511.25**

## MAY PAYMENTS

### Payments made by Direct Debit:

Forest Equipment Services Ltd	02.04.19	1,132.15	Monthly DD	Litter Picking
FoDDC	15.04.19	56.56	Monthly DD	Water/Business Rates
FoDDC	15.04.19	210.86	Monthly STO	Water/Business Rates
<b>Direct Debits: Sub total</b>		<u><b>1,399.57</b></u>		

### Payments for approval at meeting on: 28th May 2019

Spoilt Chq			1456	
Spoilt Chq			1457	
Cash		125.00	1458	
Richard Cole Contracting		1,234.20	1459	2 Monthly Ad Hoc
Forest Equipment Services Ltd		83.90	1460	Dog Waste/Collection
<b>Payments to meeting: Sub total</b>		<u><b>1,443.10</b></u>		

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TOTAL PAYMENTS	MAY	2,842.67
<u>A list of unrepresented Cheques (For Information only)</u>		
Full Circle Leisure Ltd	899.89	1451
Lydney Town Council	272.72	1454
Cash	29.70	1455
Total	<u>1,202.31</u>	

5.1 **Trust Budget for 2019-2020**

Trustees noted that they had been provided with a copy of the Trust Budget for 2019-2020 and payment schedules in respect of End of Year 31 March 2019 and Month 1 for 2019-2020.

The Trust Secretary provided all present with an overview of the Trust's Budget and financial statement and requested that Trustees retain such information with their Trust documentation.

5.2 **Financial Statement**

Receipt of the monthly payment schedule was **proposed by Trustee Ives, seconded by Trustee Carr.** Unanimous

5.3 & **Approval of Payments**

5.4 Approval of payments from the monthly payment schedule (including any transfers/virements) was **proposed by Trustee Ives and seconded by Trustee Carr.** Unanimous.

5.5 **Year End Accounts**

Trustees noted that the Trust accounts for year ending 31 March 2019 had been submitted to Griffiths Marshall for Independent Internal Audit.

5.6 **Independent Internal Auditor**

It was **proposed by Trustee Vaughan, seconded by Trustee Carr,** that Griffiths Marshall would be appointed as the Trust's Independent Internal Auditor for Year ending 31 March 2020. Unanimous.

**Action by – the Trust Secretary**

5.7 **Share Portfolio**

Trustees were provided with a copy of the Valuation and Asset Confirmation Report for the period 6 April 2018 to 5 April 2019 for their information.

Trustees were asked consider if they wished to reconfirm the membership appointment of the Trust's Portfolio Investment Committee which had previously comprised of the Trust Chairman, Lydney Town Council's (LTC's) Finance Chairman, LTC's Mayor and the Trust Secretary. Confirmation of the Trust's Portfolio Investment Committee (*comprising of the Trust Chairman, Lydney Town Council's (LTC's) Finance Chairman, LTC's Mayor and the Trust Secretary*) was **proposed by Trustee Harris, seconded by Trustee Ives.** Unanimous.

The Trust Secretary was duly instructed to amend the details currently held with Brewin Dolphin and arrange for a meeting between the Portfolio Investment





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Committee and representatives from Brewin Dolphin to discuss the Trust's long-term investment strategy. It was also agreed that the Trust Secretary would obtain a list of the Trust's investments for consideration at the meeting.

**Action by – the Trust Secretary**

## 6. BUSINESS

### 6.1 Lydney Cycleway Improvements

Trustee Pearman advised that he would shortly attend a meeting with Officers from Gloucestershire County Council and it was anticipated that work on the project would commence in June, however, he stressed that such work was weather dependent.

Trustee Pearman then provided new Trustees with an overview of the history of the project.

### 6.2 Signage on Lydney Recreation Trust

The Trust Secretary advised that the order had been placed for the sign which depicted the location of the sporting facilities on the Trust's land, for which delivery was awaited.

### 6.3 Drainage (Sports Pitches)

#### *Drainage Scheme*

Trustees noted that the football pitch drainage upgrade was currently underway; that sand-slitting would be conducted on the sporting areas (E/M sum utilised); that all areas would then be assessed and top dressed (additional cost) as necessary.

#### *Pumphouse*

Prior to the meeting Trustees were provided with a copy of the additional report which had been received from the Lead Shared Flood Risk Management Engineer; the initial report which had been obtained on the condition/efficiency of the current pumping equipment and chamber; the quotations which had been received for the upgrade of the existing equipment and the provision of an additional storage tank in order to increase the capacity to hold such drained water on site.

The Trust Secretary provided all present with an overview of the decision which had been taken by the Trust to utilise some of its share portfolio in order to replace the drainage on the Recreation Ground, as whilst a S106 commitment had been included to provide same the prospect of such had yet to be realised despite such commitment being given a number of years prior.

