

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 30 May 2012 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: D Wixley (in the Chair)
P Abraham P Beales L Girling
J Mahoney S Murray M Owen
S Pewsey (as substitute for Cllr Thomas)

Also in attendance:

Councillors: C C Pond

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

RC1 Apologies

Apologies for absence were received from Cllrs K Angold-Stephens and Thomas. The Town Clerk reported that Cllrs J Angold-Stephens and S Pewsey had been nominated as their substitutes respectively.

RC2 Confirmation of Minutes

The Minutes of the meeting held on 7 March 2012 were confirmed as a correct record and signed by the Chairman.

RC3 Public Representations

None were received.

RC4 Declarations of Interest

Councillor C C Pond declared a personal but non-prejudicial interest in Agenda items 5.5, Loughton Centre for Young People and 5.6, Essex on Tour, as a member of Essex County Council.

Councillors Girling, Murray and Wixley declared a personal but non-prejudicial interest in Agenda items 5.3.1 and 5.3.5, Roding Valley Recreation Ground, and 5.4.1, Monksgrove Play Area as members of Epping Forest District Council.

Cllr Murray declared a personal and prejudicial interest in Agenda item 6, Committee Priorities 2012/13 – Improvements to the Roding Valley Recreation Ground Changing Rooms and indicated he would leave the meeting if this item was discussed in detail.

RC5 Matters for Report

5.1 Staffing Matters – Min no RC215.2

The Committee NOTED that the recruitment of Assistant/Relief Caretakers to fill the current vacancies at the Murray Hall would now commence and that Ms D Wemyss had been appointed as cleaner at Buckingham Court. Ms Wemyss would also act as a relief caretaker when required.

5.2 Essex Police – Min no RC221.1

The Town Clerk reported that Inspector Matt Twomey has been invited to address the Committee on local policing issues at the next meeting on Wednesday, 18 July 2012.

5.3 Roding Valley Recreation Ground**5.3.1 Dangerous and nuisance dogs – Min no RC221.2.1**

It was NOTED that following an approach from the Town Council, Environmental Health at Epping Forest District Council was planning an operation on the Recreation Ground in the coming months to address concerns and target inconsiderate dog owners.

5.3.2 Unauthorised use of the Recreation Ground for Organised Activities – Min no RC221.2.2

It was reported that the unauthorised use of the Recreation Ground for organised activities continued to be of concern. The Bookings Clerk had raised this matter with the regular hirers of football pitches particularly because of the potential for damage to the pitches when the ground was unsuitable for play. However, limited staff resources mean that further action to monitor the use of the Recreation Ground had been delayed.

The Services Manager informed the Committee that since new signs had been erected there had been no further complaints from residents regarding inconsiderate parking at the Cranleigh Gardens car park. There had been a good police response to a problem with a motorcyclist on the Recreation Ground and that, if the incident occurred again, the police could issue a Section 59 Notice leading ultimately to the seizure of the machine.

5.3.3 Tennis Courts Refurbishment – Min no RC221.2.3

The Committee NOTED that, under the terms of the warranty for the resurfacing works carried out in November 2011, it had been necessary to close the courts for several days whilst temperatures were above 24°. Information signs had been erected but, such was the enthusiasm to play on the courts, the fencing had been damaged allowing access. Repairs were in hand. The closure of the courts was only required during the first twelve months after resurfacing.

The Committee acknowledged that the improvements to the courts had proved to be one of the most popular of the Council's projects. To provide a continuing legacy, officers were asked to explore options for the promotion of tennis through running training/taster sessions.

5.3.4 Highwood Lane Fencing – Min no RC221.2.5

The Government funding application made by the Harlow Probation Service has been successful and the £1,800 grant would provide for a new post and rail fencing along the boundary of the Recreation Ground with Highwood Lane. The works, scheduled for June 2012, would be carried out by Community Service teams.

5.3.5 Roding Valley Angling Club

The one year agreement between the recently formed Roding Valley Angling Club and Epping Forest District Council had been signed and would see the Club managing the lake under guidance from the District

Council and the Environment Agency. Restocking of the lake would be undertaken by the District Council.

5.3.6 Noticeboards

It was NOTED that designs and costings for the installation of new noticeboards on the Roding Valley Recreation Ground were being considered by the Services Manager.

5.4 Play Areas – Min no RC221.3

5.4.1 Monksgrove – Min no RC221.3.2

Housing Services at Epping Forest District Council had confirmed that repairs to the supporting brick wall at the Monksgrove play area would be carried out in early June 2012. Once completed, the Services Manager would place the order for the refurbishment of the play area with the design as chosen by the consultation carried out in 2011.

5.4.2 Newmans Lane – Min no RC211.2.3

The Committee thanked the Services Manager for his report and commended the officers for the way in which they had responded to the complaint regarding an accident at the play area. As the regular independent inspections had confirmed the surfacing met the required European Standard for play areas, no new works were considered necessary at this time.

5.4.3 Play Areas – general

Members received a plan showing the location of all the Town Council-owned and managed play areas in the town for reference.

