

LYDNEY RECREATION TRUST

TRUST MEETING – 27 January 2014 - 31

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 27 January 2014 at 7.00 pm.

Present: Trustees B Thomas (Chairman), J Bevan, R Bonser, C Harris, V Hobman, B Pearman, S Rudge and C Vaughan

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

1. **ELECTION OF MEETING CHAIRMAN**

Due to the absence of Trustee Biddle, Trustees were required to appoint a Chairman for the meeting. **Trustee Hobman proposed** Trustee Bonser (not seconded). **Trustee Pearman proposed** Trustee Thomas, **seconded by Trustee Harris**. Vote carried.

Housekeeping – Trustee Thomas 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.

2. **APOLOGIES**

Apologies for absence were received and noted from Trustees Berryman, Biddle and Matthews.

3. **DECLARATIONS OF INTEREST**

None.

4. **APPROVAL OF MINUTES**

Trustee Bonser questioned what action had been taken under Delegated Powers since the last meeting and the Trust Secretary advised that it was customary to include a generic statement regarding Delegated Powers and that no action had been taken using Delegated Powers since the last meeting.

Trustee Bonser then questioned why at the Extra Ordinary Trust meeting on 13 January 2014 Trustees had discussed the option to provide a footpath to the Tennis Club when the motion had been defeated at the Trust meeting on 25 November 2013. The Trust Secretary explained that she had received a request from five Trustees who wished to revisit the decision within 6 months of the decision being taken.

The minutes of the meeting held on 25 November 2013 were then confirmed and signed as a true record. **Proposed by Trustee Pearman, seconded by Trustee Harris**. Vote carried.

Attention then turned to the minutes of the Extra Ordinary meeting on 13 January 2014. Trustee Bonser questioned how Trustees had been asked to consider other access options for the Tennis Club, when the Trust Chairman had requested that the meeting be called to consider the matter of the footbridge. Trustees were advised that Trustees Biddle and Bonser had met informally, (without Delegated Powers) with members of the Tennis Club to consider just one option, however, other access options had been available to the Trust.

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Accordingly, Trustees needed to be aware that they were able to consider *all* options, not solely the option mooted by the Trust Chairman. Furthermore, five Trustees had submitted written requests to consider the removal of the footbridge.

The minutes of the Extra Ordinary meeting held on 13 January 2014 were then confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Pearman.**
Vote carried.

5. FINANCE & SUNDRY PAYMENTS

| FINANCIAL STATEMENT | | DECEMBER 2013 & JANUARY 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 |
| <u>TRANSACTIONS</u> | | | |
| <u>RECEIPTS</u> | | | |
| 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 | See attached |
| Receipts DECEMBER | | 4,589.88 | See attached |
| Receipts JANUARY | | - | |
| Receipts FEBRUARY | | - | |
| Receipts MARCH | | - | |
| | | Total Receipts YTD | 21,708.30 |
| <u>PAYMENTS</u> | | | |
| 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 | Detailed below |
| Payment JANUARY | | 7,236.30 | Detailed below |
| Payment FEBRUARY | | - | |
| Payment MARCH | | - | |
| Payments PRIOR TO YEAR END | | - | |
| | | Total Payments YTD | 32,460.09 |
| | | Total | 39,412.80 |
| Reconciled Bank Statements as at end | | | |
| | | DECEMBER 2013 | <i>Bank statements attached</i> |
| LLOYDS BANK - Current | 00171608 | 5,196.05 | |
| LLOYDS BANK - Current - Projects | 36195160 | 2,917.46 | |
| LLOYDS BANK - General Reserve | 29897960 | 31,299.29 | |
| Bank Balances as at | 30-Dec-13 | 39,412.80 | £0.00 check |
| Earmarked Reserves: | | | |
| <i>Drainage (residue from sale of Lakeside House)</i> | | £65,000.00 | <i>Currently held as part of Share Portfolio</i> |

