

LYDNEY RECREATION TRUST

TRUST MEETING – 24 March 2014 - 39

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 24 March 2014 at 7.00 pm.

Present: Trustees D Biddle (Chairman), B Berryman, R Bonser, J Greenwood, C Harris, V Hobman, C Matthews, W Osborne (late arrival), B Pearman, A Preest, S Rudge and B Thomas

In Attendance: Three members of the public
Representatives from Oakdale Links
Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

Prior to the meeting Trustees received a copy of the written report which had been produced by Oakdale Links concerning their vision to utilise Cambourne Meadow as a community orchard. A group of representatives from Oakdale Links provided Trustees with a presentation outlining their vision prior to the start of the formal part of the Trust meeting. During their presentation the Group voiced their wish to:-

- Set up a “Friends of Lydney Orchard” group.
- Rent the land on a peppercorn rent from the Trust.
- Plant fruit trees on the land and also produce other food (e.g. honey/eggs), the production/harvest of which would be managed by a Committee, with the fruits of their labour then given to local charities/foodbanks/community enterprises.

The Group voiced their intention to use local craftspeople where possible, and expressed a desire to utilise the services of Touchwood in the area’s creation. Trustees noted that the Group wished to fence off a section of the land in order to prevent dogs accessing the area, whilst still retaining an area for dog walking. The Group also spoke on their desire to create an amphitheatre on site, together with an area providing a pergola and seating. Trustees noted that the Group would like to keep 6-12 chickens on site which would be contained in a suitable fox-proof enclosure; would ensure that any bee hives were sited in locations which would reduce the likelihood of members of the public being stung; suggested that an area currently suffering from Japanese Knotweed could be used as an area for children’s gardening (including the provision of a storage shed for children’s tools); that wild flowers would be seeded between the fruit trees and that no pesticides would be used on the fruits.

The willingness of children from the Oakdale development to get involved in gardening was stressed to Trustees and it was suggested that the Group affiliate with the Gloucestershire Wildlife Trust. The Group recognised that it would be necessary to complete the project in stages and that from initial discussions a number of funding sources seemed to look positively on the project, however, it was thought that the majority of the funding would need to be sourced from the Lottery Heritage Fund.

Trustee Biddle commended the Group on what he felt to be an exciting project; Trustee Matthews felt that the Group should be encouraged; Trustee Preest highlighted the need for the Group to involve/liaise with residents within the vicinity of Cambourne Meadow in order to allay any concerns which they may have. Trustee Osborne arrived at this point.



LYDNEY RECREATION TRUST

TRUST MEETING – 24 March 2014 - 40

During discussion the Secretary suggested that if the Trust consented to the use of the land for the project, the Group may wish to consider utilising the disused compound area too and highlighted that a Community Engagement Officer from Forest of Dean District Council had favoured the planting of fruit trees on land adjacent to Lydney Lake. Responding to a question which had been raised by Trustee Bonser, the Group advised that whilst they would like to provide a tool storage area on site, they felt the provision of fruit trees and fencing to be priority. The Group were also informed of the requirement to enter into a formal lease and the need to engage Mr Kevin Toombs (who held the necessary qualifications required by The Charity Commission) to provide a rental value for the site. The Group appreciated that it may take up to five years to negotiate a mutually acceptable lease for the site and that such proposals would need to be considered/approved in the fullness of time by the Trust once all relevant information was available and could be duly presented.

The Group then excused themselves from the meeting.

1. **APOLOGIES**

Apologies for absence were received and noted from Trustees Bevan and Vaughan.