During discussion it was noted that the new system now drained the "sports" area more effectively and a desire to ensure that the new system did not have a detrimental effect to the existing discharge rate was expressed. Trustees' attention was drawn to the report from the Lead Shared Flood Risk Management Engineer who had advised that the Trust should upgrade the existing facilities to include an alarm and a swirl chamber and also felt that it would be beneficial to increase the capacity to hold drained water on site. Responding to a question posed by Trustee Kemsley, Trustee Pearman advised that two weeks prior he had



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requested that the Forward Plan Manager at Forest of Dean District Council provide Lydney Town Council with an updated S106 monitoring sheet, however, the report was still awaited and the Trust Secretary was requested to progress the matter with the Head of Planning.

**Action by – the Trust Secretary**

After a short further discussion, during which Trustees agreed the need to upgrade the existing facilities (including a text warning system and beacon plus a swirl chamber) and also increase the capacity to hold drained water on site, it was **proposed by Trustee Harris, seconded by Trustee Vaughan**, that the Trust would proceed with the above works. Unanimous.

The Trust Secretary drew attention to the fact that, based on the quotations which had been obtained when the Trust initially discussed the project in January 2019 (which were now out of date), the cost of the works would amount to £34-35,000.00 and she questioned how Trustees wished to fund such works. It was suggested that such work could be funded by the remaining share portfolio or by utilising General Reserves, however, no firm direction was forthcoming from Trustees. Responding to a question which had been raised, the Trust Secretary felt that the S106 contribution which had been agreed in the original planning consent by the developers could not be paid in retrospect; Trustee Pearman felt that it may be possible to negotiate with the developers in order that such funding could be used to improve another area of the Trust's land in order that it may be opened up for public use. It was **proposed by Trustee Vaughan, seconded by Trustee Carr**, that the Trust would still proceed with the aforementioned works as it needed to ensure that the pumping system was able to handle the amount of drainage water it would be asked to cope with. It was also agreed that the Trust would seek a meeting with the sporting clubs in order to ascertain if would be possible to combine their desire to re-use water from the site. Unanimous.

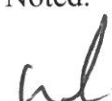
It was **proposed by Trustee Legge** that Delegated Powers would be bestowed on the Trust Secretary to arrange a meeting with the sporting clubs to explore their proposals and take the upgrade of the pumping system forward. Unanimous.

**Action by – the Trust Secretary**

## 6.4 Wildflower Area/Bug Hotels (adjacent to Lake)

Prior to the meeting Trustees were provided with a copy of a letter which had been published in the local press concerning the Wildflower area adjacent to the lake. Trustees were reminded of the obligation placed on the Trust to protect its assets for the betterment of all users of the Trust's land.

During the meeting new Trustees were provided with an overview of the history surrounding this matter by Trustee Pearman, including the legal communications which had taken place between the Trust's legal representative and three residents. It was noted that only one resident continued to write to the Trust/contact Trustees requesting that they be granted an easement, despite previously being informed that whilst it would not be possible to grant an easement the Trust would be willing to consider a personal licence to the individual. All present were advised that the Trust was in litigation with the individuals; Trustees were reminded that they needed to refrain from engaging in any communication with the parties concerned. Noted.



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Trustees were then asked to consider if they wished to relocate the bug hotels which were currently installed on the wildflower area. Trustee Legge spoke in favour of the Trust's previous efforts to provide habitats for wildflowers and insects. However, it was **proposed by Trustee Pearman, seconded by Trustee Harris**, that the Trust would remove the bug hotels and replace them with four wooden benches (when made) and slabbed area to be placed in the wildflower area those benches to be cemented in situ, as it was felt that additional benches would be welcomed around the lake. Vote carried.

**Action by – the Trust Secretary**

## 6.5 Litter Bin

Trustees were asked to consider a request which had been received from a member of the public, for a litter bin to be installed along The Cut in the area of St Mary's Bridge Halt. All present were advised that consent would be required from Dean Forest Railway if the litterbin was to be affixed to their property. Trustees were advised that it was anticipated that a suitable litterbin may cost up to £520.80 plus an annual emptying charge of £294.23.

It was **proposed by Trustee Pearman, seconded by Trustee Carr**, that Delegated Powers would be bestowed on the Trust Secretary in order to approach Dean Forest Railway to further the matter, including the purchase of a litterbin as outlined above. Unanimous.

**Action by – the Trust Secretary**

## 6.6 Skate Park

Prior to the meeting Trustees were provided with a copy of the quotation, amounting to £4,972.20, which had been supplied by Evolution Skate Parks following their recent visit to site, together with photographs illustrating the work to be undertaken. Trustees also recalled that previously concern had been expressed over the graffiti which had been sprayed onto the equipment.

After a short discussion it was **proposed by Trustee Ives, seconded by Trustee Carr**, that the Trust would accept the quotation in respect of the repair of the equipment and that the Trust's General Reserves would be utilised to cover the cost of the repair. Furthermore, the Trust Secretary would be asked to approach The Dean Academy to explore the possibility of covering the graffiti with a mural designed by students. Unanimous.