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| DECEMBER PAYMENTS | | | Details | | |
|--|--|----------------------|---------|------|-------------------------|
| Payments for approval in lieu of meeting: | | | | | |
| Abbey Tree Services | | 150.00 | Ad hoc | 1008 | Health & Safety / Trees |
| | Payments in lieu of meeting: Sub total | <u>150.00</u> | | | |
| TOTAL PAYMENTS | DECEMBER 2013 | <u>150.00</u> | | | |

| JANUARY PAYMENTS | | | Details | | |
|---|--------------------------------|--------------------------|---------|-----------------|-------------------------------------|
| Payments made by Direct Debit: | | | | | |
| Severn Trent Water | 23.12.13 | 17.65 | | DD | Standtap - Invoice copy awaited |
| | Direct Debits: Sub Total | <u>17.65</u> | | | |
| Payments for approval at the meeting on: | | | | | |
| | | 27th January 2014 | | Chq. No. | |
| Forest Equipment Services Ltd | | 1,453.40 | Monthly | 1009 | Litter Picking: November & December |
| Light Fantastic DIY Ltd | | 9.98 | Monthly | 1010 | General Maintenance |
| Travis Perkins | | 63.14 | Monthly | 1011 | General Maintenance |
| Zurich Municipal | | 5,692.13 | Annual | 1012 | Insurance: General & Skatepark |
| | Payments to meeting: Sub total | <u>7,218.65</u> | | | |
| TOTAL PAYMENTS | JANUARY 2014 | <u>7,236.30</u> | | | |

| A list of unrepresented Cheques (For Information only) | | |
|--|-------|-------------|
| | none | |
| | Total | <u>0.00</u> |

| | | |
|-------------------------|------|------|
| <u>Projects Account</u> | none | 0.00 |
|-------------------------|------|------|

5.1 Financial Statement

Trustee Bonser noted that the text shown on the Financial Statement should read December 2013 and January 2014, not December and January 2013.

Approval of the accounts/payments was **proposed by Trustee Thomas, seconded by Trustee Rudge**. Vote carried.

5.2 Appointment of Independent Auditor for Year Ended 2013/14

Trustee Pearman proposed that Griffiths Marshall would once again be appointed to the role, **seconded by Trustee Thomas**. Vote carried.

Action by – the Secretary

5.3 Share Portfolio – Harris Allday

Prior to the meeting Trustees were provided with a copy of the quarterly valuation which had been provided by Harris Allday. **Noted**.

6. BUSINESS

6.1 Footbridge

Prior to the meeting Trustees had been provided with copies of various e-mails/documents pertaining to the footbridge, in addition to quotations for its removal and also the provision of a separate footpath.

During the meeting Trustees were also provided with a timeline detailing the events to date regarding the footbridge; a copy of an e-mail received from the Chairman of the Tennis Club on 26 January 2014; the Secretary's reply to same

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dated 27 January 2014.

Responding to a question which had been raised by Trustee Bonser, the Secretary gave an overview regarding the adhoc discussion which had taken place on 15 January 2014 and it was noted that if the Club had wished to pursue the suggestion which had been made (the sale of the footbridge to that of Lydney Tennis Club for the sum of £1.00), they had been asked to register their interest in writing to the Trust by 12 noon on Monday 20 January 2014 in order that the matter could be an agenda item for tonight's meeting.

Relocation of Electrical Cable

Trustees were advised that an order had been placed with Western Power Distribution for the relocation of the electrical cable currently affixed to the footbridge. The Trust awaited notification of the appointed date for relocation.

Removal of Footbridge

Responding to a question which had been raised by Trustee Bonser, the Secretary advised the names of the five Trustees who had requested that the removal of the footbridge be reconsidered.

During discussion Trustee Pearman noted that Trustee Biddle had expressed a willingness to assist with grant funding applications to facilitate a replacement bridge and he felt that the possible purchase of the footbridge by the Tennis Club should be a future agenda item in order to allow both parties time to consider the suggestion. Trustee Pearman noted that the Tennis Club had since indicated that they would be interested in purchasing the bridge (as per Club Chairman's e-mail of 26 January 2014). Trustee Thomas noted that the deadline for grant applications to SITA would close on 17 March and he felt that upon his return Trustee Biddle would be able to advise regarding the possibility of future funding.

Members were reminded that they could not discuss the repair of the footbridge for 6 months; the need to set a timeframe which the Club would be required to adhere to if they wished to move forward with the purchase of the footbridge, together with the necessity to stipulate a number of conditions (e.g. insurance, gates, signage, the fact that the bridge had been decommissioned on health and safety grounds, etc). Trustees were reminded of the need to protect the Trust; the Secretary advised of the need to consider an option for the Trust to "buy back" the footbridge at the end of the Tennis Club's lease for £1.00.