2. **DECLARATIONS OF INTEREST**

Trustee Pearman – Agenda Item 5.1 Cambourne Meadow (prospective allotment tenant)
Trustee Preest – Agenda item 5.2 – Lydney Town AFC

3. **APPROVAL OF MINUTES**

Responding to a number of general comments made by Trustee Bonser, Members were reminded that minutes of the meeting were not open for discussion; that the Chairman of the meeting was able to sign the minutes if they believed them to be a true reflection of the meeting including Trustee's comments/objections; that a motion detailing any inaccuracies would need to be proposed, seconded and voted on. No motion to correct the minutes was proposed and approval of the minutes of the meeting held on 27 January 2014 were confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Pearman.** Vote carried. Trustee Bonser requested that her objection be recorded in the minutes.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT

FEBRUARY & MARCH 2014

Bank Balance as 1st April 2013

LLOYDS BANK - Current	01727642	6,740.80
LLOYDS BANK - Current - Projects	036195160	6,220.58
LLOYDS BANK - General Reserve	01451914	37,503.21

Bank Balance 50,464.59

TRANSACTIONS

RECEIPTS

Receipts APRIL	1,426.54
Receipts MAY	2,370.10
Receipts JUNE	1,845.21
Receipts JULY	3,138.60
Receipts AUGUST	1,717.81
Receipts SEPTEMBER	2,043.92
Receipts OCTOBER	1,445.74
Receipts NOVEMBER	3,130.50
Receipts DECEMBER	4,589.88

Receipts JANUARY **2,045.59**

See attached

Receipts FEBRUARY **9,662.44**

See attached

Receipts MARCH

To follow

Total Receipts YTD **33,416.33**

LYDNEY RECREATION TRUST

TRUST MEETING – 24 March 2014 - 41

PAYMENTS

Payments APRIL	1,818.55	
Payments MAY	1,830.06	
Payments JUNE	1,726.70	
Payments JULY	832.50	
Payments AUGUST	10,893.14	
Payments SEPTEMBER	2,123.48	
Payments OCTOBER	1,852.84	
Payments NOVEMBER	4,296.52	
Payments DECEMBER	150.00	
Payment JANUARY	7,236.30	
Payment FEBRUARY	7,053.20	Detailed below
Payment MARCH	6,691.35	Detailed below
Payments PRIOR TO YEAR END	-	
	Total Payments YTD	46,504.64
	Total	37,376.28

Reconciled Bank Statements as at end	FEBRUARY 2014		Bank statements attached
LLOYDS BANK - Current	00171608	2,721.35	
LLOYDS BANK - Current - Projects	36195160	2,917.46	
LLOYDS BANK - General Reserve	29897960	31,737.47	
Bank Balances as at	28-Feb-14	37,376.28	£0.00 check

Earmarked Reserves:

<i>Drainage (residue from sale of Lakeside House)</i>	<i>£65,000.00</i>	<i>Currently held as part of Share Portfolio</i>
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DECEMBER PAYMENTS

Details

Payments for approval in lieu of meeting:

Forest Equipment Services Ltd (Jan)	726.70	1013	Litterpicking (re Jan)
Lydney Town Council: Postage Recharge	118.66	1014	Recharge: Franked Post
Lydney Settled Estate	14.64	1015	Grounds Maintenance
Richard Cole Contractors	6,193.20	1016	Grounds Maintenance/ Offset from Income
Payments in lieu of meeting: Sub total	7,053.20		

TOTAL PAYMENTS	FEBRUARY 2014	7,053.20
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MARCH PAYMENTS

Details

Payments for approval at the meeting on:

	24th March 2014		Chq. No.	
Cosyhome	4,200.00	Ad hoc	1017	Garages insulation
Forest Equipment Services Ltd	726.70	Monthly	1018	Litterpicking (re Feb)
Petty Cash	1.70	Monthly	1019	Postage
LTC: Recharge	36.25	Quarterly	1020	Postage
Forest Equipment Services Ltd	726.70	Monthly	1021	Litterpicking (re Mar)
Western Power Distribution	1,000.00	Ad hoc	1022	Footbridge
Payments to meeting: Sub total	6,691.35			

TOTAL PAYMENTS	MARCH 2014	6,691.35
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A list of unrepresented Cheques (For Information only)

Forest Equipment Services Ltd (Jan)	726.70
Lydney Settled Estate	14.64
Richard Cole Contractors	6,193.20
Total	6,934.54

Projects Account

none	0.00
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LYDNEY RECREATION TRUST

TRUST MEETING – 24 March 2014 - 42

4.1 Financial Statement

Trustees attention was drawn to the fact that it had been necessary to offset the budget deficit against the income stream and were reminded that it had been necessary for the Trust to incur a large spend against its rental garages in order to improve/maintain the Trust's asset.

