

LYDNEY RECREATION TRUST

TRUST MEETING – 25 November 2013 - 19

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 25 November 2013 at 8.23 pm.

Present: Trustees D Biddle (Chairman), B Berryman, R Bonser, C Harris, V Hobman, C Matthews, B Pearman and B Thomas

In Attendance: Two members of the public
Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

Housekeeping – Trustee Biddle 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**

Apologies for absence were received and noted from Trustees Bevan, Osborne and Preest.

2. **DECLARATIONS OF INTEREST**

None.

Trustee Bonser proposed that agenda item 5.2 – Bridge by Tennis Club be discussed prior to agenda item 4 – Finance/Sundry Payments, however, the minutes reflect the order as shown on the agenda.

3. **APPROVAL OF MINUTES**

The minutes of the meeting held on 23 September 2013 were confirmed and signed as a true record. Proposed by Trustee Berryman, seconded by Trustee Pearman. Unanimous.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT NOVEMBER 2013

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	See attached
Receipts OCTOBER	1,445.74	See attached
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
	Total Receipts YTD	13,987.92

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

LYDNEY RECREATION TRUST

TRUST MEETING – 25 November 2013 - 20

Payments OCTOBER	1,852.84	Detailed below
Payments NOVEMBER	4,296.52	Detailed below
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
Total Payments YTD	25,373.79	
Total	39,078.72	

Reconciled Bank Statements as at end	OCTOBER 2013			
LLOYDS BANK - Current	00171608	6,832.59	NB: Banking £1,138.60 on 31-Oct not included on statement	
LLOYDS BANK - Current - Projects	36195160	29,328.67		
LLOYDS BANK - General Reserve	29897960	2,917.46		
Bank Balances as at	30-Oct-13	39,078.72	£0.00	check

Earmarked Reserves:

Drainage (residue from sale of Lakeside House)	£65,000.00	Currently held as part of Share Portfolio
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OCTOBER PAYMENTS Details

Payments made by Direct Debit:

none

Direct Debits:	Sub Total	0.00
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Payments made in advance:

none

Payments in advance:	Sub total	0.00
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Chq.
No.

Payments for approval in lieu of meeting:

Abbey Tree Services	550.00	Ad hoc	994	Health & Safety / Trees
Arkell & Hurcombe	96.00	Ad hoc	995	Grounds Maintenance
Designer Signs	21.60	Ad hoc	996	General Maintenance
Forest Equipment Services Ltd	958.90	Monthly	997	Litterpicking
Light Fantastic DIY Ltd	21.14	Monthly	998	Skatepark
Mike Jones Plant Hire	54.00	Ad hoc	999	Grounds Maintenance
Robert Acton Product Developments	151.20	Ad hoc	1000	General Maintenance
Payments in lieu of meeting:	Sub total	1,852.84		

TOTAL PAYMENTS **OCTOBER 2013** **1,852.84**

NOVEMBER PAYMENTS Details

Payments made by Direct Debit:

none

Direct Debits:	Sub Total	0.00
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Payments made in advance of the meeting:

none

Payments in advance of meeting:	Sub total	0.00
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Chq.
No.

Payments for approval at the meeting held on:

25th November 2013

Forest Equipment Services Ltd	726.70	Monthly	1001	Litter Picking: October
Gascheck - BEC	42.00	Ad hoc	1002	Skatepark
Light Fantastic DIY Ltd	30.00	Monthly	1003	Grounds Maintenance
P Hurcomb Carpentry	1,720.00	Ad hoc	1004	Garages: flashings / remove fillers
Richard Cole	1,512.00	Annual	1005	Grass Cutting: remainder 2013/14 contract
Travis Perkins	9.80	Monthly	1006	Grounds Maintenance
Lydney Tennis Club	256.02	Annual	1007	Skatepark lighting

Payments to meeting:	Sub total	4,296.52
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TOTAL PAYMENTS **NOVEMBER 2013** **4,296.52**

 27/1/14

LYDNEY RECREATION TRUST

TRUST MEETING – 25 November 2013 - 21

A list of unrepresented Cheques (For Information only)

Arkell & Hurcombe	96.00	995
Light Fantastic DIY Ltd	958.90	997
<i>Total</i>	<u>1,054.90</u>	

Projects Account

none

0.00

4.1 **Financial Statement**

Trustee Biddle drew Members' attention to a letter which had been received from Harris Allday advising that they had taken the decision to re-allocate the Trust's investment portfolio in order to minimise the loss caused through the formation of a new investment company by a former member of their staff.