Attention was then drawn to access arrangements for the footbridge and it was agreed that these would need to be legally worded as part of the proposed sale. Trustee Bevan spoke in favour of the sale of the footbridge; agreed that conditions relating to the use of the footbridge and access arrangements needed to be put into place; spoke in favour of signage being erected advising that the footbridge was then the responsibility of the Tennis Club; advocated the inclusion of a caveat regarding the continued provision of an electrical supply from the Club to run the floodlights at the skate park (consumption costs for same covered by the Trust). Trustee Bevan expressed disappointment that the Tennis Club had elected to confirm their interest in purchasing the bridge at such a late hour, which had negated the matter being an agenda item for tonight's meeting.

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It was noted that no further action/discussion would take place as the matter was not an agenda time for the meeting, neither would any action be taken to further advice gained from the Trust's Solicitor until such time as the matter was an agenda item.

Provision of a Footpath

Trustee Pearman proposed that the potential sale of the footbridge to the Tennis Club would be a future agenda item. **Seconded by Trustee Hobman.**
Unanimous.

Action by – the Secretary

Trustee Pearman proposed that the Trust would discount the provision of a footpath completely on grounds of cost. **Seconded by Trustee Bonser.** Trustees were reminded that they would be unable to consider the option of a footpath for 6 months. Unanimous.

6.2 Grant Funding

Trustee Harris questioned if any action had been taken on her suggestion that the Tennis Club apply to Health Lottery Local for funding for their facilities. It was noted that members of the Tennis Club were present in the chamber and the decision lay with the Club as to whether it wished to pursue such funding, however, no such acknowledgement was mooted.

6.3 River Lyd Clear Up

Prior to the meeting Trustees were once again provided with a copy of the quotation for £5,004.00 plus VAT which had been obtained from Richard Cole Contractors for the clearance of the river bank on the Trust's land south of Albany Bridge. Trustees were advised that Dean Forest Railway Ltd (DFR) had agreed to clear the opposite bank which lay within their ownership, however, it was necessary for the Trust's land to be cleared first prior to DFR undertaking their clearance.

Responding to a question which was raised by Trustee Harris, Trustee Pearman reminded his fellow Trustees of a tree which had previously fallen in the river on this stretch causing problems with the water flow during times of flood. Furthermore, Trustees were reminded of the improvement in water flow since the Trust had cleared the river banks on its land spanning from the Hams Road Car Park to the Albany bridge and also the need for the Trust to observe its Riparian Ownership obligations.

During discussion Trustee Bevan advised that the depth of the watercourse at Whitehouse Press had historically been 8', however, it was felt that this had decreased due to lack of dredging. Furthermore, Trustee Bevan spoke in favour of the Trust fulfilling its Riparian Ownership duties. It was **proposed by Trustee Harris, seconded by Trustee Pearman** that the Trust would accept the quotation

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from Richard Cole Contractors for the work and would commence said works and that it would endeavour to obtain written confirmation from DFR that it would similarly clear the river bank on its land south of Albany bridge. Vote carried.

Action by – the Secretary

Consideration was given as to how the work would be funded. Trustees were reminded that they had earmarked £65,000 for drainage improvements and it was **proposed by Trustee Pearman, seconded by Trustee Rudge**, that the funding for the work would be taken from the amount earmarked for drainage improvements unless budget residue identified. Vote carried.

Action by – the Secretary

Tree in River Lyd

Members were shown pictures of a tree which had broken away from the riverbank and fallen into the Lyd, potentially causing an obstruction. It was agreed that the Trust would ask Richard Cole Contractors if he would consider removing the tree free of charge as part of the work south of Albany bridge.

Action by – the Secretary

Trustee Bevan excused himself from the meeting at this point.

6.4 Hams Road Garages

Prior to the meeting Trustees were provided with copies of the two quotations which had been obtained for the insulation of garages 1-14. Trustees were informed that the Trust Chairman and a local builder had recommended that the garages be sprayed with insulating foam by Mr B Scriven, who was the only contractor able to undertake this type of work locally. Attention was drawn to the quotation provided by Mr Scriven at £300 plus VAT per garage. Trustees noted the quotation which had also been provided by Mr N Giles utilising marine plyboard, however, they felt that this would not provide a long-term solution.

During discussion it was noted that problems had been experienced with condensation ever since the Trust had decided to replace the asbestos roof with a metal version. It was then **proposed by Trustee Hobman, seconded by Trustee Harris** that the Trust would accept the quotation from Mr B Scriven, as it provided the only long-term solution for the Trust. Unanimous. Delegated Powers were then bestowed on the Trust Secretary to attempt to negotiate a preferential rate per garage. **Proposed by Trustee Harris, seconded by Trustee Hobman.**

Action by – the Secretary

6.5 Lydney Rugby Club – Mini and Junior Section

Prior to the meeting Trustees were provided with a copy of a letter which had been received from Mr D Beddis, Chairman, Lydney Rugby Club Mini and Junior Festival Chairman.