Noting that members of the public had complained to Trustee Preest regarding the damage cause to trees following the visit of the fair, Trustees were reminded that the fair was a significant income stream for the Trust.

Approval of the accounts/payments was **proposed by Trustee Harris, seconded by Trustee Rudge**. Vote carried. Trustees Bonser, Matthews and Greenwood requested that the minutes record that they had abstained from voting.

4.2 2014-2015 Charges

Prior to the meeting Trustees were provided with a copy of the proposed charges for the 2014-2015 year. It was **proposed by Trustee Bonser, seconded by Trustee Matthews**, that the Trust would not apply the 10% increase which had been suggested.

Trustee Bonser then proposed that the fee for Lydney Rugby Club would be set at £820.00 with the Swan Road access charged at £240.00. **Seconded by Trustee Matthews**. Vote carried.

Action by – the Secretary

It was **proposed by Trustee Bonser, seconded by Trustee Osborne**, that the charge for single game use would be set at £65.00. Vote carried.

Action by – the Secretary

It was **proposed by Trustee Harris** that a 10% increase (equating to a charge of £37.95 plus VAT) would be applied to the garage rental price, due to the amount of work undertaken on the garages in the 2013-2014 year. **Seconded by Trustee Bonser**. Vote carried.

Action by – the Secretary

Regarding the fee levied on the fair, it was **proposed by Trustee Pearman, seconded by Trustee Preest** that operational days would be charged at £320 per day, with non operational days charged at £82.00 per day. Vote carried.

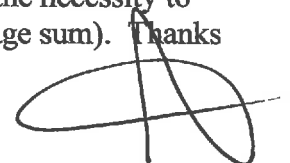
Action by – the Secretary

It was **proposed by Trustee Bonser, seconded by Trustee Matthews**, that a key for the disabled access bollard at the lake would be charged at £4.50. Vote carried.

Action by – the Secretary

4.3 Severn Trent Rebate

Due to work undertaken by the Town Council's Finance Assistant, the Trust had received a rebate amounting to £8,187.44 from Severn Trent re. water charges. Trustees noted that the rebate had been utilised to "offset" the commitment for the clearance of the River Lyd (approval already given) to prevent the necessity to cash an amount of the Trust's share portfolio (earmarked drainage sum). Thanks



LYDNEY RECREATION TRUST

TRUST MEETING – 24 March 2014 - 43

were extended to the Town Council's Finance Assistant for her diligence.

5. BUSINESS

5.1 Cambourne Meadow

Re-routing of footpath

Trustee Biddle advised that he had been approached by Mr D Street regarding the possible re-routing of a footpath over the Trust's land which could be used by residents from Oakdale. Whilst no quotation for the re-routing had been provided, Trustee Biddle felt that Trust was merely being asked for its approval, with the Town Council's Amenities Committee then considering how the re-routing of the path would be funded. Accordingly, **Trustee Osborne proposed** that in principle the Trust was not opposed to the proposed re-routing and that the matter would be passed to the Town Council's Amenities Committee once the relevant paperwork had been submitted. **Seconded by Trustee Berryman. Unanimous.**

Use of Cambourne Meadow by Oakdale Links

Further to the presentation received earlier in the meeting, Trustees were asked to consider if they wished Cambourne Meadow to be used by Oakdale Links for a community orchard. Trustees also noted that should they approve use of the land at the meeting Oakdale Links intended to submit a grant application to The Tree Council by 31 March 2014 to facilitate the purchase of trees for the area. Furthermore, Trustees had been provided with a copy of the letter which had been received from Gloucestershire Archives in respect of the approach by Oakdale Links.

Trustee Biddle suggested that a Working Party be formed to discuss the proposal. Trustee Biddle also noted that Oakdale Links had also incorporated a section of land which must remain "sterile" in their plans.