Approval of the accounts/payments was **proposed by Trustee Harris, seconded by Trustee Pearman.** Unanimous.

5. **BUSINESS**

5.1 **Water Supply**

Severn Trent Water Charges

Trustees were advised that Severn Trent had yet to resolve the issue of the potential overcharge and had insisted on sending out another engineer to inspect properties. The Trust had been advised that due to limited staff availability at Severn Trent it was hoped that the second site visit would take place during December 2013/early January 2014.

5.2 **Bridge by Tennis Club**

Trustee were provided with copies of the second quotation for a replacement bridge (incorporating disabled access) which had been supplied by Mabey Bridge and, following advice gained from the Environment Agency, quotations from Dean Park Contractors and Forest Driveways, for the provision of a separate footpath which would run from the footpath on the perimeter of the Trust's land by the Rugby Club to the side of the Tennis Club where an entrance already existed. Trustee were provided with a copy of the response submitted by Remnants which called for the Trust to give greater consideration to the type of bridge required (i.e. with steps or disabled access) and also the need to have the land surveyed prior to Remnants being able to quote. Furthermore, Trustees were provided with a copy of the advice which had been obtained from the Environment Agency regarding the options for the bridge.

Trustee Matthews spoke against providing a footpath to the Tennis Club over the Trust's land as she highlighted that the land was subject to flooding this was countered however, by the point that the courts would then also be non-accessible/useable. Trustee Bonser also highlighted the flooding potential and felt that the top of the river banks close to the Tennis Courts were subsiding due to it being used currently to access the Tennis Club. Trustee Berryman noted that the provision of a footpath would also provide access to the Trust's Multi Use Games Area. It was **proposed by Trustee Bonser, seconded by Trustee Matthews**, that the Trust would only consider the option for a footbridge. The motion was put to a vote which was carried with two abstentions. **Trustee Harris then proposed that**

LYDNEY RECREATION TRUST

TRUST MEETING – 25 November 2013 - 22

the Trust would only consider the option for a footpath. **Seconded by Trustee Berryman.** Motion defeated. Trustee Biddle advised that a meeting had taken place with a representative from Mabey Bridge to confirm the Trust's requirements and also discuss the advice provided by the Environment Agency. Trustee Biddle explained that a new bridge would need to come off the existing concrete plinths; be 1.5m wide (as per advice from Forest of Dean District Council's Building Regulations Officer) and should have a reduced profile. Trustee Biddle explained that the access ramps would result in a 90° turn on the footpath side; the quotation for the work did not involve any earthworks which may be necessary on site; that it would be necessary for the Trust to remove a small number of trees on the footpath to facilitate the placement of the ramp.

Responding to a question which had been raised by Trustee Bonser, Trustees noted that a response was yet to be received from the Mabey Bridge Charitable Trust and Trustee Biddle then proceeded to read out the itemised list from Mabey Bridge (in addition to that provided to Trustees as part of the quotation), for which the Trust would be responsible for addressing, these being:

- To establish the owner of the service and make arrangements for it to be disconnected during bridge removal/installation.
- Make arrangements for the gate across towpath to be opened and trees trimmed to provide vehicular access to the bridge. To open discussions with riparian owner at the east end of the bridge in case access to their land is required to launch the bridge.
- Confirm an adequate width for the deck.
- To remove any trees necessary to facilitate the placement of the ramp on the towpath.

The Secretary advised that now that the Trust had selected the "bridge" rather than "footpath" option, Mabey Bridge would be asked to re-submit their quotation to include such facilities which could not be provided by the Trust (e.g. welfare facilities). Responding to a question which had been raised by Trustee Bonser, the Secretary advised that whilst the provision of a wooden bridge had been suggested by Lydney Tennis Club, Trustees were reminded of an accident previously sustained by a member of the public on the existing wooden flooring structure which became slippery when wet.

Trustee Biddle advised that the deadline for submission of funding bids to SITA was 25 November 2013, with the next round being 17 March 2014; it was stressed that the Trust would not know the outcome of its funding bid until 18 July 2014. Members were reminded of the need to obtain approval from the Environment Agency (fee to be levied) and the length of time for approval to be granted, prior to Trustee Biddle's submission of said funding bid. Trustee Biddle was confident that the bridge designed by Mabey Bridge would comply with the requirements imposed by the Environment Agency. At this stage, due to the length of time which would be expended whilst obtaining consent (both from the Environment Agency and SITA), Trustee Matthews suggested that the Trust should consider the provision of a footpath, however, Trustee Biddle felt that means of access had already been provided across the Trust's grass from the other bridge.


