

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 15 June 2016 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
R Brookes (from Min no RC3) B Cohen
L Girling (until Min no RC8) S Murray
M Stubbings P Beales (as substitute for Cllr Omer)

Also in attendance:

Councillors: S Pewsey

Officers: E K Walsh (Town Clerk)
P Hoy (Services Manager)

RC1 Apologies

Apologies for absence were received from Cllr Omer. The Town Clerk reported that Cllr Beales had been nominated as his substitute for this meeting.

RC2 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in Agenda item 8, The Lindens, as he knew the family who had submitted the request.

Cllr Brookes joined the meeting.

RC3 Confirmation of Minutes

The Minutes of the meeting held on 9 March 2016 were CONFIRMED as a correct record and signed by the Chairman.

RC4 Public Representations

None were received.

RC5 Matters for Report

5.1 Children's Centres in Essex – Min no RC190

Cllr Girling provided an update for the Committee following the consultation on proposed changes to Sure Start Children's Centres in Essex. He reported on his meeting with Epping Forest District councillors and officers at which Essex County Council officers were also present. Cllr Girling also confirmed he had registered to speak at the ECC Cabinet Meeting on 21 June 2016.

There was concern that the responses to the consultation from the Epping Forest District had not been fully taken into account and the Town Clerk was asked to encourage the other local councils in the district to reiterate their responses to ECC. She was also asked to circulate the consultation document and the Town Council's response to new members.

5.2 Epping Forest Positive Activities Group – Min no RC191.1

The Committee NOTED that the Town and Community Development Officer had attended a meeting of the Epping Forest Youth Strategy Group (YSG) Stakeholder Meeting on 2 June 2016.

A survey would be undertaken to consider whether the Positive Activities Group should continue.

5.3 Roding Valley Recreation Ground – Min no RC191.2

5.3.1 Tennis Court Fencing

It was confirmed that the repair works to the fencing and gates had been carried out in March and that, to date, no further problems had occurred.

5.3.2 Noticeboards

The Committee NOTED that five new noticeboards had been installed in late April. However, as two of the locations were unsuitable those boards would be relocated. An additional noticeboard was also to be attached to the wall of the football changing rooms by Avondale Drive.

The Chairman requested that copies of the award certificates presented by the Essex Playing Fields Association be displayed in the noticeboards.

The Committee expressed its thanks to Cllr Owen who provided the orientation map for the displays.

5.3.3 Graffiti problems

The Committee confirmed that Epping Forest Countrycare should be asked to undertake additional planting on the Recreation Ground to obscure graffiti on garages by Broomfield Avenue.

5.3.4 South Loughton Cricket Club

It was reported that the Club, which held a lease from the Town Council, was laying a new electricity supply to the pavilion. The Club had undertaken to ensure the grounds were reinstated to a satisfactory standard.

Members asked that going forward a budgetary allowance should be made for improvements to the path around the Recreation Ground, particularly for the length from the Avondale field to Green Walk.

5.4 Playgrounds – Min no RC191.3

5.4.1 Traps Hill Play Area

Works to refurbish this play area were almost complete with the post installation inspection held on Thursday 9 June 2016. The independent inspector had confirmed the play area was safe to open to the public, although there were minor matters still to be addressed by the installer.

The initial response from the public had been very positive with the new equipment providing an exciting range of equipment for ages from toddlers up to 14 years of age.

The opening event was to be held on Saturday 9 July from 10.30am – 12.30pm with the official ceremony at 11am. Children's entertainment and refreshments would be available.

The Committee asked for its thanks to be minuted to all involved in this project, particularly the project manager, Maria Cooke.

All councillors were encouraged to attend this event.

5.4.2 Safety Inspections

The next six-monthly RoSPA inspections carried out by an external inspector were scheduled for 12 July 2016.

The Services Manager, who was a qualified operational inspector, offered councillors an opportunity to visit the play areas with him to see what was involved in ensuring the equipment was maintained to a high standard for users. This was arranged for 9am on Tuesday 19 July 2016, meeting at Buckingham Court.

5.5 Events – Min no RC191.4

5.5.1 Jessel Green Community Fun Day

Arrangements for the annual Community fun day to be held on Sunday 17 July 2016 on Jessel Green were progressing well. The event would open at midday with a Rio style dance display by local school children arranged through Epping Forest District Council's Dance Engagement Officer.

Members commented that this would be an ideal occasion to canvas local residents' views particularly regarding the proposed changes to the 167 bus service.

5.5.2 Park Run

It was reported that the new Park Run events due to be held on Saturday mornings on the Roding Valley Recreation Ground were expected to start soon. More information on the scheme was available at www.parkrun.org.uk

[In view of problems experienced in other parts of the country, the popularity of this event would be monitored to ensure the impact to the area was minimised.](#)

5.5.3 Dogs Trust

There was to be another Dogs Trust event, on the Roding Valley Recreation Ground, on Thursday 21 July 2016 from 11am to 4pm.

5.6 Community Halls – Min no RC191.5

Officers reported that bookings at both the Kingsley and Murray Halls were at their usual levels with E15 Acting School confirmed as a regular hirer for the period September 2016 – June 2017.

For information, a licence to sublet the Loughton Youth Centre (the building next to the Murray Hall), leased to Essex County Council by the Town Council, had been agreed with Spark. Spark, the Loughton branch of Worth Unlimited, was a youth work charity. Sessions would be operated part-time until the full-time work commenced in September 2016. Spark was very grateful for the support of the Town Council in this regard.