Whilst she was supportive of the proposal, Trustee Harris questioned if the use of the land would be as a private enterprise; reminded Trustees that the Town Council had received requests for allotment space; that discussions had previously taken place regarding the use of Cambourne Meadow as allotment provision; voiced concern that the area would be perceived as the "Oakdale Orchard". However, Trustee Matthews highlighted the Group's intention was to form a "Friends of Lydney" organisation which would be open to everyone. The Secretary suggested that the Working Group may also wish to consider the suggestion by the Community Engagement Officer that land adjacent to the lake be used as a community orchard which would enable Cambourne Meadow to be used as allotment space by the Town Council thereby allowing it to address its legal duty (to consider allotment provision).

Trustee Preest voiced concern over the proposal for the creation of a community orchard on Cambourne Meadow as two residents had already expressed concern over potential vandalism and noise. It was **proposed by Trustee Biddle** that a Working Party would be formed to discuss the proposal in greater detail. **Unanimous.**



LYDNEY RECREATION TRUST

TRUST MEETING – 24 March 2014 - 44

Trustees Preest, Matthews, Rudge, Thomas and Biddle volunteered to form the Working Party.

Responding to comments made by Trustee Harris regarding the eradication of Japanese Knotweed on site, Trustee Biddle called for the Trust to defer discussion on the eradication to that of its next meeting.

5.2 Lydney Town AFC

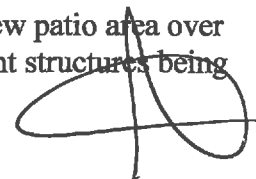
Prior to the meeting Trustees were provide with a copy of the advice which had been obtained from the Trust's legal representative (as per previous resolution) concerning the Club's proposed development. Trustees were also provided with copies of the proposals which had been received from the Club and noted that the Trust had, under Section 66 of Notice of an Application for Planning Permission, been given notice of the Club's intention to submit a formal planning application for a 100 person stand; that the Trust had until 2 April 2014 to make representation regarding said application.

During discussion Trustees' attention was drawn to a number of potential issues (access, effect of development on s106 funding which had previously been secured from the Robert Hitchins development, fencing/gate issues) and Trustees were asked if they wished to seek advice from the Landscape Officer at Monmouthshire Council regarding the effect on the s106 agreement as they had negotiated the contribution on behalf of the Trust.

Trustee Preest spoke in support of the Club; its efforts to progress in the league and the need to take the matter forward in a positive manner. Whilst he was against the proposed erection of a fence, Trustee Berryman recognised the Club's wish to protect its assets. Trustee Pearman agreed that support should be given to Clubs with youth involvement he felt that the Trust and Club needed to negotiate over the provision of a fence. As representatives from the Club had attended the meeting to listen to the discussion they were invited by the Chairman to address the Trust. The Club Representatives stressed that the proposals covered the Club's five year plan and stressed that they were willing to negotiate with the Trust regarding the provision of a fence. It was noted that the proposed stand would be positioned alongside the pitch, not adjacent to the clubhouse as first mooted by the Club a number of years prior.

Trustees were once again asked if they wished obtain advice from the Landscape Officer at Monmouthshire County Council regarding the proposals and the effect on the s106 funding. **Trustee Matthews proposed** that consent be given for the proposal, subject to negotiation over the matter of the fence. Responding to a question which had been raised by Trustee Bonser, the Club Representatives explained that the stand would be located on a proper base, the majority of which would be sited on the car park. Trustees were also advised that the stand would comprise of a seated area for 50 persons and a standing area for 50 persons and Club Representatives stressed that if the Club was successful in gaining promotion it would require a further stand to comply with league requirements.

Trustee Biddle requested that the Club refrain from locating a new patio area over the top of a main sewer. Trustee Bonser spoke against permanent structures being



LYDNEY RECREATION TRUST

TRUST MEETING – 24 March 2014 - 45

on the ground and requested that the Club ensure that any structures built could be removed a future date. Furthermore, Trustee Bonser recalled that approximately five years prior consideration had been given to creating a one way system around the car park and she highlighted that the proposed patio would prevent this. At this point **Trustee Berryman agreed to second** the motion. Vote carried.

