

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 27 May 2015 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
P Beales M Chalk M Owen
T Thomas H Mann (as substitute for Cllr Weston)

Also in attendance:

Councillors: S Murray

Officers: Enid K Walsh (Town Clerk)
Paul Hoy (Services Manager)

RC150 Apologies

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

RC151 Declarations of Interest

No Declarations of Interest were received.

RC152 Confirmation of Minutes

The Minutes of the meeting held on 11 March 2015 were CONFIRMED as a correct record and signed by the Chairman.

RC153 Public Representations

None were received.

RC154 Matters for Report

154.1 Loughton Youth Centre – Min no RC145

The Committee NOTED that the Town Clerk and Services Manager had carried out a routine inspection of the interior of the building on 20 April 2015. A reminder had been issued to Essex County Council that, under the terms of the Lease with Loughton Town Council, internal redecoration was required every 5th anniversary (the lease was signed on 24 April 2008). They have been asked to advise when the necessary works have been scheduled.

A more substantial renovation of the 'internet café' and kitchen area was now planned by the Young Peoples Service to meet the needs of a new Transitions Project run by the Red Balloon Family Foundation. This after school club would help with children finding difficulty with the move to secondary school. A student successfully completing the 5-year structured course would achieve a GCSE in Community Engagement.

154.2 Essex Police – Min no RC146.1

A report by Cllrs K Angold-Stephens and Wixley on the Police Partnership Conference held in Great Dunmow on 25 March 2015 was received.

Cllr Wixley confirmed that he would be reporting on the recent Local Community Meeting at the Council meeting on 22 July 2015.

Members were encouraged to attend the Essex Police Challenge at Epping Forest College, Borders Lane, Loughton, IG10 3SA on 9 June 2015, starting at 7.30pm. This meeting provides an opportunity for local residents to have a voice in the debate around the policing of the county.

154.3 Skate Events – Min no RC146.2

It was reported that the first of the monthly evening sessions had been held at Roding Valley High School on Monday 27 April 2015 with the summer sessions, run by Skate Loughton, scheduled to take place on 1 and 29 June, 20 July, 10 August and 14 and 28 September, all from 6pm - 8pm. These were currently under the auspices of the Town Council, although it was intended that Skate Loughton should work towards becoming a stand-alone group.

As authorised by the Committee, portable equipment stacked on a trailer had been purchased at a net cost of £8,000 plus £75 delivery charge. This was to be stored on school grounds. Insurance cover for the equipment was under consideration by officers.

The Committee welcomed the news that Skate Loughton now had a number of adult volunteers including seven with first aid qualifications. Nick Robinson, from the Loughton Youth Project was running DBS checks on each of the adults as youth volunteers.

154.4 Roding Valley Recreation Ground – Min no RC146.3

154.4.1 Annual Fun Run

It was reported that this year's event held on Sunday 19 April 2015 had attracted over 100 participants. Donations totalling almost £800 were received to help Oak View School create a special Life Skills Room. Refreshments were provided by Zoe, from the 2nd Loughton (St John's) Guides who had also raised £90 for her trip to the jamboree in California later this year.

154.4.2 The Big Lunch

The Committee NOTED that officers had given permission for the Oakwood Hill Estate Residents Association (OHERA) to hold a "Big Lunch" family picnic on the Roding Valley Recreation Ground close to the Highwood Lane entrance on Sunday 7 June 2015, 10.30am - 5pm.

154.4.3 Loughton Athletic Club

The Committee NOTED that the existing lease with the Club expires on 1 April 2016.

154.4.4 South Loughton Cricket Club

Cllr Chalk declared a non-pecuniary interest in this item as a member of the Club.

The Committee expressed its support for the Club's plans to upgrade the facilities including a new electricity supply to the pavilion. As this would involve works to the Recreation Ground, officers would ensure that as part of the agreement for these

works, full reinstatement of the grounds would be required including any damage to the new path.

154.4.5 Roding Valley High School

Cllr Murray declared a non-pecuniary interest in this item as a teacher at the school.

The Committee CONFIRMED that a licence enabling the school to use the tennis courts and the all-weather athletic track for a maximum of seven hours per week during term time may be issued.

This licence was required to meet Section 77 of the Schools Standards and Framework Act 1998 regarding the sale by the school of the existing tennis courts and required the school to provide access to 105% replacement sports provision.

Noting that the school had expressed its commitment to sports provision with improvements planned for the school playing fields, the Committee added that it was keen for the school to use the Recreation Ground facilities until such time as the new sports provision was available on the school site.

The Town Clerk said the licence would be based on the one operated previously with Staples Road Junior School with the rent likely to be in the region of £2,000 per annum. The school would be asked to cover the Town Council's legal fees and although the term of the licence was yet to be agreed it was likely to be for a minimum of 5 years.

154.4.6 Dogs Trust Free Micro-chipping – Min no RC138.3

The Committee NOTED that, following the second successful event held on 24 March 2015, another opportunity for dog owners to take advantage of the free micro-chipping service offered by the Dogs Trust charity had been arranged. This event would be held at the Roding Valley Recreation Ground, near the tennis courts on 26 August 2015 from 11am to 3pm. Also included on this occasion would be free dog training advice provided by the Forest Dog Training School, based at Debden Park Community Centre.