ECC was also working on a licence for the Essex Girls and Boys Club to provide more activities at the Centre.

A meeting of the Community Halls Working Party was to be convened shortly.

5.7 Leases – Min no RC191.6

The 5-year licence for use of the Recreation Ground by Roding Valley High School had been completed with an annual rent of £2,500. ECC were also liable for the Town Council's legal fees of £500.

There were various outstanding legal matters including the transfer of the Loughton Cricket Club grounds, located off Traps Hill, to the Town Council and the new lease for the Loughton Cricket Club. The Council's solicitor was finalising the documents in response to new issues raised by the LCC.

The Loughton Athletic Club had accepted the result of the rent review with the new annual rent set initially at £1,400. The increase from £1,200 has been based on RPI rates during the period of the previous lease. Further discussions on the new lease were to be held with the LAC trustees.

5.8 Essex Playing Fields Association Awards 2016 – Min no RC191.7

The Committee NOTED that the entries for the 2016 Best Kept Playing Field competition had been submitted with the results to be announced in the autumn.

5.9 Legal Highs – Min no RC191.8

It was reported that new legislation, the Psychoactive Substances Act, had been introduced criminalising the production, distribution, sale and supply of such materials.

The small silver canisters containing nitrous oxide were exempt when used as a food preparation (as a propellant for whipped cream), but would be considered a psychoactive substance if sold with the likelihood of being used recreationally for a psychoactive effect. The onus would be on the supplier to ensure the product was only sold for exempt purposes. The use of nitrous oxide as a party drug deprived the body of oxygen and could be fatal when taken in excess. Essex Police were prepared to investigate if intelligence on the suppliers could be provided.

A copy of the report from the Services Team on the large quantities of silver nitrous oxide canisters being left at several venues in the town was provided to councillors. Members expressed grave concerns that this was a potential public order matter. The Town Clerk would again raise this issue with the Safer Communities Partnership and enquire whether Community Protection Orders would be effective in reducing this problem.

5.10 Essex County Fire & Rescue Service - Leading the way to a safer Essex – Min no RC193

A copy of the report on the consultation circulated to members in April was NOTED.

5.11 Council Vehicle

The Council vehicle, a Nissan Primastar van had been purchased new in March 2013 and until recently had proved reliable. The Town Clerk reported that, in April with the vehicle just out of warranty, the clutch had failed and was replaced at a net cost of £717. This issue had been raised with Nissan UK but a disappointing response received.

More recently, the vehicle had developed an oil pressure fault and been out of service, whilst the Nissan service centre at Buckhurst Hill investigated the problem.

The Committee delegated this matter to the Town Clerk in discussion with the Chairman.

5.12 Open Spaces

5.12.1 Memorial Rose Garden

The Committee NOTED the report and that no new memorials would be installed in the garden as per the terms of the Faculty granted by the Diocese of Chelmsford.

5.12.2 Willingale Road Nature Reserve and Community Orchard

It was NOTED that Epping Forest Countrycare was holding a free 'Mad about Moths' event on the Willingale Road Nature Reserve and Community Orchard on Friday 2 September 2016 from 8pm until late.

5.13 Committee Priorities

The Committee's priorities for 2016/17 agreed in November 2015 were NOTED.

RC6 Financial Position

The Committee NOTED the end of year financial report for 2015/16 together with details of the transfers to and from earmarked reserves.

RC7 Community Initiatives Fund

Details of this grant scheme provided by Essex County Council were NOTED.

The Committee proposed the installation of outdoor table tennis tables on the Roding Valley Recreation Ground and the Willingale Road Playing Field as suitable items for submission to this scheme.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.45pm.

Cllr Girling left the meeting during the next item.

RC8 The Lindens

The request from a resident in The Lindens asking for the wooden bollards installed in 2009 to be removed was considered in detail.

The Committee AGREED unanimously that the bollards should remain.

RC9 Future Work of the Committee

The Committee AGREED to consider the following item:

- i. Tennis coaching sessions at the Roding Valley Recreation Ground – Cllr Omer was asked to prepare a report.

Signed:

Date: 31 August 2016

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 31 August 2016 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
R Brookes
S Murray
B Cohen
M Stubbings
A Omer (from Min no RC14.2.2)

Also in attendance:

Councillors: S Pewsey

Officers:

E K Walsh (Town Clerk)
P Hoy (Services Manager)

RC10 Apologies

No apologies for absence were received,

RC11 Declarations of Interest

No Declarations of Interest were received.

RC12 Confirmation of Minutes

The Minutes of the meeting held on 15 June 2016 were CONFIRMED as a correct record and signed by the Chairman.

RC13 Public Representations

None were received.

RC14 Matters for Report

14.1 Children's Centres in Essex – Min no RC5.1

In the absence of Cllr Girling the Committee agreed to defer this item until a future meeting.

14.2 Roding Valley Recreation Ground – Min no RC5.3

14.2.1 Football

The Committee NOTED that bookings for the 2016/17 season were much as in previous years, with one Saturday team and six Sunday teams confirmed.

There would also be junior league football on the Willingale Road Playing Field this coming season using two mini pitches and two 5v5 pitches.

The Committee supported Cllr Murray's comments regarding the high standard of maintenance at the Recreation Ground this summer and the increased number of members of the public attracted to the facilities.

Cllr Omer joined the meeting.

14.2.2 Tennis Coaching

Members thanked Cllr Omer for his research on the provision of affordable tennis coaching for children and adults on the Roding Valley Recreation Ground tennis courts.