27/1/14

LYDNEY RECREATION TRUST

TRUST MEETING – 25 November 2013 - 23

Trustee Biddle then invited a member of the public (Mr M Godwin, Chairman, Lydney Tennis Club) to address the Trust. Responding to a question which had been raised by Mr Godwin, the Secretary advised that each organisation initially approached had been asked to quote for the repair of the bridge, as well as its replacement and it was noted that Mr Dave Latham had stated in his quotation that the bridge could not be repaired. Trustee Matthews suggested that an approach be made to 1 Rifles in order to ascertain if they could loan a suitable bridge which could be used in the interim period, however, Trustee Harris spoke against the suggestion and reminded Trustee Matthews that any organisation who installed such a facility would need to accept liability for same and also ensure that adequate insurance was in place.

Trustee Biddle advised of the necessity to obtain two quotations for grant funding purposes (together with drawings); that both quotations would then be submitted to the Environment Agency for their approval (and relevant fee paid); that once consent had been obtained from the Environment Agency the Trust would then decide which quotation it wished to accept. No objection was voiced by Trustees.

Responding to a question which had been voiced by Trustee Bonser, Mr Godwin advised that it was not possible for the Club to offer a contribution towards the cost of the replacement work, as it had been attempting to generate funds to replace the netting which surrounded the facility. Trustee Harris suggested that the Club may wish to consider the Health Lottery as a funding opportunity.

The Secretary advised that as the Trust had already agreed its budget for the 2014-2015 Financial Year, any funding needed for the bridge would need to therefore be taken from the Trust's General Reserves if sufficient grant funding could not be obtained. Noted.

5.3 Grant Funding


Trustee Biddle advised that he had been unsuccessful with a funding bid to the Robin Greaves Sports Foundation for the jump box at the skate park and had now submitted a funding bid for the equipment to Sport England.

5.4 River Lyd Clean Up

Prior to the meeting Trustees were provided with a copy of the quotation which had been obtained from Richard Cole Contractors for the sum of £5,004 plus VAT in respect of the clearance of the riverbanks on the Trust's land south of Albany bridge. It was noted that Dean Forest Railway would be contacted and encouraged to undertake a similar exercise on their land in order that the full benefit could be realised.

Trustee Biddle advised that the Trust had not conducted any maintenance on said area of land which had allowed the land to become very overgrown. It was **proposed by Trustee Pearman, seconded by Trustee Bonser**, that the Secretary would approach Dean Forest Railway to establish if they would be willing to undertake a joint clearance exercise using their resources for which the Trust would be willing to offer a contribution of up to £4,000. Unanimous.

Action by – the Secretary


27/1/14

LYDNEY RECREATION TRUST

TRUST MEETING – 25 November 2013 - 24

Trustee Thomas advised that Trustee Preest and Mr D Street had walked from Cambourne Place and had noted that the River had become very silted up in places. Furthermore, that it had been impossible to access the culverts by the railway land.

5.5 **Hams Road Garages – Garage 13**

Trustee Biddle advised that complaints had been received from tenants as the new galvanised garage roof had resulted in problems being experienced with condensation. The Secretary advised that the garages had not been built with air blocks and whilst remedial steps had since been taken to address the problem (at a cost of £330), it had not eradicated the problem. The need to obtain a quotation for spraying the garage roof with insulation was suggested to Trustees.

Action by – the Secretary

5.6 **Hedge Cutting**

Prior to the meeting Trustees had been provided with a copy of the quotation for the sum of £157 plus VAT which had been obtained from Richard Cole Contractors for cutting the Trust's hedge adjacent to the A48 bypass. Acceptance **proposed by Trustee Harris, seconded by Trustee Matthews.**

Action by – the Secretary

5.7 **2014 Scoot Jam**

Prior to the meeting Trustees were provided with a copy of the accounts from the 2013 event which had been provided by the organisers and also a copy of an e-mail which had been received from Ms Challenger, the contents of which were duly noted. Members were also advised that the Trust had incurred a charge of £35.00 plus VAT to repair the skatepark floodlights after the event, as the organiser's electrician had inadvertently disconnected the electricity supply to the floodlights; Trustees consent for seeking re-imburement being a separate agenda item.

