

LYDNEY RECREATION TRUST

TRUST MEETING – 29 September 2014 - 18

THE MINUTES OF THE MEETING OF THE LYDNEY RECREATION TRUST held in the Council Chamber at Claremont House on Monday 29 September 2014 at 7.04 pm.

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

In Attendance: Mr T Curtis (plus one), Lydney Rugby Football Club
One member of the public
Mrs J Smailes – Trust Secretary
Miss C Wheeler – Assistant Secretary

Trustee Preest 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.

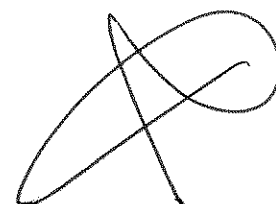
Prior to the commencement of the meeting Trustees received a report from Mr T Curtis, Lydney Rugby Football Club regarding the possible use of land south of the Bypass for additional pitch provision for the Club and its junior teams. Mr Curtis expressed a desire to utilise 3½-4 acres at the top of the site to provide an additional three pitches and recognised the need to consult with Gloucestershire Wildlife Trust regarding their plans, as the site was designated as a Key Wildlife Site.

During discussion Mr Curtis advised that initially no provision for changing rooms would be required on the site, as the Club would be able to utilise its own facilities, however, this requirement may change if the Club expanded in the future. Mr Curtis stated his awareness that the land was “made up” (due to its former use as a tip) and that planning consent may only be granted for a single storey building.

Trustee Preest welcomed the ability to open dialogue with the Club regarding the use of the land; Trustee Hobman requested that the Club provide the Trust with a plan detailing their proposed use; **Trustee Preest proposed** the formation of a Working Party to meet with the Club (no objection voiced); Trustees Harris, Rudge, Pearman and Berryman to form Working Party with the support of the Trust Secretary. It was noted that the Club intended to apply to Sport England to obtain funding to install drainage on the Recreation Ground and that said funding bid would need to be submitted in the Trust’s name. Mr Curtis was requested to inform the Trust Secretary of the VAT element of said funding bid. Trustee Biddle requested that the Working Party’s remit be expanded to include discussion on the drainage funding bid.

After a further short discussion it was agreed that the Working Party would provide a report on their meetings at the November Trust meeting. Furthermore, Mr Curtis agreed to complete the drainage funding bid to Sport England on line and then provide the Secretary with the necessary access codes.

The representatives from Lydney Rugby Football Club then excused themselves from the meeting.



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1. **APOLOGIES**

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

2. **DECLARATIONS OF INTEREST**

None.

3. **APPROVAL OF MINUTES**

Approval of the minutes of the meeting held on 28 July 2014 were confirmed and signed as a true record. **Proposed by Trustee Harris, seconded by Trustee Berryman.**
Unanimous.

4. **FINANCE & SUNDRY PAYMENTS**

FINANCIAL STATEMENT

AUGUST & SEPTEMBER 2014

Bank Balance as 1st April 2014

| | | | |
|----------------------------------|----------|---------------------|------------------|
| LLOYDS BANK – Current | 01727642 | 5,113.60 | |
| LLOYDS BANK - Current – Projects | 36195160 | 2,917.46 | |
| LLOYDS BANK - General Reserve | 01451914 | 32,623.38 | |
| | | <u>Bank Balance</u> | <u>40,654.44</u> |

TRANSACTIONS

RECEIPTS

| | | |
|--------------------|---------------------------|------------------|
| Receipts APRIL | 1,969.47 | |
| Receipts MAY | 4,391.77 | |
| Receipts JUNE | 9,871.80 | |
| Receipts JULY | 4,512.36 | See attached |
| Receipts AUGUST | 2,581.75 | See attached |
| Receipts SEPTEMBER | | |
| Receipts OCTOBER | | |
| Receipts NOVEMBER | | |
| Receipts DECEMBER | | |
| Receipts JANUARY | | |
| Receipts FEBRUARY | | |
| Receipts MARCH | | |
| | Total Receipts YTD | 23,327.15 |