The proposal was for hour-long sessions on a Saturday afternoon for each of the age groups 4 – 6, 7 – 10 and 11 – 16, employing an experienced and qualified professional coach at £30 per hour. Alternatively, intensive coaching could be provided in the October half-term holidays. Officers would seek advice on this from the Sports Development Team at Epping Forest District Council and also confirm whether any S106 monies from the David Lloyd Centre development agreement were available to help fund the new activity.

The Committee AGREED this should be progressed by officers with participants required to pay a small fee of £2 per hour for the training.

14.3 Skate Park

The Committee NOTED that Skate Loughton had held a well-attended session at the Roding Valley High School on the evening of Tuesday 30 August 2016.

Arrangements for the annual autumn half term event at the school to be held on 27 and 28 October 2016 were discussed. The Committee AGREED to provide:

- i. A trailer cave for one day only at a net cost of £1,000, from the Community Events budget; and
- ii. A large half-pipe with professional display riders and coaching at a net cost of £1,990.

14.4 Playgrounds – Min no RC5.4

14.4.1 Traps Hill Play Area

The success of the new play area and the official opening ceremony held on Saturday 9 July 2016, were NOTED.

In response to calls from residents for an additional play area in the town suitable sites were being sought by officers.

14.4.2 Safety Inspections – Min no RC5.4.2

It was NOTED that the six-monthly inspections of all the play areas had been undertaken by an external inspector in July 2016 at a net cost of £395 with the minor matters identified in the report receiving attention.

The Committee congratulated the Services Manager, Paul Hoy, on his successful re-examination by the Register of Play Inspectors International which confirmed his competence to carry out operational inspections of children's playgrounds.

Mr Hoy was also thanked for the opportunity for councillors to visit the play areas with him to show the work involved in ensuring the equipment was maintained to a high standard for users.

14.5 Events – Min no RC5.5

14.5.1 The Committee congratulated all staff involved in the success of the well-run annual community fun day held on Sunday 17 July 2016 on

Jessel Green. This had been well attended with the new attractions, which included a petting zoo, kite flying and archery, proving popular. A budget report would be presented once the income from the ticket sales has been confirmed by the partner organisations.

14.5.2 It was reported that arrangements for the new Park Run events to be held on Saturday mornings on the Roding Valley Recreation Ground were not yet confirmed by the organisers. It was noted that a number of Xplorer sessions had been held and officers would check as to the success of these events.

14.5.3 The Dog's Trust event, also held on the Roding Valley Recreation Ground, on Thursday 21 July 2016, had been less well attended as this was a particularly hot summer day.

14.5.4 Discussions on arrangements for possible Christmas events were being held by officers with partner organisations. The Broadway event had been confirmed for Friday 25 November 2016.

14.6 Community Halls – Min no RC5.6

The Committee NOTED that the Community Halls Working Party had met on 23 August 2016. Discussion topics had included the regular use of Loughton Youth Centre by Spark, a youth work charity, the receipt of reports on income and expenditure, hall bookings and maintenance.

The Town Clerk informed the Committee that the Council's insurers had introduced new conditions concerning the use of bouncy castles and inflatables by hirers at the Murray Hall. In future, the hirer must ensure that the supplier:

- i. provided a qualified operative to supervise the equipment during its use; and
- ii. had public liability insurance with a minimum level of cover of £10m.

The Terms and Conditions of hire would be amended to reflect this requirement.

14.7 Leases – Min no RC5.7

The Committee NOTED that the outstanding legal matters, including the transfer of the Loughton Cricket Club grounds to the Town Council together with the new lease for the Loughton Cricket Club, and the new lease for the Loughton Athletic Club, were in hand.

14.8 Legal Highs – Min no RC5.9

It was reported that following the introduction of the new legislation, the Psychoactive Substances Act, criminalising the production, distribution, sale and supply of such materials, there had been a marked reduction in the amount of littering of the small silver canisters on Council-owned sites. Monitoring by Council staff would continue until the end of September 2016.

14.9 Essex County Fire & Rescue Service - Leading the way to a safer Essex – Min no RC5.10

Members NOTED that the results of the consultation had been published with the draft implementation plans for the service changes to be presented to the Fire Authority on 7 September 2016 for approval. Option 2 had been the

preferred choice, with a 2 per cent increase in the authority's precept and, locally, the loss of one fire appliance at Loughton Fire Station.

14.10 Council Vehicle – Min no RC5.11

The Committee NOTED the report and that the net maintenance costs to date amounted to £1,558. This was over budget, but as the total vehicle running costs would be re-charged to the Open Spaces, Playgrounds and Roding Valley Recreation Ground cost centres at the end of the financial year, it was noted that those budgets had the capacity to absorb the additional costs.

14.11 Open Spaces – Min no RC5.12

14.11.1 Memorial Rose Garden

The Committee expressed its thanks to Cllr Angold-Stephens who had visited the garden regularly to undertake watering particularly of the new climbing rose planted in memory of her husband, former councillor Ken Angold-Stephens.

As some of the original plants appeared to be less well suited for this dry site, they would be replaced by more hardy shrubs as necessary.

14.11.2 Willingale Road Nature Reserve and Community Orchard – RC5.12.2

Members were reminded that Epping Forest Countrycare were holding a free 'Mad about Moths' event on the Willingale Road Nature Reserve and Community Orchard on Friday 2 September 2016 from 8pm until late. Routine maintenance work was also to be carried out on 27 October 2016 at a net cost of £360.