Trustee Biddle expressed concern that the Skate Jam Committee accounts included expenditure to the business of one of the organisers. During discussion it was noted that no income had been shown against that generated by drinks sales by Lydney Youth Council and Trustee Berryman was requested to approach Mrs James to enquire how this amount had been shown in said accounts.

Action by – Trustee Berryman

Trustee Biddle advised that during his attendance at meetings with the organisers no mention had been made of the necessity to claim expenses. It was noted that members of the skateboard/BMX fraternity had felt excluded as the event had not been able to cater for their activities.

Trustees considered if they wished to grant permission for a similar event to be organised by Scoot 69/Ms Challenger in 2014. It was **proposed by Trustee Bonser, seconded by Trustee Harris**, that in principle the Trust would consent to its facilities being used for a similar event in 2014, (operating parameters to be formally agreed, i.e. insurance provision/risk assessments, etc). Unanimous. It was also **proposed by Trustee Bonser, seconded by Trustee Harris**, that Trustee Biddle would be nominated as the Trust's liaison representative given that there was currently no Youth Council representative assisting with the event. Trustee Bonser offered her support to Trustee Biddle, Skate Jam plans would however, be


27/1/14

LYDNEY RECREATION TRUST

TRUST MEETING – 25 November 2013 - 25

tabled at Recreation Trust meetings for information.

It was suggested agreed that the Skate Jam Committee be required (assisted if necessary) to provide a copy of accounts in an easier to understand/transparent format.

5.8 Land South of Lydney Bypass

Prior to the meeting Trustees were provided with a copy of an e-mail which had been received from Mr N Gibbons, Forest of Dean District Council, in which he expressed an interest in learning if the Trust had any plans for its land south of the Bypass/north of the railway, and land north of the Bypass and south of the lake.

Whilst it was felt that the land concerned could offer a fantastic facility for the Town, it was agreed that it would need careful management. It was also noted that such land could be included in the Town's Neighbourhood Development Plan (NDP) which would then stipulate its future usage. Trustee Bonser agreed that the NDP was opening up thought locally and felt that the land had potential as sports/commercial area.

It was agreed that a meeting would take place with Mr Gibbons to explore possible future uses for the land; that the meeting would be open to all Trustees to attend, with a review of the meeting conducted at the January Trust meeting.

Accordingly, the Trust Chairman requested that the Secretary ascertain Mr Gibbons's availability in order that a meeting may be arranged.

Action by – the Secretary

5.9 Lydney Skate Park

Due to the discussion under agenda item 5.7 – 2014 Scoot Jam, it was **proposed by Trustee Biddle** that the Trust would request reimbursement of the expenditure relating to the reconnection of the floodlights from the Scoot Jam organisers.

Unanimous.

Action by – the Secretary

Enclosure of rear of large ramps

Members were asked to consider the enclosure of the rear of the large ramps to prevent litter entrapment. Trustees felt that the existing arrangements allowed for the area to remain visible and provided easy access for clearance. It was therefore **proposed by Trustee Bonser, seconded by Trustee Matthews**, that no action would be taken. Motion carried.

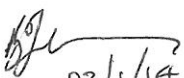
5.10 Community Payback Team

Prior to the meeting Trustees were provided with information which had been obtained regarding the operation of the Community Payback Work Scheme. It was **proposed by Trustee Matthews, seconded by Trustee Bonser**, that no action would be taken.

5.11 Recycling of Drink Cans

Trustee Matthews requested that the matter be deferred to the next meeting.

Action by – the Secretary


27/1/14

LYDNEY RECREATION TRUST

TRUST MEETING – 25 November 2013 - 26

5.12 **Scrap Store Bus**

Trustee Bonser requested that the matter be deferred to the next meeting.

Action by – the Secretary

5.13 **Gloucestershire Playing Field Association**

Prior to the meeting Trustees were provided with copies of the score sheets for the 2013 competition in respect of the Skate Park and Multi Use Games Area. Noted.

6. **MEMBERS REPORTS**

Trustees noted that the Chairman had been approached regarding possible venues for dog socialisation classes.

Trustees were informed that earlier in the day it had become necessary to remove a tree under Health and Safety Grounds at a cost of £150. Report to be made at the January meeting.

The meeting closed at 9.40 pm.

Chairman 

Date 27 JANUARY 2014