154.5 Open Spaces – Min no RC138.5

154.5.1 Willingale Road Open Space

It was reported that the creation of a community orchard on this site was to be promoted in the next edition of Think Loughton scheduled for delivery during the week commencing 8 June 2015.

A volunteer day had been scheduled for 22 June 2015.

154.5.2 Kings Green

Following an anonymous complaint regarding the patchy grass cutting on the Green, officers confirmed that grass cutting across the town on all those areas with naturalised spring bulbs was routinely delayed by at least six weeks to allow the bulbs to

regenerate and help ensure successful flowering the following year.

154.6 Playgrounds – Min no RC146.5

154.6.1 Play Area Leaflets

The Committee received copies of the new specially designed leaflet showing a location map and details of the eight play areas and two outdoor gyms owned and managed by the Town Council. The leaflet was also available on the Town Council's website.

Officers reported that an initial print run of 1,000 leaflets had been made at a cost of £89.00. Copies were to be provided to children's nurseries and play groups, estate agents and local libraries with further print runs undertaken when necessary.

154.6.2 Littering and Legal Highs

Concern was expressed about the growing numbers of young people in the town who were apparently inhaling canisters of nitrous oxide gas to get legal highs. Boxes of the small metal canisters had been found discarded on children's play areas, playing fields, car parks and street corners around the town.

It was NOTED that nitrous oxide, also known as laughing gas, was sold legitimately for use with dispensers for propelling whipped cream. However, health experts say it can cause serious damage to lungs and, in rare cases, even death, as the brain is starved of oxygen.

The Committee CONFIRMED that a letter should be sent to Mrs Eleanor Laing, the local Member of Parliament, asking for government action on this matter. A copy of the letter would also be sent to Caroline Wiggins from the Safer Communities team at Epping Forest District Council.

154.6.3 Traps Hill Play Area

The Town Clerk informed the Committee that Land Registry documents recently received had confirmed that the transfer of the ownership of this play area from Epping Forest District Council had been completed in 2004. The Council's Asset Register had been updated to reflect this information.

This popular and well-used play area adjacent to Loughton Library was the next to be refurbished under the Council's rolling programme of improvements.

To lead the refurbishment from consultation through design, tendering, installation and completion and post installation inspection, the Committee RESOLVED to employ the services of company A, Craigdene Ltd. This would provide an independent design and project manager, at a maximum budget of £3,000.

In reaching this decision, the Committee had considered the engagement of professional services would provide significant cost savings on officers' time and the supply of equipment

through the ability to split the order without the need to pay handling charges.

154.7 Community Events – Min no RC138.7

The 2015 programme of events was NOTED. Volunteers were invited to assist with the LiberTeas event to be held in The Broadway on Sunday 14 June 2015 from 3pm – 5pm. Whilst it had been hoped to hold this event on one of the green spaces on the Debden Estate, the Town Clerk confirmed that owing to a lack of resources the alternative venue had been considered more suitable.

154.8 Community Halls – Min no RC138.4

It was reported that the Community Centre Working Party had met on 31 March 2015 to receive an update on the operation and bookings at both the Kingsley and Murray Halls.

The Committee NOTED the amendment to the Terms and Conditions of Hire for both halls to ban the use of silly string spray streamers both internally and externally and, with regard to confetti, this was to be permitted outside the building provided it was biodegradable.

The Wedding Licence had now been granted by Essex County Council and the new service was to be widely promoted.

RC155 Financial Position

The end of year financial report for 2014/15 was NOTED together with details of the transfers to and from earmarked reserves. The Town Clerk provided explanations for the budget variances particularly for the hall income which appeared over budget owing to the prepayments received for hire in 2015/16.

RC156 Future Work of the Committee

No items were raised for future discussion.

Signed:

Date: 9 September 2015

**LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE**

MINUTES of the meeting held on Wednesday 9 September 2015 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
P Beales M Chalk L Girling (until Min no RC167.1)
M Owen T Thomas
I Lawrence (as substitute for Cllr Weston)

Officers: Shirley Haynes (Deputy Town Clerk)
Paul Hoy (Services Manager)

Also present: Luke Lowrie, Chairman of The Red Balloon Family Foundation

RC157 Apologies

Apologies for absence were received from Cllrs Mahoney and Weston. The Deputy Town Clerk reported that Cllr Lawrence had been nominated as Cllr Weston's substitute for this meeting.

RC158 Declarations of Interest

No Declarations of Interest were received.

RC159 Confirmation of Minutes

The Minutes of the meeting held on 27 May 2015 were CONFIRMED as a correct record and signed by the Chairman.

RC160 Public Representations

None were received.

The Committee AGREED to bring forward Agenda item 6, Epping Forest Positive Activities Group as Luke Lowrie, the chairman of this group, had been invited to the meeting to provide an update. Mr Lowrie was also invited to stay for Agenda item 5.7, Community Events, as The Red Balloon Family Foundation was a partner organisation.

RC161 Epping Forest Positive Activities Group

Luke Lowrie, chairman of this group, thanked the Committee for the invitation to speak at this meeting.

This recently formed group had the four following aims and objectives:

- a) Promotion of Voluntary, Statutory and Commercial services for young people (generally in the range 11-18) to the wider community within the District of Epping Forest;
- b) Encouraging and facilitating partnership working between member organisations;
- c) Engagement with town/district/county/national initiatives, commissioning and funding opportunities;
- d) Sharing of best practice and local information.

