



Kington Recreation Ground Trust

Charity No. 520963.

Old Police Station, Kington, Herefordshire HR5 3DP: Tel: 01544 239098

clerk@kingtontowncouncil.gov.uk

www.kingtontowncouncil.gov.uk

**Members of Kington Town Council you are hereby summoned to a
meeting of the Kington Recreation Ground Trust
on Monday 1st November 2021 at 6.00 pm The Oxford Arms,
Kington**

AGENDA

1. To receive any Apologies, Declarations of Interest and requests for dispensation
2. To agree the Minutes of the Meeting of the Trust held on 6th September 2021
3. Clerk's Report
4. To consider request for memorial tree and bench on the Recreation Ground in memory of David East
5. Update on Landscaping work on the Crooked Well Triangle
6. To note report from Management Group on the Annual Playground Safety Survey and agree plan of proposed actions
7. To consider request from Cricket Club for permission to undertake repairs to the outfield
8. To consider quotations for repairs to guttering at Recreation Ground Cottage
9. To agree location for Covid Memorial Bench
10. Outdoor gym equipment:
 - a) Update on proposal and funding application
 - b) To agree a location for the equipment
11. Items for the next agenda and date of next meeting

Issued by:
Liz Kelso
Trust Administrator
27.10.2021

KINGTON RECREATION GROUND TRUST INFORMATION ON MEETINGS

Kington Recreation Ground Trust are delighted to return to face to face meetings since 2020 following the easing of Coronavirus restrictions. However, we must still ensure the health and safety of all those attending our meetings and must comply with new restrictions and rules.

1. You are requested to observe social distancing and the wearing of masks at all times – unless you have a medical exemption - when inside the meeting venue, including during the meeting. We acknowledge that this may make it difficult to hear and be heard during the meeting but your safety and the safety of everyone attending is paramount.
2. If at all possible, please take a lateral flow test before attending a meeting and only attend if the result is negative
3. Please use the sanitiser provided when entering the building. Please follow any directional signage to a vacant seat and do not move the chairs provided. Please do not walk around the room once seated and if you leave the room during or at the end of the meeting, please observe any one way system. Doors and windows will remain open during the meeting.
4. If you wish to refer to a copy of the agenda or meeting papers during the meeting please bring a copy with you as only limited supplies will be available. Do not share papers and take any papers home with you after the meeting.
5. Apologies, but we are currently unable to offer refreshments.
6. On entry you will be asked to give your name and details where you can be contacted over the next three weeks. Your details will be kept for track and trace purposes and may be handed over to the Public Health Department at Herefordshire Council if requested to do so. We will destroy your personal data if no such request is received after the 21 day period or as instructed by Herefordshire Council. By entering the meeting you will be deemed to have given permission for your personal data to be used for this purpose.
7. **Please do not attend this meeting if you or a member of your household has symptoms of Coronavirus such as a new continuous cough, fever or change to your sense of taste or smell, whether or not you have had a recent Coronavirus test.**
8. **Please do not attend the meeting if you or a member of your household has tested positive for Coronavirus within 10 days of the date of the meeting or you have been advised to self isolate as you have been in contact with someone who has tested positive for Coronavirus or have returned from a country where the UK government has indicated you should self isolate on return to the UK.**
9. Entry to the meeting room may be refused once the maximum capacity of the room has been reached.



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Minutes of a meeting of Kington Recreation Ground Trust held on Monday 6th September 2021

Present: Cllr. R. Widdowson (Chair)
Cllr. E. Banks
Cllr. R. Banks
Cllr. J. Cooke
Cllr. M. Fitton
Cllr. J. Gardner
Cllr. F. Hawkins
Cllr. R. MacCurrach
Cllr. B. Macleod-Needs
Cllr. D. Redmayne
Cllr. E. Rolls
Cllr. I. Spencer

In attendance: Liz Kelso, Clerk
Tanith Vaughan, Assistant Clerk/Green Spaces Administrator
1 member of the public

048/21 **Apologies, Declarations of Interest and requests for dispensation**

Apologies were noted from Cllrs. T. Bounds, and P. Edwards. There were no declarations of interest and not requests for dispensation.

049/21 **Minutes**

The Minutes of the meeting held on 2nd August 2021 were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

050/21 **Clerk's Report**

The Clerk's report as attached to these Minutes was noted.

051/21 **Work on Crooked Well Triangle**

Members noted that as agreed at the last meeting a contract for work on clearing Crooked Well triangle has now been agreed within the agreed budget. Work is to be scheduled and will take place over two sessions and it was agreed that Cllr. Cooke would observe the work taking place in accordance with the specification.

052/21 **Upgrade of the toilet block**

Members noted that the toilet block is due for refurbishment as it does not meet current standards and is proving difficult to keep clean. Improved lighting was also identified as a requirement. It was suggested that looking at examples in other towns might help draft the specification for work. It was agreed to consider the work required at a later meeting.

053/21 **Annual Playground Safety Inspection**

The Annual Playground Safety Report was considered and it was noted that although there were no items that require urgent attention, three items are currently considered medium risk requiring further investigation and a plan of action to resolve. It was agreed that the report be referred to the Management Group to consider during the next walk around and that recommendations be brought to the next Trust Meeting for consideration.

054/21 **Items for the next agenda**

The following items were agreed for the next meeting:

- Plan of action to respond to issues raised in the Playground Safety Report
- Proposals for the upgrade of the toilet block
- Proposals to repair damaged guttering in the Cottage

055/21 **Date and time for next meeting**

The next meeting will take place at 6pm on Monday 4th October 2021.

