



Kington Recreation Ground Trust

Charity No. 520963.

Old Police Station, Kington, Herefordshire HR5 3DP:

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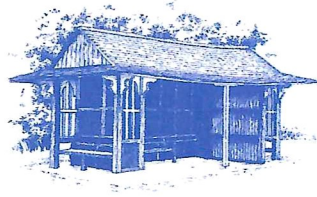
**Members of Kington Town Council you are hereby summoned to a
meeting of Kington Recreation Ground Trust
on Monday 2nd September 2024 at 6.00 pm
at the Old Police Station, Market Hall Street, Kington**

AGENDA

1. To receive any Apologies, Declarations of Interest and requests for dispensation
2. Minutes: To agree minutes of the meeting of the Trust held on [3rd June 2024](#)
3. Clerk's report
4. Crooked Well Meadow:
 - a) Update on acquisition of land at Crooked Well Meadow
 - b) To consider proposal that Herefordshire Council legal costs be met by the Town Council on behalf of the Recreation Ground Trust
5. Toilet Block refurbishment:
 - a) To ratify amendment to project to be funded by the Community Infrastructure Fund and note update on results of application
 - b) To agree proposal to replace handwash units
 - c) To note recent issues with toilet block during Kington Vintage event
6. Update on damaged to memorial bench in the Recreation Ground and consider whether any further action is required
7. To consider quotation for repair to matting under the swing
8. To consider quotation for refurbishment of the metal benches in the Recreation Ground
9. To note report from tree wardens on Recreation Ground trees and consider way forward
10. To note unauthorised parking within the Recreation Ground and agree further action
11. To receive correspondence from Kington Primary School pupils regarding the Recreation Ground and consider any actions required arising therefrom.

12. Exclusion of the public: To consider the resolution that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)
13. Update and review of progress with Recreation Ground Cottage and agree way forward
14. Date of next meeting and items for the agenda

Issued by:
Liz Kelso, Trust Administrator
27.8.2024



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**Minutes of a meeting of Kington Recreation Trust Meeting held on
Monday 3rd June 2024 at The Old Police Station, Market Hall Street,
Kington.**

Present: Cllr. P. Sell - Chair
Cllr. B. Bishop
Cllr. N. Cornish
Cllr. A. Dixon
Cllr. M. Fitton
Cllr. K. Greig
Cllr. E. Rolls
Cllr. R. Warne
Cllr. R. Widdowson
Cllr. M. Woolford

In attendance: Liz Kelso, Clerk
Ruth Robinson, Assistant Clerk
1 member of the public

036/24 Apologies, Declarations of Interest and Requests for Dispensation.

Apologies were noted from Cllrs. E. Banks, R. Banks, T. Bounds & J. Gardner. There were no declarations of interest and no requests for dispensation.

037/24 Minutes

The minutes of the meeting held on 13th May 2024, which had been previously circulated, were accepted and the Chair was authorised to sign the minutes as a true record of proceedings at that meeting.

038/24 Update on Land Registration

Cllr. Rolls reported that following a request to HSBC bank, it is believed the original Trust Deed has been located. Cllrs. Rolls and Widdowson, as the remaining councillors who had originally been signatories on the HSBC account which has now been closed, will attend the branch in Llandrindod Wells to collect the document.

039/24 Acquisition of Crooked Well meadow

a) Update on land acquisition

Solicitors acting on behalf of the Trust have not received any response to the request to Herefordshire Council regarding the alleged agreement by the Town Council to meet Herefordshire Council's legal costs in connection with the asset transfer. It was reported that Cllr. Terry James, as Ward Councillor, will arrange a meeting with Herefordshire Council's legal team to discuss this further.

The Clerk noted that correspondence with Herefordshire Council earlier in the year indicated that the transfer would not be completed by Herefordshire if progress was not made by the last financial year end although she had negotiated an extension to the deadline at that time.

b) Herefordshire Council legal costs

Following on from (a) above, it was agreed to defer a decision on meeting Herefordshire Council's legal costs until the results of the proposed meeting are known.

040/24 Recreation Ground Tarmac Path

Whilst Herefordshire Council, through its agent Balfour Beatty, had confirmed that it is responsible for repairs to the path as a public right of way requests for information on when this work will be done have revealed that despite email confirmation confirming responsibility, the public rights of way team did not pass this onto Herefordshire Council's public realm

contractor so the work has not been programmed. Herefordshire Council and Balfour Beatty have been reminded of their agreement of legal liability for this path and another request for an urgent repair in the light of potential for injury has been submitted and will be pursued.