14.12 Community Initiatives Fund – Min no RC7

The Committee NOTED that a grant application for financial assistance for the provision of two new outdoor table tennis tables, one each on the Roding Valley Recreation Ground and the Willingale Road Playing Field had been submitted to Essex County Council. The budgeted cost for the supply and installation of the tables and honeycomb rubber safety matting was £4,100.

RC15 Financial Position

The Committee NOTED the current financial report.

RC16 Future Work of the Committee

No items were raised.

Signed:
Date: 2 November 2016

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 2 November 2016 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
R Brookes S Murray M Stubbings
T Downing (as substitute for Cllr Cohen
S Pewsey (as substitute for Cllr Girling)

Also in attendance:

Councillors: P Beales C Davies (from Min no RC21 until Min no RC21.4.3)
L Girling (from Min no RC21.5.2)

Officers: E K Walsh (Town Clerk)
P Hoy (Services Manager)

RC17 Apologies

Apologies for absence were received from Cllrs Cohen, Girling and Omer. The Town Clerk reported that Cllr Pewsey had been nominated as Cllr Girling's substitute and Cllr Downing for Cllr Cohen for this meeting.

RC18 Declarations of Interest

No Declarations of Interest were received.

RC19 Confirmation of Minutes

The Minutes of the meeting held on 31 August 2016 were CONFIRMED as a correct record and signed by the Chairman.

RC20 Public Representations

None were received.

Cllr Davies joined the meeting during the next item.

RC21 Matters for Report

21.1 Children's Centres in Essex – Min no RC5.1

The Chairman provided an update on behalf of Cllr Girling and reported that discussion with Essex County Council Cabinet Member Cllr Dick Madden had been very productive. A tour of the local Children's Centres would be undertaken on 25 November 2016 by Cllr Madden accompanied by five district councillors and two district officers.

Cllr Girling was now the Vice Chairman of the Epping Forest District Children's Centre Advisory Board, together with District Officer Gill Wallis. This enabled them to keep a close watch on how Essex was shaping its new contract.

Cllr Girling had also provided copies of reports from Essex Police that had been circulated to members by email.

21.2 Roding Valley Recreation Ground – Min no RC5.3

21.2.1 Tennis Coaching

The Committee NOTED that a £400 grant had been secured from the Health and Wellbeing Team at Epping Forest District Council to enable tennis coaching sessions to be arranged for 2017.

21.2.2 Pedestrian Access Gate

The Committee NOTED that the Services Manager was investigating a suitable method for muffling the noise from the metal pedestrian gate at the Roding Road entrance to the Recreation Ground. A quotation of £325 had been received for measures that included the installation of a pneumatic self-closing gate with buffers.

21.2.3 Wild Flower Beds

The Committee supported Cllr Murray's proposal to create a small wild flower area close to the Roding Road entrance. This would bring environmental advantages and enjoyment to visitors to the Recreation Ground. Signage would be installed to explain the change in maintenance in this area.

21.3 Playgrounds – Min no RC5.4

21.3.1 Traps Hill Play Area

The Committee NOTED that the Services Manager was arranging for the installation of an additional bolt for the self-closing gate at this play area at a cost of £120.

The Services Manager also reported on the recent act of vandalism to the trampoline equipment, which had led to this item being cordoned off. Initial costings for the repairs amounted to £1,750.

21.4 Community Events – Min no RC5.5

21.4.1 Skate Park – Min no RC14.3

The Chairman reported on the half term activities held at the Roding Valley High School on 27 and 28 October 2016 which this year included a caving experience and the Essex County Council Youth Bus. Both days had been reasonably well attended and the activities appreciated by families.

21.4.2 Park Run

The Committee NOTED that arrangements for the new events to be held on Saturday mornings on the Roding Valley Recreation Ground were still to be confirmed by the organisers and the start date delayed until 2017.

21.4.3 Dog's Trust

The Committee NOTED that the Dog's Trust had advised that it did not plan to provide sessions in Loughton during 2017 as it was concentrating its efforts to ensure dogs were microchipped to the London boroughs.

The Committee discussed Cllr Davies' suggestion for an event for dog owners and their pets but did not wish to progress it at this time.

Cllr Davies left the meeting.

21.4.4 Christmas Events

The Committee NOTED that the Town Council was supporting the Broadway Town Centre Partnership with the arrangements for the “Countdown to Christmas” event to be held on Friday 25 November 2016 in the Broadway from 3pm – 6pm.

A children’s entertainer had been engaged at a cost of £190, two children’s funfair rides booked at a cost of £700 net and a roast chestnut stall arranged.

21.5 Community Halls – Min no RC5.6

21.5.1 Loughton Youth Centre

The Committee NOTED that:

- i. following the increase in the number of activities at the Centre, Louisa Stirling, District Youth and Community Commissioner (West Epping Forest) had been invited to address the Committee at the next meeting on 11 January 2017.
- ii. the Epping Forest Positive Activities Group had merged with the Essex Council for Voluntary Youth Service West Essex Cluster (ECVYS).

Cllr Girling joined the meeting.

21.5.2 Murray Hall

The Committee NOTED that a copy of the energy performance certificate confirming an above average C rating for the building was now displayed at the hall.

The specific recommendations made by the assessor would be considered in more detail with the priority to provide improved control for the heating and cooling system. Low energy bulbs would be used when replacements were necessary. Advice would be sought from the Council’s engineering contractors on insulating various items of equipment in the plant room.

21.5.3 Safeguarding

The Committee NOTED that Epping Forest District Council had advised all community hall managers to include reference to Safeguarding and Prevent policies in their terms and conditions of hire.

