

**Agenda****1 Apologies**

To RECEIVE any apologies for absence.

**2 Confirmation of Minutes**

To CONFIRM the minutes of the meeting held on 28<sup>th</sup> September 2011.

**3 Public Representations**

To adjourn the meeting to hear any representations from members of the public who have registered a request to address the Committee in accordance with no. 5, Appendix C, of the Standing Orders.

**4 Declarations of Interest**

Councillors to declare any personal and/or prejudicial interest in any items on the Agenda.

**5 Matters for Report**

To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.

**5.1 Roding Valley Recreation Ground****5.1.1 Restore Community Church Family Fun Day – Min no RC162.2.1**

The Restore Community Church has requested use of the Recreation Ground for its Family Fun Day on Sunday 15<sup>th</sup> July 2012. Details of the planned activities are still unconfirmed. The event has run successfully for the past eight years. The Committee is asked to agree to this request at no charge.

**5.1.2 Tennis Courts Refurbishment – Min no RC194**

\* See attached report (page 3).

**5.1.3 Changing Rooms Improvements**

Following the consultation events with local residents and students from Roding Valley High School, the architect has been instructed to prepare amended plans, which will be on display at the meeting. The Committee is asked to confirm the way forward.

**5.2 Play Areas**

The Committee is asked to note the following reports:

**5.2.1 Safety Inspection – Min no RC201.4.1**

The six-monthly inspection of the children's play areas together with the outdoor gym will be undertaken during January 2012 by Playsafety Ltd, part of RoSPA, at a net cost of £498.15.

**5.2.2 Monksgrove – Min no RC201.4.2**

Before placing the order for the refurbishment works and new play equipment, the Town Clerk has sought expert advice on the stability of the brick retaining walls from a civil engineer at a maximum net cost of £350.00. Mr Gowlett of G N Gowlett Ltd has been instructed to prepare a report with recommendations on the appropriate remedial solutions so that the Town Council's concerns may be addressed with the landowner, Epping Forest District Council.

**5.2.3 Newmans Lane and Westall Road – Min no RC174.3.2**

Resurfacing works at both of these play areas will be carried out once the weather conditions have improved.

**5.3 Murray Hall****5.3.1 Projector Screen – Min no RC174.5**

The new screen, part financed by a grant from Essex County Council's Community Initiatives Fund, will be fitted shortly. The final choice of screen was made in discussion with representatives of the Loughton Film Society.

**5.3.2 Essex on Tour – Min no RC RC174.6**

Tickets are now on sale for the jazz evening, "*The American Song Book*" performed by Claire Harper and her musicians, on Friday 23<sup>rd</sup> March 2012 at the Murray Hall. This performance will form part of the 2012 Loughton Festival.

**5.3.3 Garden Landscaping – Min no RC201.6**

The size of the young native trees donated to the Council by the Kingsley Pre School made them unsuitable for the Willingale Road Nature Reserve and so they will be planted in the rear garden at the Hall. Representatives from the Pre School will be invited to attend.

**5.4 Skateboard Park – Min no RC200**

Following the successful Positive Introductions event held at the Roding Valley High School on 28<sup>th</sup> October 2011, officers are endeavouring to progress discussions with Epping Forest District Council on a lease for the preferred skate park site in Oakwood Hill. A further update will be given at the meeting.

**5.5 Estimates for 2012/13 Income – Fees and Charges – Min no RC204.1**

Following the introduction of the new standard/commercial fee for Kingsley Hall hirings with effect from 1<sup>st</sup> April 2012 the Town Clerk held discussions with the hall's regular hirer on the impact of this change and has offered them a fifty per cent discount on the increase for the first twelve months.

**6 Current Financial Position**

\* See attached report (pages 4 – 5).

**7 Future Work of the Committee**

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

**8 Exclusion of the Press and Public**

The Committee is asked to RESOLVE to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contains confidential information relating to staffing and leases.

**9 Staffing Matters****10 Asset Management**

The Town Clerk will report at the meeting.

Enid K Walsh  
TOWN CLERK  
5<sup>th</sup> January 2012

**Agenda item 5.1.2****Tennis Courts Refurbishment**

The works on the courts are nearing completion with only the installation of the cricket wicket, signage and the repainting of the playing lines outstanding.

The tennis courts and the multi sports courts have been open for public use since before Christmas 2011. Several compliments from local residents congratulating the Town Council on the quality of the refurbishment have been received both verbally and by email.