Members noted that the Club requested permission to use the Trust's land for a children's rugby festival on Sunday 28 September 2014; the use of part of the Hams Road car park as parking for the event; that the Club intended to sell programmes at £3.00 each; that the event would be covered by the Club's

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insurance and fully risk assessed; the provision of first aid facilities; the Club's enquiry regarding a fee to use the ground; that the Club wished to maintain communication with the Trust regarding plans for the event.

It was **proposed by Trustee Bonser, seconded by Trustee Pearman**, that the Trust would allow its ground to be used. Unanimous. No conditions were imposed/mooted by Trustees.

6.6 **2014 Scoot Jam**

Trustees were informed that whilst Ms M Challenger was happy to liaise with Trustees Bonser and Biddle, she could not see the necessity for them to join the organising Committee. The Scoot Jam Committee merely wished to use the ground on the same terms as in 2013.

During discussion it was noted that previously the Scoot Jam Committee had insured and risk assessed the event themselves, with the Trust allowing the use of its facilities/ground on a free of charge basis. It was **proposed by Trustee Bonser, seconded by Trustee Harris**, that the Scoot Jam Committee's offer to liaise further be accepted, with the ground/facilities offered on a free of charge basis.

Action by – the Secretary

Skatepark Lights

Trustees noted that the Scoot Jam Committee had been informed of the charge which had been incurred by the Trust; an invoice had been raised accordingly for which settlement was awaited.

6.7 **Land South of Lydney Bypass**

Trustee Thomas provided an update on the meeting between Trustees and Mr N Gibbons, Forest of Dean District Council, regarding possible future use of the Trust's land south of the Bypass.

Trustee Thomas advised that Trustee Biddle (via an e-mail) suggested that the land could be used as a dog walking/wildlife area; alternatively he felt that the Trust may wish to engage the services of a land agent to maximise its use. However, Trustee Thomas felt that Natural England may also be interested in the use of the land. On behalf of Trustee Biddle, Trustee Thomas suggested that the Trust may wish the matter to be an agenda item for Lydney Town Council.

6.8 **Recycling of Drink Cans**

Deferred due to the absence of Trustee Matthews.

6.9 **Scrap Store Bus**

Deferred at the request of Trustee Bonser.

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6.10 **Cambourne Meadow**

Prior to the meeting Trustees were provided with repair/replacement options for the wooden gates at the entrance to Cambourne Meadow. It was **proposed by Trustee Bonser, seconded by Trustee Harris**, that the Trust would accept the option to repair the gates at a cost of £40.80 including VAT. Trustees also noted the need to purchase a new chain and lock once the repair had been conducted, at a cost of £18.00 including VAT.

Action by – the Secretary

6.11 **Lydney Angling Club**

Trustees noted the work undertaken by Lydney Angling Club to extract a fallen tree from the lake, together with the thanks which had been extended to the Club for their work.

6.12 **Removal of Laburnum Tree**

Members noted that it had been necessary to remove a dead laburnum tree from the banks of the River Lyd in order that it did not cause an obstruction at a cost of £150.00.

6.13 **Gloucestershire County Council**

Prior to the meeting Trustees were provided with a copy of an e-mail which had been received from Mr P Maunder, Operations Officer (Forest South), Public Rights of Way Team, which detailed Gloucestershire County Council's plans to undertake improvement works to FLY89/1 and 24/2, the contents of which were duly noted.

6.14 **Ms A Taylor – Dog Socialisation Classes**

Trustees noted that unfortunately the Trust did not possess land suitable for use by Ms Taylor.

7. **MEMBERS REPORTS**

Trustee Bonser expressed a view that she had felt ostracised at the start of the meeting; that the meeting between herself, Trustee Biddle and the Tennis Club had not been a Trust meeting; that Trustee Preest had also attended the meeting to listen to the proposal suggested by Mr Godwin of the Club, which she advised said Trustees felt could be explored further.

Trustee Harris questioned if any progress had been made with the tree which she had reported at the Full Council meeting. The Secretary advised that the issue had been reported to Watts Group. Trustee Harris reported that further trees had fallen across the water from Lydney Rugby Club and during discussion it was suggested that the Trust would write to the Club to alert them to the issue and offer a meeting with the Town Council's Head Groundsman.

The meeting closed at 8.16 pm.

Chairman 

Date 24.1.03. 2014