It was AGREED to add the recommended text to the Terms and Conditions of Hire for the Kingsley and Murray Halls with an amendment to the Prevent text deleting item (ii).

21.6 Leases – Min no RC5.7

The Committee NOTED that the outstanding legal matters, including the transfer of the Loughton Cricket Club grounds to the Town Council together with the new leases for the Loughton Cricket Club and the Loughton Athletic Club, were in hand.

21.7 Open Spaces – Min no RC5.12

21.7.1 Memorial Rose Garden

The Committee CONFIRMED that an additional sum of £740 would be included in the 2017/18 budget to cover the summer watering of this garden. This provided for watering once a week for twelve weeks. Officers would investigate the costs for the installation of a stand pipe at the garden to provide a long term solution.

21.7.2 Willingale Road Nature Reserve and Community Orchard – RC5.12.2

The Committee NOTED that a volunteer day had been held on Thursday 27 October 2016.

21.7.3 Hillyfields Open Space

As reported to full Council, an informal public consultation was underway regarding a works' proposal by the City of London in partnership with the Town Council and Epping Forest District Council. This concerned the installation of a ditch and bund along the boundary of Hillyfields with Pyrles Lane and Rectory Lane to prevent vehicle incursions.

21.8 Community Initiatives Fund – Min no RC7

The Committee NOTED that the judging for this grant scheme was to be held on 30 November 2016.

21.9 Training and Conferences

The Committee approved Cllr Wixley's attendance at the EALC's Greens, Commons and Open Spaces course on 20 October 2016 to enable him to claim travel expenses.

Cllr Wixley provided a brief report on this course referring to issues connected with the registration of village greens.

21.10 Essex Playing Fields Association Awards 2016

As reported at the Council meeting on 19 October 2016, Cllr Wixley and the Services Manager had attended the Awards ceremony held at the Essex Cricket Club. They were presented with the following awards by Lord Petre, Lord Lieutenant of Essex:

Class 1, playing fields serving a population of 2,500 or more:

Gold awards for the Roding Valley Recreation Ground and Willingale Road Playing Field for a high standard of maintenance during the year.

Class 3, children's playgrounds:

Gold award for Westall Road play area for a high standard of maintenance during the year.

Classes 3 and 7

Overall winner in both these classes for Traps Hill play area for the 'high standard of maintenance' and 'exceptional work' carried out during the year.

It was understood that a cheque for £500 and a voucher from play equipment company Wicksteed would be forthcoming.

21.11 Roding Valley

The Chairman drew members' attention to a new publication, The Roding Valley at Loughton, Winter Snow, by local resident, Martin Hawkes.

RC22 Financial Position

The Committee NOTED the current financial report.

RC23 Committee Priorities for 2017/18

23.1 As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list for 2017/18 and AGREED to the following:

Current Priority	Main Function	Greater Detail (current position)
Current Activities		
1	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include a refreshment facility and toilets	Planning application to be submitted. Internal works to be included. External funding TBC
2	Skate park facility	Monthly events during summer months whilst the search for a suitable site continues.
3	Playgrounds	New works/upgrading
4	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
5	Provision of Public Access Defibrillators	Collaboration with stakeholders
6	Roding Valley Recreation Ground	Registration as a "Field in Trust"
7	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – no action at present. EFDC assisting in monitoring the erosion
8	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
9	Solar energy installations for Council buildings	Further research and budgetary allowance
10	Renaming of the Roding Valley Recreation Ground	Under consideration
11	Youth Forum	No action at present. Collaboration with Epping Forest Youth Council
On-going Activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance
High	Open spaces including the Memorial Garden in Roding Road	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works

High	Playgrounds/outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	As detailed in the Standing Orders

23.2 The Committee AGREED the following items for consideration by the Planning and Licensing Committee, as being suitable for a developer's Section 106 or Community Infrastructure Levy contribution should the opportunity arise.

- i. Skate Park facility
- ii. Play areas (new works/upgrading)
- iii. Major improvements to the Roding Valley Recreation Ground changing rooms and car park area
- iv. Outdoor gym facilities

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.40pm.

RC24 Estimates for 2017/18

The Committee considered its Estimates for 2017/18.

24.1 Income – Fees and Charges

The Committee AGREED that fees for:

- i. hire fees for the use of the Kingsley and Murray Halls and football facilities would be increased by two per cent with effect from 1 April 2017 in accordance with September's RPI;
- ii. clubs using Council land for football training would not currently be charged (unless reserving a pitch for training);
- iii. fees for the use of Council land by television/film crews:
 - 1) News stories, small scale regional programmes, small scale documentaries – no charge
 - 2) Major documentaries, large scale investigative programmes - £255 a day
 - 3) Dramas, films, advertisements - £510 a day
 Subject to:
 - a) officers may negotiate other fees if required.
 - b) users agreeing to the Council's condition of use
 - c) additional fees may be charged if vehicles are to be taken on to the ground
 - d) users are responsible for the reinstatement of any damage caused to the open spaces, playing fields or recreation ground and their appurtenances
 - e) users indemnifying the Council against any claims arising from their use of the open spaces, playing fields or recreation ground
- iv. the maximum annual licence for commercial organisations using Council land for business related activities would be £510 per annum for 2017/18 with officers having the discretion to offer reduced fees where appropriate.

- v. fees for fun fairs and any other activities not included above would be referred to the Committee for further consideration.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.45pm.

RC24.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the addition of a £20,000 additional budget sum towards the Roding Valley Recreation Ground play area refurbishment.