PAYMENTS

| | | |
|----------------------------|---------------------------|------------------|
| Payments APRIL | 462.32 | |
| Payments MAY | 302.84 | |
| Payments JUNE | 1,506.70 | |
| Payments JULY | 3,508.75 | |
| Payments AUGUST | 1,304.12 | Detailed below |
| Payments SEPTEMBER | 5,833.32 | Detailed below |
| Payments OCTOBER | | |
| Payments NOVEMBER | | |
| Payments DECEMBER | | |
| Payment JANUARY | | |
| Payment FEBRUARY | | |
| Payment MARCH | | |
| Payments PRIOR TO YEAR END | | |
| | Total Payments YTD | 12,918.05 |
| | Total | 51,063.54 |

| | | | |
|---|--------------------|------------------|---------------------------------|
| Reconciled Bank Statements as at end | AUGUST 2014 | | Bank statements attached |
| LLOYDS BANK – Current | 01727642 | 12,517.89 | |
| LLOYDS BANK - Current – Projects | 36195160 | 2,917.46 | |
| LLOYDS BANK - General Reserve | 01451914 | 35,628.19 | |
| Bank Balances as at: | 31-Aug-14 | 51,063.54 | 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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AUGUST PAYMENTS

Details

Payments made by Direct Debit:

| | | | |
|---------------------------|---------------|-----------|-----------------|
| Severn Trent Water | 16.90 | Quarterly | Water Rates |
| FoDDC Business Rates | 173.00 | Monthly | Car Park & Land |
| Forest Equipment Services | 749.22 | Monthly | Litter Picking |
| | <u>939.12</u> | | |

Direct Debits: Sub Total

Payments made in advance:

none

Payments in advance of meeting: Sub Total 0.00

Chq. No.

Payments for approval in lieu of meeting:

| | | | |
|-----------------------------|---------------|------|-------|
| Abbey Tree & Hedge Services | 365.00 | 1040 | Trees |
| | <u>365.00</u> | | |

Payments in lieu of meeting: Sub total

TOTAL PAYMENTS AUGUST 2014 1,304.12

SEPTEMBER PAYMENTS

Details

Payments made by Direct Debit:

| | | | |
|---------------------------|-----------------|-----------|--------------------------|
| R Cole Contractors | 2,772.00 | Quarterly | Grass Cutting: May - Jul |
| FoDDC Business Rates | 172.00 | Monthly | Car Park & Land |
| Forest Equipment Services | 749.22 | Monthly | Litter Picking |
| R Cole Contractors | 924.00 | Monthly | Grass Cutting: Aug |
| | <u>4,617.22</u> | | |

Direct Debits: Sub Total

Payments made in advance:

none

Payments in advance of meeting: Sub Total 0.00

Chq. No.

Payments for approval at the meeting on: 29th September 2014

| | | | |
|---------------------------|-----------------|------|-----------|
| Evolution Skatepark Ramps | 1,126.10 | 1041 | Skatepark |
| Monmouthshire CC | 90.00 | 1042 | Skatepark |
| | <u>1,216.10</u> | | |

Payments to meeting: Sub total

TOTAL PAYMENTS SEPTEMBER 2014 5,833.32

A list of unpresented Cheques (For Information only)

none

Total 0.00

4.1 Financial Statement

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

4.2 Clarification - July Financial Statement

Prior to the meeting Trustees were provided with a further copy of the e-mail sent to all Members following the July meeting re. entries made in respect of Lydney Rugby Club and Lydney Tennis Club, the contents of which were duly noted.

4.3 EFG Harris Allday

Prior to the meeting Trustees were provided with a copy of their Fund Manager's decision to include Woodford UK Equity Fund in the Trust's share portfolio. Noted.

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4.4 2015-16 Budget

Prior to the meeting Trustees were provided with a copy of the quotation which had been obtained from Redhand for CCTV provision at the skate park, in order that such provision may be included in their 2015-16 budget, if so desired. It was **proposed by Trustee Bonser, seconded by Trustee Biddle**, that provision for CCTV at the skate park would be deferred. The Secretary sought clarification regarding Trustees wishes (i.e. no provision to be included/provision to be included by installation deferred). It was **proposed by Trustee Bonser, seconded by Trustee Pearman**, that no provision would be included for CCTV in the Trust's 2015-16 budget. Unanimous.