Resolved: That consent would be given for the proposal, subject to negotiation over the matter of the fence.

Trustee Preest requested that the Trust Secretary contact the Landscape Officer at Monmouthshire County Council for advice regarding the effect the proposals would have on the Trust's previously negotiated s106 agreement from the Robert Hitchins development.

Action by – the Secretary

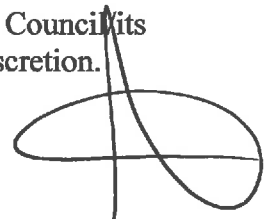
5.3 Lydney Ruby Club

Prior to the meeting Trustees were provided with a copy of an e-mail which had been received from Lydney Rugby Club, in which they confirmed that they would be willing to work with the Trust to obtain grant funding to carryout drainage improvements for the Trust's rugby pitch. Members were asked to consider the effect that such improvements may have on the previously negotiated s106 funding for drainage improvements and, should any funding be submitted in the Trust's name, the VAT implications for which the Trust would be required to cover.

Trustee Biddle advised that the main grant fund from Sport England which could have been used to provide flood protection had now closed and would re-open in the following year. However, it may be possible to obtain a smaller grant for pitch improvements due to flooding from Sport England, provided that Trustees agreed to the grant being submitted in the Trust's name. Members were advised of the need for the Trust to be provided with full details of the grant application and to also agree the VAT expenditure which would be incurred. Trustees Bonser and Matthews expressed disappointment that an Extra Ordinary meeting of the Trust had not been called by the Trust Chairman to enable the Trust to consider the matter at which Delegated Powers could have been bestowed on the Trust Chairman in order to progress the funding bid further. Trustee Biddle advised that he had only been approached by the Club 2-3 weeks prior and he called on his fellow Trustees to advise if they wished to support the submission of a grant application for pitch improvements due to flooding. It was **proposed by Trustee Matthews, seconded by Trustee Bonser**, that Delegated Powers would be bestowed on the Trust Chairman in order to further said funding bid. **Trustee Osborne proposed an amendment** to the motion that prior to the main Sport England fund opening again the following year, the subject of the main grant would be an agenda item in December 2014/January 2015. **Trustees Matthews and Bonser voiced their acceptance of the amendment to their motion.** Vote carried.

Action by – Trustee Biddle

Trustees were reminded that Trust Chairman or Chairmen of Full Councils/its Committees were able to call Extra Ordinary Meetings at their discretion.



LYDNEY RECREATION TRUST

TRUST MEETING – 24 March 2014 - 46

5.4 Land South of Lydney Bypass

Prior to the meeting Trustees were provided with copies of the correspondence which had been received from Gloucestershire Wildlife Trust illustrating the Key Wildlife Site on the Trust's land south of the Bypass. Noted.

Lydney Rugby Club

Trustee Biddle advised that the Club had expressed an interest to him in leasing the land in order to provide 2-3 pitches; to date interest had only been expressed verbally and the Trust awaited a written approach from the Club. **Trustee Preest** advised that the Club had indicated that they would provide all the necessary funding for the scheme and **proposed** that 2-3 representatives from the Club meet with Trustees to discuss their proposal. Trustee Bonser suggested that Trustees should attend an evening meeting with Trustees. **Trustee Harris then agreed to second** Trustee Preest's motion. Unanimous.

Action by – Trustees Biddle and Preest

5.5 2014 Scoot Jam

Prior to the meeting Trustees were provided with a copy of the e-mail and letter which had been received from the Scoot n' Jam Committee, in which they voiced their intention not to hold the event in 2014 due to negative influences which were experienced as a result of the 2013 event.

It was felt that the Scoot n' Jam Committee had not welcomed the Trust's enquiry regarding financial matters and also the Trust's resolution that two Trustees would be appointed to assist with a similar event in 2014 which had caused a misunderstanding.