Previously part of the Essex Youth Service, the group had reformed to effect change and bid for funding. Local organisations, who met the required criteria, were invited to join the Group on payment of a small fee.

Luke advised that he had just received confirmation of £3,000 funding to roll out the Insider Roadshow to Epping Forest College and all secondary schools in the district. This project had previously been run as a pilot programme and 550 young people had already signed up. It was a text marketing service where information on specific activities that young people were interested in would be sent as text alerts to mobile telephones. This was a mechanism that member organisations could use to effectively engage with young people.

RC162 Community Events – Min no RC154.7

The Committee NOTED that this summer's events, including the LiberTeas celebrations in The Broadway and the Community Fun Day on Jessel Green, were well attended with positive feedback from local residents. The finance report detailing the income and expenditure of these events was also noted.

Cllr Girling advised that he would take part in the 2015 Christmas events but this would be his last year.

The Committee AGREED that it wished to support a fourth Community Fun Day on Jessel Green with the provisional date of Sunday 17 July 2016 and asked officers to explore other options, such as involving local community groups and stakeholders in place of the It's a Knockout tournament.

The Chairman thanked Luke Lowrie for attending the meeting.

RC163 Matters for Report

163.1 Loughton Youth Centre – Min no RC154.1

The Committee NOTED that a second reminder had been issued to Essex County Council that, under the terms of the Lease with Loughton Town Council, internal redecoration was required every 5th anniversary (the lease was signed on 24 April 2008). They have been asked to confirm when the necessary works have been scheduled. The Council's solicitor had advised that, should a response not be received, the next step would be to consider issuing a Section 146 Notice (breach of repairing covenant).

An update was provided at the meeting from Vicky Young, Senior Youth and Community Commissioner for West Essex, on the planned activities at the Borders Lane site from September 2015.

163.2 Essex Police – Min no RC154.2

The Committee NOTED that the next Local Community Meeting would be held on Thursday 10 September 2015 from 7pm – 8pm at the Metropolitan Police Chigwell Sport Club, High Rd, Chigwell. Cllr Chalk volunteered to attend this meeting, as the Chairman was required to attend a district council meeting.

163.3 Skate Events – Min no RC154.3

The Committee NOTED that the monthly sessions at Roding Valley High School had run throughout the summer. Plans for a two-day event had been finalised with the skate ramps available on both days with a climbing wall on the 29 October and a half pipe on 30 October 2015. The Committee thanked the school for its support of these events.

163.4 Roding Valley Recreation Ground – Min no RC154.4.2

163.4.1 The Big Lunch

The Committee NOTED that officers had given permission for the Oakwood Hill Estate Residents Association (OHERA) to hold a “Big Lunch” family picnic on the Roding Valley Recreation Ground close to the Highwood Lane entrance on Sunday 7 June 2015 from 10.30am - 5pm. This was a successful event and the Association hope to hold a similar event in 2016.

163.4.2 Outdoor Gym

The Committee thanked the Sports Development Officers at Epping Forest District Council for arranging “Adult Get Active Outdoors” sessions at the Roding Valley Recreation Ground utilising the outdoor gym equipment on Tuesdays from 11.30am – 12.30pm during August and September.

163.4.3 Dogs Trust Free Micro-chipping – Min no RC154.4.6

The Committee NOTED that a third successful event run by the Dogs Trust charity providing a free micro-chipping service was held on 26 August 2015 on the Roding Valley Recreation Ground and was well supported despite the wet weather. The Committee thanked officers for their work in this regard.

163.4.4 Dog Litter Bins

The Committee NOTED that several of the bins on the Recreation Ground had been removed or decommissioned by the District Councils’ waste management contractor without reference to the Town Council.

The Services Manager had investigated and provided a map detailing the location of over 30 litter bins. Four bins had been removed, two had already been replaced by the Town Council and two more bins were currently on order.

It was agreed that the number of waste bins was sufficient but there still was a problem with the District Council’s waste management contractor not emptying the bins in a timely manner.

163.4.5 Football

The Committee NOTED that the level of bookings for pitches and changing rooms on the Recreation Ground remained constant. However, at present there were no bookings for the Willingale Road Playing Field for this forthcoming season.

The Services Manager reported that a Football Groundsman had just been appointed; the role had become vacant owing to the death of Mr Robert Griffiths.

163.5 Open Spaces – Min no RC138.5

163.5.1 Willingale Road Open Space

It was NOTED that to launch the new community orchard on this site a volunteer and fruit picking open day had been held on Tuesday 8 September 2015 from 10am – 4pm. This would be followed on Thursday 29 October 2015 by a planting day and official opening ceremony attended by the Town Mayor. Apple

and pear trees, donated as part of the Open Book Scheme run by Essex Libraries, would be planted.

The Committee were grateful for the assistance of Epping Forest Countrycare and its volunteers who take the lead on this project.

163.5.2 Memorial Rose Garden

The Committee NOTED that the lease for this land with the Chelmsford Diocesan Board of Finance and the Parochial Church Council of St Michael’s had now been executed by the Chairman and Vice Chairman of this Committee. It is a 21-year lease and gives the Council responsibility for the maintenance of the site as a public garden.