Trustees were reminded of the efforts by the Town Council's Planning and Highway Committee to obtain mobile CCTV provision for the Town.

Further discussion of the draft budget was then deferred until after discussion of agenda item 5.12 – St Mary's Bridge, however, the minutes reflect the order as shown on the agenda.

Members were provided with a copy of the proposed draft budget for 2015-16. The Secretary sought guidance from the Trust as to whether they wished to include provision for dog waste bins in their draft budget. It was unanimously agreed that provision should be included in the draft 2015-16 budget for the purchase of one dog waste bin plus the weekly cost of emptying (£300.00). Members were also advised that the draft budget of £36,160 included provision for additional litter picking of the skate park during the summer school holidays (£250.00). It was **proposed by Trustee Berryman, seconded by Trustee Harris**, that it the Trust wished to further either a project for the skate park or drainage for the Recreation Ground, it would utilise its General Reserves to cover any VAT element. Unanimous.

Responding to a question which had been raised by Trustee Bonser, the Secretary advised that any maintenance required for the garage block could be funded via the general maintenance budgetary heading. Trustee Bonser called for provision to be included in the Trust's budget in respect of the resurfacing of the garage area and also the rugby/cricket car parking area, however, Trustee Bonser was asked to inform the Secretary of the amount of provision which she felt should be included (no amount was suggested). During discussion Trustee Biddle highlighted to Trustees that the proposed draft budget required the Trust to use £15,000 of its reserves.

During discussion Trustees were reminded of the need to consider the amount of donation which may (or may not) be requested from the Town Council, which then may have an impact on the Town Council's Precept demand. Whilst it was accepted that the Trust considered its budget irrespective of the Town Council's Precept deliberations, it was noted that the Trust's donation request may be declined by the Town Council which would then require the Trust to utilise a greater sum of its General Reserves to meet its budgetary requirements. It was **proposed by Trustee Biddle, seconded by Trustee Bonser**, that the Trust would request a £10,000 donation from Lydney Town Council and would also utilise £13,500 from its General Reserves. Vote carried.

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It was **proposed by Trustee Bonser, seconded by Trustee Hobman**, that the Trust's budget for 2015-16 would be set at £43,600. Vote carried.

5. BUSINESS

5.1 Cambourne Meadow

Trustee Preest advised that the Town Council's Amenities Committee had decided not to pursue the use of Cambourne Meadow for additional allotment provision.

Lydney Town Junior AFC

Members of the Working Party spoke on the difficulties which had been experienced when attempting to arrange a meeting with club representatives and it was requested that the matter remain an agenda item for the next Trust meeting.

Trustee Bonser proposed that the Secretary formally write to the Club Secretary to ascertain if the club was interested in using areas of the Trust's land. **Seconded by Trustee Harris.**

Action by – the Secretary

5.2 Lydney Skate Park

Trustee Pearman informed Trustees that from his investigations each skate park was funded via different means (e.g. Developer contributions). Accordingly, Trustee Pearman called for the Trust to consider what improvements it wished to make to the skate park in order to determine the cost of the project.

Prior to the meeting Trustees were provided with a copy of an e-mail from Trustee Biddle, providing information on a company who had installed a concrete "bowl" at Cinderford skate park. Whilst a similar "bowl" could be installed at Lydney Skate Park, Trustee Biddle stressed that it would be necessary to build-up the area where the "bowl" would be sited and stated that the cost of the Cinderford "bowl" amounted to £120k which had been partially funded by a Sport England grant.

During discussion Trustee Biddle advocated the use of a professional fundraising organisation to facilitate a similar funding bid for the purchase and installation of such equipment. Whilst she agreed with the utilisation of a professional fundraising organisation, the Secretary urged Trustees to consider the VAT implications of such a funding bid and advised all present that the Trust's project fund account currently stood at £2,917.46. Furthermore, Members were reminded that the Trust may be required to also contribute funding (be it VAT related or otherwise) towards the land drainage funding bid currently being devised by Lydney Rugby Club.