RC24.3 Estimates for 2017/18

The Estimates for 2017/18 as presented in the Agenda were AGREED such that the net figures were as follows:

Recreation Committee	£
Total budget expenditure**	718,045
Income	113,385
Net expenditure	604,660
Transfers from earmarked reserves*	-161,700
Total net expenditure**	442,960
* Details of transfers from earmarked reserves:	
<i>Charlie Moules Bridge repair fund</i>	20,000
<i>Skate park facility</i>	33,000
<i>Roding Valley Recreation Ground improvements</i>	100,000
<i>Defibrillators</i>	1,200
<i>Murray Hall energy efficiency measures</i>	7,500
	£161,700

** **NB:** The total budget expenditure currently included a service recharge of £131,000 (the 2016/17 figure). The 2017/18 figure would be confirmed by the Resources and General Services Committee at its meeting on 11 January 2017 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

RC25 Future Work of the Committee

No items were raised.

Signed:
Date: 11 January 2017

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 11 January 2017 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
R Brookes S Murray A Omer
M Stubbings
P Beales (as substitute for Cllr Cohen)

Also in attendance:

Councillors: S Pewsey

Officers: E K Walsh (Town Clerk)
P Hoy (Services Manager)

RC26 Apologies

Apologies for absence were received from Cllrs Cohen and Girling. The Town Clerk reported that Cllr Beales had been nominated as Cllr Cohen's substitute for this meeting.

RC27 Declarations of Interest

No Declarations of Interest were received.

RC28 Confirmation of Minutes

The Minutes of the meeting held on 2 November 2016 were CONFIRMED as a correct record and signed by the Chairman.

RC29 Public Representations

None were received.

RC30 Matters for Report

30.1 Playgrounds – Min no RC21.3

The Committee NOTED that the trampoline surface at the Traps Hill play area had been replaced just before Christmas at a net cost of £1,750. An order for a new bolt for the Traps Hill play area entrance gate and various other minor repairs at several play areas in the town had been placed.

30.2 Community Events – Min no RC5.5

30.2.1 Park Run

The Committee NOTED that a trial event had been held on the Roding Valley Recreation Ground on Saturday 7 January 2017 with regular weekly sessions to commence from Saturday 14 January at 9am.

The Service Manager will continue to monitor the impact of this new activity.

30.2.2 Christmas Events

The Committee NOTED that the Town Council, in partnership with the Broadway Town Centre Partnership, held a successful and well

attended "Countdown to Christmas" event on Friday 25 November 2016 in the Broadway.

In addition to performances by local school choirs and students from the Epping Forest College, the children's entertainer and two children's funfair rides had proved popular with local families.

30.2.3 General

The Committee NOTED that the total net expenditure to date on community events amounted to £8,229 with an income of £1,287 from donations.

The 2017 community event on Jessel Green was proposed for Sunday 16 July 2017 subject to a licence from Epping Forest District Council being granted. Arrangements would be similar to those in 2016 and discussions were in hand with several local groups to finalise plans.

30.2.4 New Year's Eve

The Committee welcomed the suggestion by a local resident for additional community events. Members considered that New Year's Eve was already sufficiently well provided for by commercial operators and it would be inappropriate for the Town Council to compete. It was, however, open to the resident to hire a local venue and make arrangements himself.

30.3 Community Halls – Min no RC21.5

30.3.1 Murray Hall

For information, the control unit for the cooling/heating system failed in December 2016. As the part was now virtually obsolete and a replacement unit only offered with a six-month warranty, quotations were being sought for an alternative redesign of this part of the system to enable the controls to be accessed from the ground floor of the building.

30.4 Open Spaces – Min no RC21.7

30.4.1 Hillyfields Open Space

The Committee NOTED that the response from the public consultation held last November, regarding the proposed installation of a ditch and bund along the boundary of Hillyfields with Pyrles Lane and Rectory Lane to prevent vehicle incursions, had been very positive.

Details of the works to be carried out by the City of London would be finalised in discussion with town and district officers. The cost of these works was to be shared by the Town Council with the City of London which would carry out the improvements in-house; a maximum budget of £1,000 had been allowed.

30.5 Community Initiatives Fund – Min no RC21.8

As previously reported at the meeting on 14 December 2016, the Council had been successful in its application for a £3,000 grant from Essex County Council towards the cost of two new outdoor table tennis tables. A detailed report on the options available and suitable locations on the Roding Valley Recreation Ground and the Willingale Road Playing Field would be presented to the next meeting.

30.6 Essex Police

The Committee NOTED that the next Local Community Meeting for the Brentwood and Epping Forest District was to be held on Wednesday 25 January 2017.

As this clashed with the Town Council meeting at which the budget for 2017/18 would be finalised, members were invited to submit any items they wished to be raised at the police meeting to the Town Council as an officer was available to attend in their place. Issues referred to at the meeting included speeding in Oakwood Hill/Valley Hill/Roding Road; vehicle number plate theft; and pavement parking.

30.7 Council Vehicle

The Committee NOTED that the Council van was suffering from recurring problems resulting from problems with the vehicle only making short journeys. Repairs to date in this regard amounted to £264 + VAT.

Officers are investigating the options and costs for replacing the current van with a leased petrol or electric vehicle. A report will be made to a forthcoming meeting.

30.8 Defibrillators

The Committee CONFIRMED that the Town Council should work in partnership with the Rotary Club, the town centre partnerships and any other interested local groups to identify suitable locations and progress this initiative.

30.9 Roding Valley Recreation Ground – Min no RC138.5 (2015)

The Committee NOTED that additional hedge planting had been undertaken in the Recreation Ground near the boundary at the rear of the garages in Broomfield Road, to help disguise the graffiti.