163.6 Playgrounds – Min no RC146.5

163.6.1 Littering and Legal Highs

The Committee NOTED the response from Mrs Eleanor Laing, the local Member of Parliament, regarding the Town Council’s concerns about the growing numbers of young people in the town who are apparently inhaling canisters of nitrous oxide gas to get legal highs. The letter advised that the government would be taking action on this issue by including nitrous oxide in the restrictions proposed in the Psychoactive Substances Bill.

163.6.2 Traps Hill Play Area

The Committee NOTED that three quotations had been obtained by the Council’s Project Manager and the draft designs were viewed at the meeting. The quotations would enable the grant application to the Community Initiatives Fund to be completed and public consultation undertaken. Once the public consultation had been completed, the formal tendering process would commence.

163.7 Community Halls – Min no RC154.8

163.7.1 Murray Hall

The Committee NOTED that during the summer the kitchen at the Murray Hall had been repainted and refurbished with the installation of new stainless steel work tops, sinks and drainers, kick plates and flooring. A new commercial grade microwave oven had been purchased. Members were pleased with the results shown in the photographs viewed at the meeting. The cost of the works, which would be met from earmarked reserves, was as follows:

Item	Cost
Worktops and flooring	8,100.00
Microwave	580.00
Redecoration	878.00
	£9,558.00

163.7.2 Kingsley Hall

The Committee NOTED that initial enquiries had suggested that the costs of engaging a consultant to undertake a survey and prepare a design and specification brief together with the tendering and contract administration associated with works to include replacement windows and doors at the hall, would be in excess of £3,000 net of VAT. Two further quotes would be obtained.

RC164 Financial Position

The Committee NOTED the report.

RC165 Future Work of the Committee

No items were raised for future discussion.

RC166 Exclusion of the Press and Public

The Committee RESOLVED 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 contained confidential information relating to leases.

RC167 Roding Valley Recreation Ground Leases

The Committee considered the issues regarding the leases with the following organisations:

167.1 Roding Valley High School

It was NOTED that a copy of the draft lease had been provided to the School but no response had yet been received.

The Committee:

- i. CONFIRMED the details of the licence, which provided for school use of the tennis courts, multi sports court and the all-weather athletic track for a maximum of seven hours per week during term time, subject to discussions with the School; and
- ii. RESOLVED that, in accordance with Standing Order 14(a) and (b), the licence would be executed on behalf of the Council by any two members of the Council and witnessed by the Town Clerk.

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 following item.

167.2 Loughton Athletic Club

The Committee NOTED that the existing lease with the Club expired on 31 March 2016 and AGREED to:

- i. set up a working party consisting of the Committee Chairman Cllr Wixley, Deputy Chairman Cllr Thomas and Cllr Beales to discuss the terms with the Town Clerk and the Council's Solicitor;
- ii. write, as a courtesy, to the trustees of the Athletic Club advising them that the Council was considering the renewal of the Lease; and that
- iii. as amendments to the Lease were desired, to advise the trustees in writing that whilst the Council was not opposed to granting a new tenancy, the Council's solicitor would be asked to serve a Section 25 Notice no later than 30 September 2015 to protect the Council's position and offer proposals for discussion.

Signed:
Date: 4 November 2015

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 4 November 2015 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
P Beales M Chalk L Girling
J Mahoney (from Min no RC172.6) M Owen
J Jennings (as substitute for Cllr Weston)

Officers: Enid Walsh (Town Clerk)
Paul Hoy (Services Manager)

RC168 Apologies

Apologies for absence were received from Cllrs Thomas and Weston, and apologies for lateness from Cllr Mahoney. The Town Clerk reported that Cllr Jennings had been nominated as Cllr Weston's substitute for this meeting.

RC169 Declarations of Interest

No Declarations of Interest were received.

RC170 Confirmation of Minutes

The Minutes of the meeting held on 9 September 2015 were CONFIRMED as a correct record and signed by the Chairman.

RC171 Public Representations

None were received.

RC172 Matters for Report

172.1 Epping Forest Positive Activities Group – RC161

The Committee NOTED that further to the presentation received at the last meeting, the Resources and General Services Committee had agreed that the Council should become a member of this group to help afford partnership working and promote Council activities to young people. The Town Clerk confirmed that reports of the meetings of the Group would be presented to the Committee.

172.2 Essex Police – Min no RC146.1

The Committee thanked Cllr Chalk for attending the Local Community Meeting held in September 2015 at the Police Sports Club at Chigwell and for her report which had been circulated to members under separate cover.

172.3 Skate Events – Min no RC146.2

A report on the two-day event held on 29 and 30 October 2015 at Roding Valley High School was provided at the meeting. The new feature of a climbing wall on 29 October had proved popular. However, members expressed concern that some users of the wall were seen not wearing safety helmets. This matter would be raised with the contractors. Additionally, not all cyclists and skateboarders at the event wore safety helmets despite the best endeavours of Skate Loughton.

The Committee expressed its thanks to Caroline Wiggins, the Community Safety Manager at Epping Forest District Council, for providing a donation of £250 to help support this event.

172.4 Roding Valley Recreation Ground – Min no RC146.3

172.4.1 Dog Litter Bins

The Services Manager reported that the four bins removed by the District Council's contractor had now been replaced and the waste collection service appeared now to be operating without further problems. However, this would continue to be monitored by the Park and Amenities Wardens.