041/24 Toilet Block Repairs

(a) Ratification of decision to undertake refurbishment of the toilet block

Members noted that in accordance with a resolution of the Town Council on 20th May, an application has been submitted to Herefordshire Council for grant funding towards refurbishment of the toilet block. It was agreed to ratify and support this decision and therefore the Recreation Ground Trust Minute reference 020/24 of 4th March is rescinded.

(b) Specification for toilet block refurbishment

Members agreed that in accordance with the application for funding to the Community Infrastructure Fund, the proposed project which includes replacement of the hand wash units, replacement of toilets in the Ladies and Gents, the installation of a baby change unit and changes to the ramped access to the accessible toilet are supported by the Trust as owners of the property.

(c) Ladies Toilet Repair

In accordance with resolution 041/24(a) above, it was agreed that resolution 30/24 of 13th May be rescinded and the contract to repair the ladies toilet be deferred pending the outcome of the funding bid. The Clerk noted that some costs have already been incurred in the purchase of materials for this repair.

042/24 Financial Matters: Recreation Ground Income Generation

It was agreed that a review of hire charges for groups using the Recreation Ground should take place. The Clerk will obtain information on charges by the other Market Towns and bring this back to the next meeting.

043/24 Recreation Ground Signage

The assistant clerk presented options for emergency advice signage to be erected by the play areas as recommended by the play area inspection report. It was agreed that two aluminium signs be installed at a cost of £30 per sign.

It was further agreed that consideration be given to additional signage and/or an information or notice board to be installed in the Recreation Ground alerting potential users how to book the area. Quotations would be obtained for consideration at the next meeting.

044/24 Memorial Bench request

The Clerk noted that a year ago a request for a memorial bench had been considered and it had been agreed that although the agreed policy is not to install any further benches, the option of refurbishing an existing metal bench, paid for by a family, to which a plaque could be affixed would be offered in this instance. However, this had not been taken any further and the family has again requested that a bench be considered. It was duly agreed that this be offered again and that prices be obtained for the bench refurbishment in the first instance.

045/24 Next meeting and Items for next agenda.

The date for the next meeting is to be confirmed. There were no other items raised for the agenda other than those identified above.

There being no further business, the meeting was declared closed.

KINGTON RECREATION GROUND TRUST
Meeting to be held on 2nd September 2024
Agenda item 3
Clerk's Report

1. Land Registration

There has been no further progress on the registration of the land forming the Recreation Ground. An update has been requested from the solicitors acting on behalf of the Trust. The more recent comment from them is that Herefordshire Council has no record of Herefordshire taking the trusteeship when the unitary authority was formed.

2. Footpath repairs

Herefordshire Council/Balfour Beatty have again been requested to carry out repairs to the footpath, have acknowledged this requested and accepted it but it has not been possible to confirm when the repairs will be completed.

3. Cricket Club Roof Repairs

The Cricket Club has confirmed that thanks to funding from the Community Infrastructure Fund, roof repairs as noted and agreed at the last meeting, will be undertaken over the next few weeks.

4. Memorial Gate Repairs

Since the last meeting the hinge of the pedestrian entrance of the Memorial Gate was damaged necessitating an urgent repair on health and safety grounds at a cost of £145.00.

KINGTON RECREATION GROUND TRUST

Meeting of the Recreation Ground Trust to be held on 2nd September 2024

Agenda item 5 – Toilet block refurbishment

Background

Community Infrastructure Fund application

At the meeting of the Trust on 3rd June, it was agreed that an application be made to the Community Infrastructure Fund for funding towards the cost of a partial refurbishment of the toilet block in the Recreation Ground (Minute ref 041/24). The project envisaged within the initial expression of interest included replacement handwash units, new toilets, a baby change unit and changes to the ramped access to the accessible toilet.

Following the initial expression of interest, the town council was invited to submit a full bid but with an extremely short deadline to submit the bid which included comparative quotes for the work, the town council resolved at its meeting held on 1st July to submit a reduced application for funding for the replacement handwash units only. The bid was submitted on 8th July and confirmation has been received on 15th August that funding has been awarded of £8,977.00 towards the cost of these units.