The work had been undertaken on 11 January 2017 by Countrycare and its volunteers.

30.10 Children's Centres in Essex – Min no RC21.1

Cllr Girling had sent a brief report confirming he would be taking a group of councillors from Epping Forest District Council and Essex County Council on a tour of all the local children's centres on 19 January 2017.

The Children's Centre Advisory Board, of which Cllr Girling was Vice Chairman, hopes to influence 0-19 year old contract delivery in this district at the start of the new procurement contract.

RC31 Loughton Youth Centre

The Committee NOTED that Louisa Stirling, District Youth and Community Commissioner (West Epping Forest), who had been invited to address the Committee, had sent her apologies.

Louisa was now planning to attend the next meeting on 8 March 2017, to provide an update on the activities at the Centre. A copy of the current diary for the Youth Centre was tabled.

The Chairman of this Committee provided a report on the celebration event held at the Youth Centre on 23 November 2016.

RC32 Financial Position
The Committee NOTED the current financial report.

RC33 Future Work of the Committee
No items were raised.

Signed:
Date: 8 March 2017

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 8 March 2017 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
R Brookes S Murray A Omer
M Stubbings S Pewsey (as substitute for Cllr Cohen)

Also in attendance:

Officers: E K Walsh (Town Clerk)
P Hoy (Services Manager)

Also present: Louisa Stirling, District Youth and Community Commissioner (West Epping Forest)

RC34 Apologies

Apologies for absence were received from Cllrs Cohen and Girling. The Town Clerk reported that Cllr Pewsey had been nominated as Cllr Cohen's substitute for this meeting.

RC35 Declarations of Interest

No Declarations of Interest were received.

RC36 Confirmation of Minutes

The Minutes of the meeting held on 11 January 2016 were CONFIRMED as a correct record and signed by the Chairman.

RC37 Public Representations

None were received.

The Committee AGREED to bring forward agenda item 6, as the guest speaker was present.

RC38 Loughton Youth Centre

The Chairman welcomed Louisa Stirling to the meeting.

Louisa addressed the Committee and provided an update on the current activities at the Centre. These were in the main, organised and run by partner organisations including Spark, North East London Foundation Trust, Accuro, the Childrens Society and Action for Family Carers. Essex County Council continued to run the Duke of Edinburgh award scheme sessions and a YC10 youth club offering two after school sessions a week.

The Centre was now operating from 9am – 9pm, Mondays to Thursdays and 9am – 5pm on Fridays and looking to extend this to include weekends. Although attendance numbers appeared low, this enabled intensive support to be provided to the young people. Staff were also providing an outreach service particularly on the Oakwood Hill Estate and at other known hotspots in the town.

With effect from April 2017, Essex County Council's new Pre-Birth to 19 Health, Wellbeing and Family Support Service will be delivered by Virgin Care under a seven-year contract.

Members took the opportunity to ask questions of the speaker and encouraged her to work with local groups particularly the Loughton Youth Project. Concern was also expressed about the ongoing problems in the town associated with the use of nitrous oxide canisters.

The Committee thanked the speaker for attending the meeting.

RC39 Matters for Report

39.1 Playgrounds – Min no RC30.1

The Committee NOTED that the RoSPA safety inspections of all the play areas, outdoor gyms and football pitches had been carried out on 26 January 2017 at a net cost of £536.85.

No major issues had arisen and the Services Manager was collating an order for some minor maintenance works.

39.1.1 Essex Playing Fields Association

The Town Clerk reported that as part of the 2016 EPFA award for the Traps Hill play area, a £500 voucher was offered by the Wicksteed play equipment company. Their regional representative has offered to install equipment to a higher value and in discussion with the Services Manager, it is planned to replace the seesaw previously removed from the Newmans Lane site with a new model. The suitability is to be confirmed with the Council's play area inspector.

The 2017 EPFA competitions have been announced with up to five entries costing £10.00.

The Committee NOTED that the Services Manager had volunteered to act as a judge for the competition.

39.2 Community Events – Min no RC30.2

39.2.1 Park Run

The Committee NOTED that this has proved a popular new event at the Roding Valley Recreation Ground with participant numbers settling to around 120 per week. Town Council officers continued to monitor the event. It had been necessary to cancel the run on only one weekend so far this year because of flooding.

The Committee welcomed the news that the Senior Health and Wellbeing Engagement Officer at the District Council was arranging for free First Aid and safeguarding courses for Park Run volunteers.

39.2.2 Town Mayor's Charity Fun Run

The Committee NOTED that this annual event was to be held on Sunday 14 May 2017 as part of the Loughton Festival. The charity to benefit would be the Essex Air Ambulance, one of the Festival charities.

Ticket pricing and arrangements would be as in previous years, with a bouncy castle and face painting for the children, and refreshments and first aid provided.

39.2.3 Jessel Green Family Fun Day

The Committee NOTED that a licence for this event, to be held on Sunday 16 July 2017, had been agreed by the District Council.

The Town and Community Development Officer was continuing her work with partners to provide a full programme of entertainment on the Green.

39.2.4 Tennis Coaching – Min no 21.2.1

The Committee NOTED that during the Easter school holidays, the Town Council would be providing coaching sessions at the Roding Valley Recreation Ground tennis courts at a total cost of £304.

The one-hour tennis sessions would be on the Wednesdays and Thursday, 5/6 and 12/13 April 2017. The age groups catered for would be 4 – 8 years of age at 10.00am and 9 – 16 year olds at 11.00am with a maximum of 25 participants in each session. Pre-booking was being encouraged with the fee for course set at £10 including VAT.