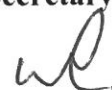
**Action by – the Trust Secretary**

Trustees noted that CCTV cameras had recently been installed at the Skate Park.

## 6.7 Lydney Rugby Club (Mini & Junior Section)

Prior to the meeting Trustees were provided with a copy of the letter which had been received from Lydney Rugby Club (Mini & Junior Section) in which permission was sought to hold a junior tournament on 29 September 2019 on the Trust's land. It was noted that no objections to the tournament had been received from the other adjacent Clubs with whom the Trust had a "gentleman's agreement". It was **proposed by Trustee Vaughan, seconded by Trustee Pearman**, that the Trust would grant consent for the tournament. Unanimous.

**Action by – the Trust Secretary**



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## 6.8 Mobile Catering (Hams Road Car Park Area)

Trustees were provided with a copy of the request which had been received to allow the siting of a mobile catering unit in the Hams Road Car Park.

A number of Trustees spoke in favour of consenting to the request due to the benefits which could be gained (e.g. income stream for the Trust; improvement of the visual appearance; prohibition of parking). Trustees noted that the applicant had provided the Trust with a copy of their Street Trading Licence which specified that they were permitted to trade between 11.00 am, however, they were seeking consent from the Trust to operate between 10.00 am and 4.00 pm and also utilise a seating area, flags and refuse bin. It was **proposed by Trustee Pearman, seconded by Trustee Carr**, that the Trust would consent to the request provided that the applicant obtained all necessary consent from the Local Licensing and Planning Authority, including clarification on the permitted trading hours. Furthermore, that the Trust would require the applicant to sweep the area, not cut back any shrubbery, and would consent to a portable table, chairs and flags being utilised on site. Unanimous.

Trustees then turned their attention to the fee which was to be levied for such use. After short discussion, during which numerous financial charges was suggested, it was **proposed by Trustee Pearman, seconded by Trustee Ives**, that a charge of £10.00 per day would be levied. Vote carried.

**Action by – the Trust Secretary**

## 6.9 Annual Play Inspections

Prior to the meeting Trustees were provided with a copy of the Annual Play Inspection report which had been received from Monmouthshire County Council, the contents of which were duly noted.

It was **proposed by Trustee Ives, seconded by Trustee Vaughan**, that Delegated Powers would be bestowed on the Trust Secretary to arrange for any necessary repairs to be undertaken. Unanimous.

**Action by – the Trust Secretary**

## 7. TRUSTEE REPORTS

Trustee Legge informed Trustees that it was believed that encroachment on to the Hams Road Car Park had occurred over a period of time. The Trust would take steps to photograph and mark out the extent of its boundary in order that it could defend itself from any further encroachment.

The Trust Secretary advised that B & M Stores had been notified that they had erected signage on the Trust's land without the Trust's consent and had therefore been asked to contribute £500.00 towards the cost of the Wildflower area if they wished such signage to remain.

Trustee Legge informed Trustees of a fishing competition in aid of Children with Cancer UK was in the process of being organised to take place at Lydney Lake on 7 September 2019 with the consent of Lydney and District Angling Club. Trustees noted that the organiser had requested the Trust's consent to use the Trust's land for stalls, BBQ, fishing demonstrations, etc. It was noted that the organiser had given a



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commitment to provide the Trust with a copy of their insurance and risk assessment closer to the date of the event. It was **proposed by Trustee Legge** that the Trust would consent to the use of its land, subject to a nominal charge of £10.00 being levied. Vote carried.

**Action by – the Trust Secretary**

Trustee Legge informed Trustees that a member of the public had complained to the Trust Secretary regarding a number of trees alongside the designated bus route to Oakdale which the member of the public believed to be in the Trust's ownership. Whilst it was later established that the trees were not on land within the Trust's ownership, the Trust Secretary advised that she had obtained a quotation from the Trust's/Town Council's Tree contractor to remove the trees which had totalled in excess of £6,000.00. It was felt that Gloucestershire County Council may be responsible for the trees and Trustee Pearman gave a commitment to raise the matter during his forthcoming meeting with Officers from Gloucestershire County Council.

**Action by – Trustee Pearman**

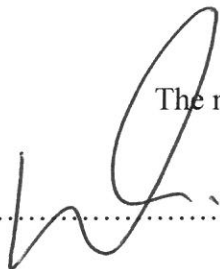
Trustee Pearman requested an agenda item for consideration at the next meeting regarding tree replacement.

**Action by – the Trust Secretary**

Trustee Vaughan enquired if it would be possible for boats to be placed on Lydney Lake. The Trust Secretary reminded Trustees that the Trust had agreed a lease with Lydney and District Angling Club regarding the use of the lake and that public access was only permitted at certain, specified times of the year.

The meeting closed at 9.05 pm.

Chairman .....



Date ..... 30 Sep 2019 .....