Trustee Biddle informed Trustees that whilst he had spoken to Ms Foot regarding the possibility of organising similar event for 2014, she had stressed the need for a high degree of support to be given. It was **proposed by Trustee Preest, seconded by Trustee Harris**, that members of the Scoot n' Jam Committee would be invited to attend a future Trust meeting, in order to ascertain if both organisations could work together on an event for 2014. Unanimous.

Action by – the Secretary

5.6 Individual Water Supply to Lydney Tennis Club

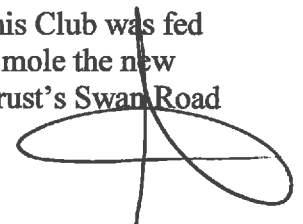
Trustees were asked how they wished to further their aim to supply a separate water supply to Lydney Tennis Club, as no funding had been allocated in the Trust's budget for the work. During discussion it was suggested that the following process would need to be observed:-

Step 1 – Lydney Cricket Club or Lydney Tennis Club to receive new connection resulting in individual supplies to both Clubs

Step 2 – Moling re new supply to Lydney Cricket Club or Lydney Tennis Club

Step 3 – Survey cost (approximate cost £135.78 inc VAT). Connection charge (approximate cost £920.04 inc VAT).

It was explained that at present the water supply to Lydney Tennis Club was fed from the supply to Lydney Cricket Club and it was felt easier to mole the new supply for the Tennis Club from the water main located in the Trust's Swan Road



LYDNEY RECREATION TRUST

TRUST MEETING – 24 March 2014 - 47

Car park to the point where the existing supply veered off towards the Tennis Club. However, it was felt that the Cricket Club may wish the moling to be undertaken later in the year, once their season had concluded, to minimise any disruption to their ground. It was **proposed by Trustee Bonser, seconded by Trustee Osborne**, that the Trust would proceed with separating the water supply for Lydney Tennis Club from Lydney Rugby Club. It was noted that the work would be undertaken at a period mutually convenient for both Clubs.

Action by – the Secretary

5.7 **Recycling of Drink Cans**

Deferred at the request of Trustee Matthews.

5.8 **Scrap Store Bus**

Trustee Bonser advised that of the need for her to make contact in the new financial year, as the organisation would then be operating under a new budget provision.

5.9 **Grant Funding**

Trustees regretfully noted that Trustee Biddle's grant application to Sport England in respect of a Fun Box for the skate park had been unsuccessful. Trustee Biddle voiced his intention to submit a grant application to SITA and was requested to inform the Trust Secretary of any VAT which would be incurred should the grant application be successful.

Action by – Trustee Biddle

5.10 **River Lyd Clean Up**

Trustees noted that the clearance of the river banks on the Trust's land south of the Albany bridge has been completed.

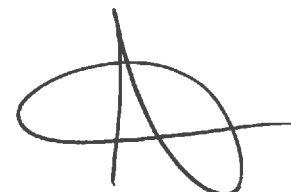
Prior to the meeting Trustees were provided of the e-mail which had been received from the Chairman of Dean Forest Railway confirming the organisation's intention to undertake similar clearance work as soon as practically possible.

5.11 **Hams Road Garages**

Trustees noted that garages 1 – 14 had now been spray insulated and that the Trust Secretary had negotiated a £50 reduction per garage on the spraying costs.

5.12 **Footbridge**

Trustees were advised that Western Power Distribution had issued paperwork confirming the removal of the electrical cable from the side of the footbridge and that they anticipated undertaking the work in one day. Furthermore, that paperwork relating to the transfer of the footbridge to the Tennis Club had been submitted to the Club's legal representative. Responding to a question which had been raised by Trustee Matthews, Trustees were reminded that the decision which had been taken at the Full Council meeting could not be revisited and the Secretary would implement the decisions taken accordingly in line with minuted approval.



LYDNEY RECREATION TRUST

TRUST MEETING – 24 March 2014 - 48

6. MEMBERS REPORTS
No reports given.

The meeting closed at 8.35 pm.

Chairman

Date 27⁵/14