This project cannot start until 2nd September and must be completed and paid in full by 31st December. A claim for the funding must be made no later than 28th February 2025.

Agenda item 5(a)

The purpose of this agenda item is to acknowledge and ratify the decision by the Town Council to amend the project to include replacement of the handwash facilities only in accordance with the revised application to the Community Infrastructure Fund

Agenda item 5(b)

This agenda item is to consider acceptance of the quotation for the replacement handwash units in the toilet block at a total cost of £11,211 with the installation to be completed no later than 31st December 2024.

KINGTON RECREATION GROUND TRUST

Meeting of the Recreation Ground Trust to be held on 2nd September 2024

Agenda item 5(c) – Toilet block

The purpose of this agenda item is to update members on issues encountered relating to the toilet block during the Kington Vintage event over the weekend of 17th & 18th August.

As background, Kington Vintage begin preparing for the event from the Wednesday prior to the weekend with some exhibits and their owners arriving over two to three days before the event and final set up being on the Friday before the event starts on Saturday. When our groundsman arrived at the Recreation Ground on Saturday 17th, he found the toilets blocked and despite spending several hours attempting to clear them, it became evident that the pipes would need to be jetted through. A combination of it being the weekend and the vehicles parked in the Recreation Ground meant that it was not possible to get the pipes cleared until Monday so a decision was taken to close the toilet block. Fortunately, the event organisers do arrange a number of portaloos, albeit that several were padlocked so not available for public use.

The toilets were cleared on Monday morning and it was found that several incontinence pads had been flushed down the toilet leading to the blockage.

Given that both the groundsman and town clerk spent some time attempting to rectify the problem both on the ground and by calling alternative contractors and liaising with event organisers, it was disappointing to find a handwritten note on the door of the toilet block stating that the town council had “refused” to deal with the situation and anyone with any issues were invited to call the clerk’s mobile phone number. This was insulting to staff and disrespectful to the town council.

Our records show that some years ago the toilets were locked for major events and event organisers required to provide their own facilities. The total cost of rectifying this incident, including ground staff overtime and contractor costs will amount to something in the region of £350.00.

KINGTON RECREATION GROUND TRUST

Meeting of the Recreation Ground Trust to be held on 2nd September 2024

Agenda item 6 - Dick East Memorial Bench Damage – 3.8.2024

On the evening of Saturday 3rd August the memorial bench dedicated to the late David East was damaged. Groundsman Luke Bibby reported this on Sunday 4th August. The loose material was immediately removed and stored.

Subsequently the damage was reported to David East's family and the decision taken to remove the bench on safety grounds by the family on Monday 5th. A note about the damage was put on Facebook that afternoon. On Monday afternoon and Tuesday morning the metal anchors on the concrete slab were removed on safety grounds by Luke.

On Tuesday, after some considerable comment on Facebook by local residents, an individual phoned the Town Council offices and spoke to the assistant clerk to confirm that he had been responsible for the damage, having driven into the bench when reversing a van adjacent to the Cricket Club. His intention had been to source a replacement bench and install it before anyone noticed!



The individual responsible for the damage has now been put in touch with the family and has agreed to pay for a replacement bench which they will purchase. Whilst it was agreed that Installation would need to be through the Recreation Ground Trust/Town Council in order to ensure any ongoing liability is covered under the Town Council's public liability insurance, the replacement bench was subsequently installed without reference to the Recreation Ground Trust/Town Council or ground staff.

During discussions with the family a refurbished metal bench was offered as a replacement with estimated refurbishment costs of around £600 (to be confirmed). This was not acceptable on the grounds of cost.

KINGTON RECREATION GROUND TRUST

Meeting of the Recreation Ground Trust to be held on 2nd September 2024

Agenda item 10 – Unauthorised parking

Periodically the Recreation Ground Trust is asked to permit parking in the Recreation Ground for specific events such as the Food Festival or the Hay to Kington annual race. On each occasion a specific request is made to the Recreation Ground Trust and the Trust or the Management Group considers the request and agrees or otherwise. Organisations requesting such facilities are advised that the agreement is for the one event only, that marshalls are to ensure the safety of recreation ground users and evidence of appropriate insurance cover is requested. Ground staff are then informed so that the gate can be opened on the due date.

In recent months there have been several incidents when what is clearly an event parking has taken place without appropriate authorisation by the Recreation Ground Trust. The purpose of this agenda item is to identify when this happens and what action, if any, to take.