Whilst Trustee Bonser spoke in favour of pursuing the use of a professional fundraising organisation to obtain funding for a "bowl", she called for Trustee Biddle to present firm figures (including VAT and any charges levied by the organisation) in order that such charges/VAT obligation may then be factored into the Trust's budget or taken from its General Reserves.

It was agreed that Trustee Biddle would invite Mr E Stanton, who had agreed to act in an advisory capacity on behalf of users of the skate park, to attend the next Trust meeting.

Action by – Trustee Biddle

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Trustee Biddle expressed a willingness to contact professional fundraising organisations to ascertain if they would be willing to assist with such a funding bid. It was **proposed by Trustee Bonser, seconded by Trustee Pearman**, that Trustee Biddle would be appointed to progress the project and that Trustees would be provided with a project update at each meeting and that the Trust Secretary would be kept informed of any match funding/VAT sums indicated and that such sums would be further considered by the Trust prior to submission. Unanimous.

Action by – Trustee Biddle

5.3 Lydney Angling Club

Prior to the meeting Trustees were provided with a copy of the letters which had been sent to the owner of Lakeside House requesting that they ensure that their tenants close the barrier at the lake. Trustees were informed that no response had been received from the owner. Noted.

Trustees were also provided with a copy of the letter which had been received from Lydney Angling Club advising that the Club had no current plans to carry out any major improvement work on the island and detailing the work which the Club's annual working parties would undertake in Spring 2015. Due to the decline in working party numbers, Trustee Bonser called on her fellow Trustees to support the efforts of the Club and it was agreed that the Secretary would enquire if the Club would be interested in utilising the resources of the Community Payback Team.

Action by – the Secretary

5.4 Recycling of Drinks Cans

Due to the resignation of Trustee Matthews it was **proposed by Trustee Harris**, that the item be removed from the Trust agenda. **Trustee Bonser subsequently proposed** that Forest of Dean District Cllrs enquire if the District Council would be interested in siting a drink recycling facility on the Trust ground, with the matter then removed from the agenda if no interest was forthcoming. **Seconded by Trustee Harris**. Speaking in her capacity of District Cllr, Cllr Hobman agreed to raise the matter at Forest of Dean District Council.

Action by – Cllr Hobman

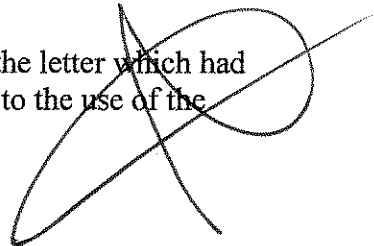
5.5 Lydney Town Junior AFC

During discussion Members were reminded that should the Trust elect to lease an area at the bottom of the Recreation Ground to the Club it would forego any S106 money secured from the housing development by Robert Hitchins Limited towards drainage improvements.

Trustee Pearman advised that the Club required space for a 30m x 40m pitch and suggested that the Trust may wish to agree in principle to the Club's request. Trustee Bonser expressed her disappointment that a meeting had not taken place with Club representatives despite said representatives attending the last Trust meeting.

5.6 Lydney Town AFC

Prior to the meeting Trustees were provided with a copy of the letter which had been sent to the Club Secretary, Mr R Sansom, with respect to the use of the



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second pitch. Trustee Preest advised that a meeting had been scheduled for 10.00 am on 3 October 2014 at the Football Club to discuss the provision of fencing and the use of the second pitch, and an invitation to attend the meeting was extended to all Trustees.

5.7 Provision of Dog Waste Bins

Trustee Bonser advised that she had been approached by members of the public who had highlighted the lack of dog waste receptacles on the recreation ground. It was noted that signage had previously been erected on the Trust ground highlighting the penalty which could be imposed for failure to collect dog waste and that articles were regularly included in the Town Council's quarterly newsletter encouraging members of the public to pick up after their animals.