Members thanked Cllr Omer for his original enquiries into this new project.

The Committee AGREED to the proposal by the Health and Wellbeing Engagement Officers at the District Council to develop 'introduction to tennis' sessions for young children in conjunction with the Tennis Foundation. Sessions were to be held on Thursdays from 4.30pm to 5.30pm, commencing after the Easter holidays, then an afternoon session in the May half-term, and running through to the summer holidays on Thursdays after school. The proposed cost would be £3 per child per session.

39.2.5 Basketball

The Committee welcomed the proposal by the District Council to run a series of basketball 'drop-in' sessions on three days in June (half-term), July and August (summer holidays). The cost per session per child was to be £3 per child and there would be no cost to the Town Council.

39.3 Community Halls – Min no RC30.3

The Committee NOTED that the Community Halls Working Party had met on 21 February 2017 and the topics discussed included staffing, the use of the Youth Centre, promotion, income and expenditure for 2016/17, hall bookings and how to encourage greater recycling by hirers.

The Committee also NOTED that a grant of £400 had been secured from Essex County Council towards the cost of providing Wi-Fi at the Murray Hall.

The following recommendations by the Working Party were AGREED:

- i. To encourage the use of the Murray Hall as a wedding/civil partnership venue, a new fee would be introduced to cover the use of the hall for the ceremony only. For 2017/18 this would be £249.73 + VAT for Loughton residents and £268.77 for non-residents.
- ii. A refund of £140 was to be made by way of a donation to the Langdon charity as suggested by the hirer whose event had been marred by problems with the heating at the Murray Hall. This amount was equivalent to fifty per cent of the total hire fee.

39.4 Community Safety – Min no RC195

The Chairman reported that a Senior Safety Day was to be held on Wednesday 22 March 2017 at the Loughton Club; The Murray Hall being unavailable. This event had been arranged by Epping Forest District Council in partnership with Essex Police and the Safer Communities Partnership.

39.5 Roding Valley Recreation Ground – Min no RC21.2.3

The Services Manager reported on his discussions with Countrycare to create wild flower areas on the Recreation Ground. The Committee suggested that the bank of the mound area could be suitable for managed wild flower beds.

39.6 Open Spaces – Min no RC30.4

39.6.1 Hillyfields Open Space

The Committee NOTED that the Town Clerk had met the Head Forest Keeper from the City of London to finalise the details of the works to create a ditch and bund around the lower boundary of this site.

39.7 Community Initiatives Fund – Min no RC30.5

Following the award of £3,000 from the Community Initiatives Fund the Committee CONFIRMED that an order for the supply and installation of two concrete table tennis tables and safety matting at a cost of £3,900 plus VAT was to be placed.

Exact locations for the installation on the Roding Valley Recreation Ground and the Willingale Road Playing Field would be further considered by officers to find relatively wind sheltered areas that were close to existing facilities but not susceptible to drainage problems.

39.8 Essex Police – Min no RC30.6

The Committee NOTED that the next Local Community Meeting for the Epping and Brentwood District was to be held in Buckhurst Hill on 22 March 2017 between 6pm - 7pm at the Roding Valley Hall, Station Way, Buckhurst Hill, IG9 6LN. Officers would contact the Council's representatives to ensure a presence at that meeting.

A copy of the Essex Police Performance Summary to January 2017 had been circulated to members.

39.9 Council Vehicle – Min no RC30.7

The Committee NOTED that following a minor incident, the van had been away for body repairs for over two weeks and so it had not been possible to progress research into the options and costs for replacing the current van and leasing a petrol or electric vehicle. A £100 excess charge had also been incurred.

39.10 Defibrillators – Min no RC30.8

The Committee AGREED that:

1. officers would continue to work with the Rotary Club to progress plans to purchase and install a Community Automated External Defibrillator outside Morrisons in the High Road, Loughton.
2. The Broadway and High Road Town Centre Partnerships would be assisted by officers to secure grant funding for a CAED in the Broadway and outside St Mary's Church in the High Road.
3. once funding was available, a CAED was to be purchased and installed on the outside of the wall of the Town Council's building at the Roding Road Recreation Ground facing the car park with appropriate signposting in the area.
4. the Town Council would apply to Awards for All for grant funding to complete the project to install a minimum of four CAEDs, as detailed above, in partnership with the Rotary Club and Town Centre Partnerships.

The Committee thanked Shirley Haynes for her report and work on this project.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.45pm.

39.11 Staffing

The Committee NOTED the report on personal safety equipment to help reduce the risks particularly to external staff working in remote locations on their own.

It was AGREED to take advantage of a month's free trial and, subject to a satisfactory outcome, take out a five-year contract with Skyguard at £972 per annum to provide nine fobs with an additional 'man down' service. The cost of this equipment was to be split between the relevant budget cost centres.

39.12 Tree Safety Inspections

The Committee NOTED that the Services Manager had arranged for a full inventory of the Council's tree stock and a detailed report with health and safety recommendations, to be undertaken at all the main Town Council sites. The work would be carried by Place Services, a traded service of Essex County Council.

The cost of the site survey, mapping and report writing amounted to £2,580 net of VAT. This expenditure would be met from within existing budgets and split across the relevant cost centres, including that for the Loughton Cemetery, which came under the responsibility of the Environment and Heritage Committee.

RC40 Financial Position

The Committee NOTED the report.

RC41 Future Work of the Committee

No items were raised.

Signed:

Date: 14 June 2017