172.5 Open Spaces – Min no RC138.5

172.5.1 Willingale Road Nature Reserve

A report on the official ceremony to launch the new community orchard on Thursday 29 October 2015, attended by the Town Mayor and the Chairman of Epping Forest District Council, was presented. Seventeen fruit trees and bushes had been planted in total.

Arrangements for the continued maintenance of the site and plans to provide safer access for the public would be discussed with Countrycare.

Events in 2016, to include a celebration of Spring Blossom Day, summer picnics, fruit harvesting, pruning and maintenance volunteer days, new plantings, school bug hunts and tree identification sessions, would be well publicised to local residents.

The Committee expressed its thanks to Epping Forest Countrycare and its volunteers who had taken the lead on this project.

Cllr Mahoney joined the meeting during the next item.

172.6 Playgrounds – Min no RC146.5

172.6.1 Traps Hill Play Area

A public consultation had been undertaken at this play area on Tuesday 27 October 2015. Together with the Project Manager, Maria Cooke from the Register of Play Inspectors International (RPII), Council staff spoke to some thirty-six families regarding the type of equipment they would like to see installed. They are also forging new links with the Loughton Playground Facebook group and the Loughton Mums group to seek their views and, if possible, encourage their assistance with fundraising.

The formal tendering process would proceed shortly and a further opportunity for public consultation provided early in 2016.

The Town Clerk reported that the judging panel for the Community Initiatives Fund had met on Tuesday 3 November

2015. The result of the Town Council's application would be made public at the end of November.

172.7 Community Events – Min no RC154.7

The Town Clerk reported that arrangements for the visit of Santa and his sleigh ride around the Debden Estate on Friday 27 November 2015 were in hand.

Confirmed dates for events in 2016 included the annual Charity Fun Run to be held on Sunday 17 April 2016 at 10.30am on the Roding Valley Recreation Ground and the Community Fun Day on Jessel Green on Sunday 17 July 2016.

172.8 Community Halls – Min no RC154.8

172.8.1 The report of the Community Halls Working Party meeting held on 19 October 2015 was NOTED.

Safety concerns had been raised by officers regarding the effect on bouncy castles of any interruption of the power supply in the Murray Hall and possible inadequate adult supervision of children using bouncy castles on site. New procedures had been introduced to reduce the level of risk in this regard.

172.8.2 Fees and charges 2016/17

The Committee considered the recommendation of the Working Party and AGREED that, in view of the low level of inflation confirmed by the retail price index of 0.1 per cent in September, there would be no increase in the hall hire fees for 2016/17.

172.9 Leases – Min no RC167

172.9.1 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the next item under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to leases.

172.9.2 The Town Clerk provided a brief update on the following legal issues:

- i. A new licence for use of the Recreation Ground by Roding Valley High School, currently under consideration by Essex County Council; and the
- ii. renewal of the lease to the Loughton Athletic Club; and
- iii. transfer of the Loughton Cricket Club grounds to the Town Council; both matters which were in the hands of the Council's solicitor.

172.10 Essex Playing Fields Association Awards 2015

The Chairman reported on the Awards ceremony held at the Essex Cricket Club and the following award presentations to the Town Council made by Lord Petre, Lord Lieutenant of Essex and Essex County Councillor Norman Hume:

- Roding Valley Recreation Ground, Class 1, playing fields serving a population of 2,500 or more – silver award

- Willingale Road Playing Field, Class 1, playing fields serving a population of 2,500 or more – certificate of merit
- Monksgrove play area, Class 3, children’s playgrounds – silver award
- Westall Road play area, Class 3, children’s playgrounds – certificate of merit
- Colebrook Lane play area, Class 3, children’s playgrounds – certificate of merit

The Committee thanked the Services Manager and his team and the external contractors for their work in this regard.

It was AGREED to submit the Memorial Garden in Roding Road in the Parks Class in 2016 provided this met the criteria for size of council.

RC173 Financial Position

The Committee NOTED the report and that, following the receipt of invoices for grounds maintenance, the expenditure on the Roding Valley Recreation Ground to the end of October had amounted to £87,345 and on Open Spaces to £13,776.

RC174 Committee Priorities for 2016/17

174.1 As part of its overall plan and to complement the budget-making process, the Committee REVIEWED its priority list for 2016/17 and AGREED on 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	RVRG noticeboards	To be completed in 2015/16
6	Provision of Public Access Defibrillators	Collaboration with stakeholders
7	Roding Valley Recreation Ground	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	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

174.2 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

RC175 Estimates for 2016/17

175.1 The Committee AGREED that:

- i. hire fees for 2015/16 for the use of the Kingsley and Murray Halls and football facilities would remain at 2015/16 levels;
- ii. clubs using Council land for football training would not currently be charged (unless booking a pitch for training);
- iii. fees for the use of Council land by television/film crews would remain at:
 - 1) News stories, small scale regional programmes, small scale documentaries – no charge
 - 2) Major documentaries, large scale investigative programmes - £250 a day
 - 3) Dramas, films, advertisements - £500 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. an annual licence would be introduced for commercial organisations using Council land for business related activities. The maximum fee would be £500 per annum for 2016/17 with officers having the discretion to offer reduced fees where appropriate. This was to be kept under review.
- v. fees for fun fairs and any other activities not included above would be referred to the Committee for further consideration.