During discussion it was **proposed by Trustee Preest** that a press release would be issued advising that the Trust would take a zero tolerance to the issue due to health and safety. Members were reminded that the Trust did not possess the ability to enforce a "zero tolerance" approach and were reminded that the Trust had previously consented to allow dogs on the Recreation Ground. Accordingly, Trustees were asked if they wished to consider the installation of a dog waste bin. After a short discussion it was **proposed by Trustee Preest**, that at its next meeting the Trust would consider banning dogs from Trust land which is used for sporting enjoyment. Unanimous.

Action by – the Secretary

5.8 Maximising Use of Trust Land

Trustee Preest advised that this matter had been discussed earlier and that a Working Party had been formed to meet with members of Lydney Rugby Club to explore the use of the Trust's land.

5.9 Japanese Knotweed

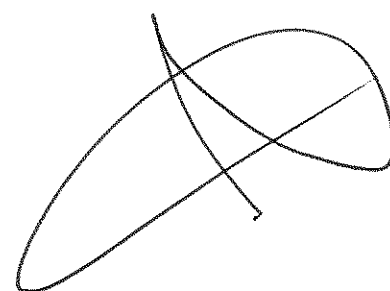
JD Norman Industries

Prior to the meeting Trustees were provided with a copy of the e-mail which had been received from Mr D Hooper, Health Safety and Environmental Officer, J D Norman Industries regarding the removal of Japanese knotweed from a site adjacent to land owned by the Trust, which had become infested with Japanese Knotweed. Trustees were also provided with a copy of the quotation which had been provided by Mr Hooper amounting to £1,050.00.

Trustees were informed that Mr Hooper had also raised concern regarding trees/branches which were leaning towards J D Norman's land from the Trust's land. It was **proposed by Trustee Preest** that he, together with Trustee Pearman and Mr D Street (a member of the public) would meet with Mr Hooper to view the area concerned, with a report made at the next Trust meeting.

Action by – Trustees Preest, Pearman and Mr D Street

Trustee Pearman also suggested that alternative quotations for the removal of Japanese Knotweed from the site should be obtained.



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Lydney Park Estate

Prior to the meeting Trustees were provided with a copy of the map which had been received from Lydney Park Estate highlighting land on which they were seeking ownership details. It was noted that the land did not fall within the ownership of the Trust.

5.10 Annual Plan Inspection Report

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

5.11 Bank Clearance

Trustees were reminded of the previously minuted decision to annually remove self-set trees from the banks of the River Lyd which fell within their land ownership and were asked if they wished to engage Richard Cole Contractors to undertake said work in 2014/15 financial year.

During discussion Trustees were reminded of the bank clearance work which had been undertaken in 2013/14 by the Trust. Trustee Berryman spoke in favour of undertaking the work as the flow of water was being restricted by debris being caught in vegetative growth. Trustee Pearman also spoke in support of undertaking the work and highlighted the Flood Defence Meetings which had been instigated by the Town Council in order to encourage Riparian Owners to undertake improvement work on their land. Trustee Bonser felt that pressure should be brought to bear on other Riparian Owners to encourage them to undertake similar work. Accordingly, **Trustee Bonser proposed** that the Trust write to all known Riparian Owners to encourage them to undertake similar works; that approaches would be made to both Lydney Town Council and Forest of Dean District Council to request a contribution towards the cost of bank clearance work; Delegated Powers would be bestowed to the Trust Secretary and two Trustees to obtain a quotation from Richard Cole Contractors and proceed if the cost was considered reasonable. **Seconded by Trustee Hobman. Unanimous.**

Action by – the Secretary

5.12 St Mary's Bridge

Whilst the bridge remained closed, Trustee Pearman reminded his fellow Trustees that the bridge continued to be listed and at present Mr P Adams was seeking non-financial support from the Trust. In the future it was felt that the refurbishment of the bridge may "fit" with projects developed from Lydney's Neighbourhood Development Plan.

6. MEMBERS REPORTS

None.

The meeting closed at 8.43pm.

Chairman

Date 24 / 11 / 14