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

Chair

Appendix 1
Kington Recreation Ground Trust
Meeting held on Monday 6th September 2021
Agenda item 3: Clerk's Report

This report covers items for information which are not addressed elsewhere on the agenda:

1. **Staff Review**

There has been no progress on this item since the last meeting due to other commitments and staff annual leave.

2. **Property Matters**

There has been no progress on this item since the last meeting due to other commitments and staff annual leave.

3. **Insurance Claim**

An amount of £220.00 has been received from insurers being the claim sum minus the policy excess of £250.00.

4. **Management Group Meeting**

The Management Group meeting which was scheduled to take place in August and included a walk around the Recreation Ground to review any work required has been rescheduled for later this month. This will include a review of the annual safety survey (agenda item 6) with recommendations for any work required.

5. **Fallen Tree**

Members will probably be aware that a tree split and partially fell in the Recreation Ground on Friday 13th August. The tree was made safe on the day as an emergency measure and felled the following Wednesday after inspection suggested it was unsafe to remain in situ. As the tree is in a conservation area, Herefordshire Council were consulted and it was confirmed that as this was considered a health and safety emergency, planning consent was not required.

This has highlighted that the last tree safety survey took place some three years ago and should not be repeated. Quotations will be obtained for consideration at a later meeting.

6. **Mower**

After several attempts at repairing the mower purchased some 8 – 10 years ago, the machine has been declared unrepairable and has now been disposed of at a scrap value of £80.00. The machine was not used for mowing but for transporting bin bags generally so will not be replaced at this stage, pending a decision on the management of Crooked Well if/when transferred. The money received will be used to offset the cost of the trolley for use by the ground staff.

7. **Bowling Club Event**

The Bowling Club will be using the recreation ground for parking on 14th August for an event at the club.

Kington Recreation Ground Trust
Meeting to be held on Monday 1st November 2021
Agenda item 3: Clerk's Report

This report covers items for information which are not addressed elsewhere on the agenda:

1. **Staff Review**

There has been no progress on this item since the last meeting due to other commitments.

2. **Toilet Block Refurbishment**

Due to other commitments, there has been not progress on this agenda item although some repairs were needed to the flushing mechanism in the ladies toilet since the last meeting.

3. **Management Group Meeting**

The Management Group meeting which was scheduled to take place in August and included a walk around the Recreation Ground to review any work required was been rescheduled for October. A report, including immediate actions recommended to address issues raised in the annual safety report are addressed in a later agenda item.

Kington Recreation Ground Trust
Meeting to be held on Monday 1st November 2021
Agenda item 4: Memorial to David East

Members may be aware that former Councillor David East who also served as Deputy Mayor, volunteer street cleaner and was also a caretaker at the Primary School passed away last year. As a much valued member of the local community many people have donated money towards a memorial and the family are now requesting permission for the installation of a memorial bench and flowering cherry tree, both to be located between the cricket pavilion and the black shelter. A photograph of the proposed location is below.



Follow up Recreation Meeting as a result of request for professional advice on playground during previous meeting on 7th September 2021.

11.00am Tuesday 21st October – Kington Recreation Ground.

Present: Elizabeth Banks, Tanith Vaughan, Adam from Active Garden.

Structure and contents of meeting formed from Annual Inspection of Kington Rec carried out 22nd July 2021.

Items covered in meeting to be decided by Recreation Trust are:

- 2 Bay Cradle swing – Needs replacing. Old swing removed and new entire seat ordered 21/10/2021 at a cost of Authorisation by clerk 21/10/21.
- 2 Bay Cradle Swing is missing bolt caps – they need replacing.
- 1 Bay Flat swing – At time of report (July 2021) 'safety surface is badly damaged'. Today the safety surface is completely worn out. To replace requires 2 mats plus cost of installation. Approximate cost is £28 per mat. Also the bolt end nuts are missing in at least two locations and need replacement.
- Roundabout – Gate opens onto safety surface of the roundabout. The trust was made aware of this at the time of installation. The only resolution to this safety risk is to lock the gate and prevent access. Also the safety floor is not large enough, this was also brought to Trust attention at the time of installation and will always come up on risk assessment report.
- Half Pipe – (Skate park). Report states consideration to provide a coating due to metallic surface and hot weather.

The following items were not highlighted on the but have been found in the course of today. They could be addressed conveniently at the same time as other works, to prevent them slipping into higher category at the next inspection.

- Covered metal wire climbing rope onto childrens climbing centre is worn and some metal spiking occurring where the hand grips are. Needs replacing.
- Aerial Wire – seat travels almost to ground when under loaded weight, some chain links could be removed to heighten the seat level and prevent grounding.

Tanith Vaughan

21 oct 2021.

Kington Recreation Ground Trust

Meeting to be held on Monday 1st November 2021

Agenda item 8: Repairs to guttering at Recreation Ground Cottage

Damaged guttering at Recreation Ground Cottage is leading to damp and water damage to the inside of the cottage and therefore requires urgent repair. Quotations have been sought from three contractors, two of whom have attended and surveyed the work required and the third has quoted based upon photographic evidence from the outside. The quotations obtained are shown below and agreement is sought to urgently proceed with the work. All contractors have indicated that quotations might be subject to change once work commences if it shows that additional work is required. It is therefore suggested that a contingency amount is added to the authorisation granted.

In accordance with financial regulations, quotation received are as follows:

Quotation	Price	Comments
A	£750.00	Price quoted following site visit. Quote is to replace entire guttering to the cottage, including sealing of joints front and back and includes inspection
B	£270.00	Price quoted following site visit. Quote is to replace small section of guttering, sealing joints and cleaning out guttering
C	£400.00	Site visit not conducted. Quote states price "in the region of".