RC175.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda.

RC175.3 Estimates for 2016/17

The Estimates for 2016/17 as presented in the Agenda were AGREED such that the net figures were as follows:

Recreation Committee	£
Total budget expenditure**	782,660
Income	132,180
Net expenditure	650,480
Transfers from earmarked reserves*	-204,200
Total net expenditure**	446,280
* Details of transfers from earmarked reserves:	
<i>Kingsley Hall building maintenance fund</i>	12,500
<i>Charlie Moules Bridge repair fund</i>	20,000
<i>Skate park facility</i>	30,500
<i>Roding Valley Recreation Ground improvements</i>	100,000
<i>Defibrillators</i>	1,200
<i>Traps Hill play area refurbishment</i>	40,000
	£204,200

**** NB:** The total budget expenditure currently included a service recharge of £140,000 (the 2015/16 figure). The 2016/17 figure would be confirmed by the Resources and General Services Committee at its meeting on 13 January 2016 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

RC176 Future Work of the Committee

The Town Clerk was asked to consider suitable ways to mark important anniversaries in 2016 including Her Majesty the Queen's 90th birthday.

Signed:
Date: 13 January 2016

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 13 January 2016 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
P Beales L Girling J Mahoney
M Owen S Weston

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

RC177 Apologies

Apologies for absence were received from Cllr Thomas.

RC178 Declarations of Interest

No Declarations of Interest were received.

RC179 Confirmation of Minutes

The Minutes of the meeting held on 4 November 2015 were CONFIRMED as a correct record and signed by the Chairman.

RC180 Public Representations

None were received.

RC181 Matters for Report

181.1 Epping Forest Positive Activities Group – Min no RC161

The Committee NOTED that the next meeting of this group would be on Wednesday 27 January at the Loughton Youth Centre from 6.15pm – 8pm. As this coincided with the Council meeting, Lorraine Gibson, the Council's new Town and Community Development Officer had been asked to represent the Council and report back to the Committee.

181.2 Roding Valley Recreation Ground

181.2.1 Tennis Court Fencing

The Committee NOTED that the Services Manager had authorised repairs to the fencing, including the installation of twin wire metal panels to two gates and adjacent fence panels at a cost of £1,786 net of VAT.

181.3 Playgrounds – Min no RC146.5

181.3.1 Traps Hill Play Area

As reported at the December 2015 Council meeting, the application to the Essex Community Initiatives Fund had been successful with an award of £20,000 secured towards the cost of this project, bringing the total budget to £80,000 net.

The formal tendering process for the refurbishment was underway, led by the Project Manager, Maria Cooke of Craigdene Ltd, with a closing date of 12 noon on 22 January 2016.

There had been a good response to the formal tender invitation posted on the Government’s procurement website.

Once the tenders had been evaluated by the Project Manager, there would be a further opportunity for public consultation during February 2016, with installation provisionally scheduled for April 2016.

The Committee would be provided with progress updates and invited to view the designs when available.

181.3.2 Safety Inspections

The Committee NOTED that, in addition to the eight play areas and two outside gyms, the inspection/risk assessment of the football pitches and goal posts, the tennis courts, multi sports court and all-weather running track had been included in the first inspections of 2016 bringing the net cost to £1,053. However, the inspections, originally scheduled for the week commencing 11 January 2016, had been postponed owing to the flooding on the Recreation Ground to avoid additional costs.

181.4 Community Events – Min no RC154.7

The report of the 2015 Christmas events was NOTED.

The Committee expressed its thanks to Cllr Girling and Mrs Girling for their assistance, T Cribb and Sons for providing the horse drawn carriage for Santa and the Town Mayor and the elves and stewards from Epping Forest College. £206 was raised for St Clare Hospice during this event.

Forthcoming events included:

Tuesday 29 March 2016	Play in the Park, Roding Valley Recreation Ground (near the tennis courts) 1.30 – 3.30pm
Thursday 31 March 2016	A Dogs Trust event, 11am – 4pm Roding Valley Recreation Ground
Tuesday 5 April 2016	Play in the Park, Roding Valley Recreation Ground (near the tennis courts) 1.30 – 3.30pm
Sunday 17 April 2016	Annual charity fun run at 10.30am
Sunday 17 July 2016	Community fun day on Jessel Green

181.4.1 HM The Queen’s 90th Birthday Celebrations

Following the referral by the Resources and General Services Committee, the Committee discussed the lighting of a beacon on Hillyfields on the evening of 21 April 2016 as part of the national event.

Several suggestions were brought forward and officers would finalise the arrangements for this event.

181.5 Community Halls – Min no RC154.8

181.5.1 Murray Hall

The Committee NOTED that repair works were to be carried out to the guttering and downpipes at a net cost of £660.

181.6 Leases – Min no RC167

The Town Clerk updated the Committee on several outstanding legal matters including:

- the licence for use of the Recreation Ground by Roding Valley High School;
- the transfer of the Loughton Cricket Club grounds to the Town Council; and
- the renewal of the lease to the Loughton Athletic Club.

181.7 Committee Priorities for 2016/17 – Min No RC174.1

The Committee AGREED to add to the priority list for 2016/17 the registration of that part of the Roding Valley Recreation Ground leased by the Town Council as a Field in Trust.