**a) Post Installation Inspection Report**

The conclusions of the inspection carried out by MSc Consultants were as follows:

*Under both dry and wet conditions, the **slip resistance** of the line markings and macadam met the specification requirement of 60 minimum.*

*The **surface regularity** was good in general. We found a few deviations under the 3 m straight-edge, most of them were out of the playing area.*

*The **porosity** is excellent.*

*The **gradients** met the recommendation for the ITF.*

*The **slip resistance** met the Specification.*

*The **line markings** were found to be within acceptable tolerances. The side run-offs of the court 4 (2.28 m) and court 3 (2.99m) do not meet minimum distance of 3.05 m. In particular, court 3 has been marked off-centre. These inaccuracies can be largely corrected when the permanent line markings are installed in 2012. All the courts runbacks measured (5.41m-5.52m) are slightly less than the minimum 5.49 m.*

**b) Finance Report**

The net costings are as follows:

<b>Contractor</b>	<b>Detail</b>	<b>£</b>
AMB Sports	Contract works including resurfacing, court fittings and internal fencing	67,580.00
MSc Consultants	Interim inspection	500.00
	Post installation inspection	970.00
	<b>Total</b>	<b>69,050.00</b>
	Met from:	
	Earmarked reserves	48,740.00
	11/12 RVRG budget	10,310.00
	ECC Big Society grant funding	10,000.00
	<b>Total</b>	<b>69,050.00</b>

**c) Official Opening Ceremony and Training Sessions**

The proposed date for the official ceremony is Saturday 31<sup>st</sup> March 2012 in the morning. The Committee is asked to confirm the details of this event.

Officers are working to secure funding through various sports organisations to assist in the provision of a series of free training sessions during the Easter school holidays.

**Loughton Town Council 2011/12**

Agenda item 6

**Summary Income & Expenditure by Budget Heading 31/12/2011**

Month No: 9

**Recreation Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Recreation</u></b>							
Kingsley Hall	Expenditure	17,272	8,570	15,300	6,730	6,730	56.0 %
	Income	21,462	16,677	18,000	-1,323		92.6 %
The Murray Hall	Expenditure	127,439	85,793	137,500	51,707	51,707	62.4 %
	Income	59,591	75,263	52,000	23,263		144.7 %
Other Services	Expenditure	0	0	1,000	1,000	1,000	0.0 %
Service Re-charge (1)	Expenditure	140,200	0	138,000	138,000	138,000	0.0 %
Roding Valley Rec Grd (2)	Expenditure	113,767	86,726	150,800	64,074	64,074	57.5 %
	Income	18,423	10,595	7,870	2,725		134.6 %
Open Spaces (3)	Expenditure	15,475	4,686	19,300	14,614	14,614	24.3 %
Playgrounds (4)	Expenditure	72,492	11,617	32,400	20,783	20,783	35.9 %
	Income	20,270	0	0	0		0.0 %
Skateboard Facility (5)	Expenditure	395	1,928	43,000	41,072	41,072	4.5 %
Will. Rd. Playing Field (6)	Expenditure	8,383	5,545	16,200	10,655	10,655	34.2 %
	Income	-60	0	1,000	-1,000		0.0 %
Van replacement fund	Expenditure	0	0	2,000	2,000	2,000	0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
	Recreation Expenditure	495,424	<b>204,863</b>	<b>555,500</b>	<b>350,637</b>	<b>350,637</b>	<b>36.9 %</b>
	Income	119,686	<b>102,535</b>	<b>78,870</b>	<b>23,665</b>		<b>130.0 %</b>
	Net Expenditure over Income	<b>375,738</b>	<b>102,329</b>	<b>476,630</b>	<b>374,301</b>		

**NOTES**

**Agenda item 6 cont'd****Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below:

	<b>31/3/11</b>
<b>Recreation Committee</b>	<b>£</b>
Murray Hall	49,566
Kingsley Hall	4,000
Roding Valley Recreation Ground	103,090
Skateboarding	43,000
Playgrounds	19,345
Open Spaces	3,500
Willingale Rd Playing Field	51,877
Youth forum	1,000
Van replacement	9,000
<b>Total</b>	<b>284,378</b>

(1) Service Recharge £138,000. Position as at 31/12/11 = £103,500.

(2) Roding Valley Recreation Ground year to date is £86,726. Position as at 31/12/11 including the DSO grounds maintenance contract = £152,978. The apparent overspend is from the major tennis court refurbishment project, the cost of which will be offset by a transfer from earmarked reserves at the end of the financial year and the Big Society Fund grant of £10,000 from ECC.

(3) Open Spaces year to date is £4,686. Position as at 31/12/11 including DSO grounds maintenance contract = £11,489.

(4) Playgrounds: the apparent underspend does not take into account £9,000 for repairs to existing equipment and £10,000 for new equipment at Monksgrove.

(5) Expenditure is for the skate event held on 28.10.11. This will be offset by a £816 financial contribution from EFDC's Community Development.

(6) WRPf 2010/11 income of -£60 refers to a refund of two key deposits at the end of 2009/10 football season in May 2010.