The priority list was amended to read as follows:

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	RVRG noticeboards	To be completed in 2015/16
6	Provision of Public Access Defibrillators	Collaboration with stakeholders
7	Roding Valley Recreation Ground	Registration as a “Field in Trust”
8	Roding Valley Recreation Ground	Diverted path by Charlie Moules bridge – no action at present. EFDC assisting in monitoring the erosion
9	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
10	Solar energy installations for Council buildings	Further research and budgetary allowance
11	Renaming of the Roding Valley Recreation Ground	Under consideration
12	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	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

RC182 Financial Position

The Committee NOTED the income and expenditure report to the end of December 2015.

RC183 Park Runs / Explorer Activities

The Committee NOTED the Chairman's report of his meeting with Fabrizio Ferrari, Senior Community Health and Wellbeing Engagement Officer at Epping Forest District Council, to discuss projects for developing free activities in Loughton.

Fabrizio had offered to secure grant funding from Active Essex in this regard.

RC184 Future Work of the Committee

No items were raised for future discussion.

Signed:
Date: 9 March 2016

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 9 March 2016 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
P Beales M Chalk L Girling
J Mahoney S Weston
T Downing (as substitute for Cllr Thomas)

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

Also present: Nick Robinson, Manager of the Loughton Youth Project
2 volunteers at the Loughton Youth Project
4 members of the public

RC185 Apologies

Apologies for absence were received from Cllrs Owen and Thomas. The Town Clerk reported that Cllr Downing had been nominated as Cllr Thomas' substitute for this meeting.

RC186 Declarations of Interest

No Declarations of Interest were received.

RC187 Confirmation of Minutes

The Minutes of the meeting held on 13 January 2016 were CONFIRMED as a correct record and signed by the Chairman.

RC188 Public Representations

As there was a guest speaker and three members of the public who wished to address the Committee, members AGREED to bring forward Agenda items 7 and 8, Loughton Youth Project and Children's Centres in Essex.

RC189 Loughton Youth Project (LYP)

Nick Robinson addressed the Committee and spoke about the achievements of the Project over the last seven years and its key aims for 2016. He also thanked the Council for its financial support of this work.

Two volunteers at LYP spoke about how much help they had received from the Project to turn their lives around and how they were in turn supporting other young people.

Members were invited to ask questions and accepted the opportunity. The Committee thanked Nick Robinson and his volunteers for their report.

RC190 Children's Centres in Essex

190.1 Consultation Event

The Committee NOTED that Cllrs Girling, Jennings and Wixley had attended the Children's Centre Consultation Event run by Essex County

Council and held on Monday 7 March 2016, from 2pm – 3pm, at the Best Western Epping Forest Hotel in Woodford Green.

190.2 Consultation Response

Three local residents, who were users of the services provided at the Sunshine Centre in Alderton Hall Lane, spoke of the valuable support they had received and their concerns regarding the proposals to close the centre.

Members expressed serious concerns about the likely impact of Essex County Council's proposed changes to Sure Start Children's Centres in Essex.

It was AGREED that Cllr Girling should take the lead on this by drafting a response to be circulated to all members for comment prior to submission by the Town Clerk before the consultation closed on 10 April 2016.

Cllr Girling left the meeting for the next three items.

RC191 Matters for Report

191.1 Epping Forest Positive Activities Group – Min no RC181.1

The Committee NOTED the report of the meeting of this group held on 27 January 2016 at the Loughton Youth Centre which had been attended by Lorraine Gibson, the Council's recently appointed Town and Community Development Officer.

191.2 Roding Valley Recreation Ground

191.2.1 Tennis Court Fencing – Min no RC181.2.1

The Committee NOTED that the fencing and gate repair works were scheduled for the week commencing 7 March 2016 at a net cost of £1,786.00. This work involved the fitting of twin wire mesh to six bays.

191.2.2 Noticeboards – Min no RC15.2.3

It was reported that, as previously agreed by the Committee, the five new noticeboards to be installed close to the entrances at Green Walk, Greensted Road, Cranleigh Gardens, Oakwood Hill and the vehicle gate at Roding Road had been ordered at a net cost of £6,392 including installation.

191.3 Playgrounds – Min no RC181.3

191.3.1 Traps Hill Play Area

The results of the second and final public consultation event on the plans for the refurbishment of the play area held in Loughton Library on 17 February 2016 were noted. Members also noted the report from the Project Manager and considered the shortlisted plans.

The Committee AGREED to award the Tender for the works at this play area to HAGS SMP Ltd, with the maximum value of £80,000 net of VAT. This sum included £20,000 of grant funding from the Community Initiatives Fund.

Officers would work with the Project Manager to finalise the details with installation planned for May/June 2016.

191.3.2 Safety Inspections – Min no RC181.3.2

The Committee NOTED that the annual RoSPA safety inspections had been carried out on 26 January 2016. In addition to the eight play areas and two outside gyms, the inspection/risk assessment of the football pitches and goal posts, the tennis courts, multi sports court and all-weather running track had been included bringing the net cost to £1,053.

The Services Manager reported that orders for minor works had been placed at a net cost of £1,962. These included annual servicing of items such as the pendulum swing and repairs to safety surfacing at Westall Road now out of guarantee.

191.4 Events**191.4.1 Community Events – Min no RC181.4**

The forthcoming events were NOTED:

Tuesday 29 March 2016	Xplorer programme, 10am – 12 noon, Roding Valley Recreation Ground
Tuesday 29 March 2016 Tuesday 5 April 2016	Play in the Park, 1.30pm – 3.30pm Roding Valley Recreation Ground
Thursday 31 March 2016	A Dogs Trust event, 11am – 4pm
Thursday 14 April 2016	Willingale Road Nature Reserve and Community Orchard volunteer day 11am – 4pm
Sunday 17 April 2016	Annual charity fun run at 10.30am
Thursday 21 April 2016	Lighting the Beacon to mark HM The Queen's 90 th birthday, from 7pm
Sunday 17 July 2016	Community fun day on Jessel Green

The Services Manager reported that in partnership with Epping Forest Countryside three Buckthorn trees had been planted at the Willingale Road Nature Reserve, as they were beneficial to butterflies and in particular Brimstone butterflies, a variety currently under threat.

191.4.2 Park Runs / Explorer Activities – Min no RC183

Further to the report at the last meeting and thanks to the support of James Warwick, Sports Development Manager, Fabrizio Ferrari, Senior Health and Wellbeing Engagement Officer, both at Epping Forest District Council, and the owner of Intersport, it was planned to launch a Park Run scheme at the Roding Valley Recreation Ground from early May.

EFDC will also be running six orienteering events at the Roding Valley Recreation Ground for families. In addition to the one on 29 March 2016 referred to above, there were to be events on the following dates:

May Half Term: Wednesday 1 June, 2pm – 4pm

Summer Holidays:

Monday 1 August, 10am – 12pm

Monday 8 August, 2pm – 4pm

Monday 15 August, 10am – 12pm

Monday 22 August, 2pm – 4pm

The Committee expressed its thanks to the District Council officers and the owner of Intersport for its support.

191.4.3 Run Jump and Throw Events

The Committee expressed its thanks to Rob Hyatt, Health & Wellbeing Engagement Assistant at Epping Forest District Council, who was planning to organise Run, Jump & Throw events at Roding Valley Recreation Ground, using the athletics track by the tennis courts.

The activities suitable for children aged 6 – 12 would link to those at the Rio Olympics in August and also help promote Loughton Athletic Club. The provisional dates were Tuesday 26 July and Tuesday 2 August 2016, from 10am – 12 noon. Bookings would be made through the EFDC administration team.

191.5 Community Halls – Min no RC181.5

The report of the Community Centres Working Party meeting held on 22 February 2016 was NOTED.

A review of the terms and conditions for the hire of Murray Hall had been undertaken with particular reference to the use of flammable materials.

Whilst officers had discretion with regard to the use of candles on cakes and tea lights, the Committee AGREED to revise item 9 of the terms and conditions to read as follows:

9.8 Inappropriate or misuse of the fire extinguishers may result in the recovery of associated costs from the hirer.

191.6 Leases – Min no RC181.6

The Committee NOTED that the licence for use of the Recreation Ground by Roding Valley High School, the transfer of the Loughton Cricket Club grounds to the Town Council and the new lease for the Loughton Cricket Club had been progressed by the Council's solicitor.

The Loughton Athletic Club was considering the rent review details and a meeting with the Town Clerk would be arranged shortly.

191.7 Essex Playing Fields Association Awards 2016 – Min no RC172.10

Following the success in the 2015 Awards, the Committee AGREED to enter the 2016 competition with the nominal fee of £10 for the first five entries and £2 per entry thereafter. The result of the Awards would be announced in October at the EPFA's AGM.

191.8 Legal Highs

The Town Clerk reported on concerns regarding the dumping of a large quantity of used nitrous oxide canisters in the car park area by the football changing rooms on the Roding Valley Recreation Ground.

In view of the forthcoming change in the legislation relating to such substances, District Council officers have asked for any information regarding the supply of these canisters to be forwarded to them.

RC192 Financial Position

The Committee NOTED the income and expenditure report.

RC193 Essex County Fire & Rescue Service - Leading the way to a safer Essex

The Committee NOTED that Essex County Fire & Rescue Service was consulting the public on proposals to undertake a major change programme.

Members were invited to respond to the consultation individually, noting that the closing date was 25 April 2016.

The Town Clerk would clarify whether the proposals were likely to have a significant impact on local services.

RC194 Training and Conferences

The Committee APPROVED Cllr Jennings' attendance at the Local Council Police Conference on Tuesday 15 March 2016 in Great Dunmow to enable her to claim travel expenses. The conference fee for this event was £20.00.

RC195 Community Safety

The Town Clerk reported that she had attended a meeting of the Epping Forest District Community Safety Partnership in the Civic Offices, Epping, on Tuesday 8 March 2016, in her capacity as Secretary to the Epping Forest Branch of the Association of Local Councils.

Whilst many of the items discussed were of a confidential matter, a report would be circulated in due course.

The Committee supported the proposal to hold a Senior Safety Day at the Murray Hall later in the year. This free event would provide information and advice on helping residents feel safe in and around their homes.

Grant funding would be sought through the Community Safety Partnership and the Police and Crime Commissioner's new Community Safety Development Fund (CSDF).

RC196 Future Work of the Committee

No items were raised for future discussion.

As this was the last meeting of the Committee before the May 2016 elections, the Chairman thanked members and officers for their hard work during the past four years.

Signed:
Date: 15 June 2016