5.5 Loughton Centre for Young People – Min no RC221.4

The outline of activities currently provided by Essex County Council's Youth Service at the Borders Lane site were noted and concern expressed that further funding cuts were likely to impact on the level of service.

Members acknowledged the valuable contributions made by local voluntary groups, including ignite, the Loughton Youth Project and Restore, to provide services for young people in the town.

A further report to the Committee would be made once the outcome of Essex County Council's strategic review of services for young people had been completed.

5.6 Essex on Tour

The Town Council's Essex on Tour event, "The Great American Songbook", held in March 2012 at the Murray Hall, had been a successful evening with a raffle raising £147 for Haven House, the Loughton Festival's 2012 charity.

The Committee noted the report and agreed to review holding such events at the Hall when the County Council's position on the Essex on Tour scheme was clearer.

RC6 Committee Priorities 2012/13

Members NOTED the Committee's priority list for 2012/13 and that a report on the Brook Project would be received by the Environment and Heritage Committee at its meeting on 6 June 2012.

RC7 Current Financial Position

The end of year financial report for 2011/12, together with details of the level of earmarked reserves, was noted.

RC8 Training and Conferences

The Committee APPROVED Cllr C C Pond's attendance at a free seminar in the Francis Taylor Building, Inner Temple, London, on 28 June 2012 regarding the recent changes to licensing laws, to enable him to claim travel expenses.

RC9 Future Work of the Committee

Members noted the Committee's major project for improvements to the Roding Valley Recreation Ground changing rooms and surrounding area included plans for an accessible path through to the South Loughton Cricket Club. The Town Clerk was asked to consider whether bringing the footpath works forward as a priority would have a detrimental effect on grant applications for the major works.

RC10 Skate Park – Min no RC211.4

The Committee NOTED the apology received from Epping Forest District Council regarding the delay in providing the negative response of Natural England to the Town Council's proposal to use a small part of the Roding Valley Nature Reserve off Oakwood Hill for a skate park site.

10.1 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 item contained confidential information relating to leases.

Committee AGREED to suspend Standing Order number 1.4. and AGREED to conclude the meeting by 9.35pm.

10.2 Leases

Members NOTED the discussions with a local landowner regarding a potential new site for a skate park in Loughton. Representatives from the Loughton Youth Project were also involved in the discussions.

10.3 Positive Introductions Event

Following the three previous and successful events in which the Town Council had run temporary skate parks for a day during the autumn school half-term holidays, the Committee AGREED to continue the practice in 2012.

Signed:

Date: 18 July 2012

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 18 July 2012 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
 P Abraham P Beales L Girling
 J Mahoney S Murray M Owen
 S Pewsey (as substitute for Cllr K Angold-Stephens)

Also in attendance:

Councillors: M Chalk I Lawrence

Officers:

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

RC11 Apologies

Apologies for absence were received from Cllrs K Angold-Stephens, Beales and Thomas. The Town Clerk reported that Cllr Pewsey had been nominated as Cllr Angold-Stephens' substitute and Cllr Lawrence for Cllr Beales. However, the Committee AGREED that as Cllr Beales was present he could resume his place on the Committee.

RC12 Confirmation of Minutes

The Minutes of the meeting held on 30 May 2012 were confirmed as a correct record and signed by the Chairman.

RC13 Public Representations

None were received.

RC14 Declarations of Interest

No declarations of interest were received.

RC15 Matters for Report

15.1 Fees and Charges – Min no RC204.1

The Committee NOTED the report on the Football Association's Young Player Development Review and its proposals to introduce 9-a-side football for under 11s and under 12s.

The actions of officers to include a new provision of junior pitches in the football facilities offered on the Roding Valley Recreation Ground for the 2012/13 season and the new band of hires fees for a junior pitch based on sixty per cent of the full sized pitch fees were CONFIRMED.

15.2 Roding Valley Recreation Ground

15.2.1 Tennis Courts Refurbishment – Min no RC5.3.3

Members expressed concern at the recent vandalism, which had seen the temporary closure of the new multi-use games area for safety reasons. It was NOTED that the contractor had undertaken to reinstate the damaged fencing and the basketball hoops at no cost to

the Council. The contractor had also been instructed to complete the line painting as required by the contract.

A response to an approach made to the Avenue Tennis Club regarding tennis sessions at the Recreation Ground was awaited.

15.2.2 Highwood Lane Fencing – Min no RC5.3.4

The Committee NOTED that the work arranged through the Harlow Probation Service to replace the post and rail fencing at the Highwood Lane boundary of the Roding Valley Recreation Ground had commenced.

15.2.3 Noticeboards – Min no RC5.3.6

Designs and locations for the planned new noticeboards on the Roding Valley Recreation Ground were discussed. The Committee AGREED the following:

- i. The five locations would be close to the entrances at Green Walk, Greensted Road, Cranleigh Gardens, Oakwood Hill and the vehicle gate at Roding Road.
- ii. The preferred material for the noticeboards would be the less obtrusive and environmentally friendly man-made timber.
- iii. The design would include a large interpretation panel and a lockable display case able to hold up to four A4 notices. An additional title board would not be required as reference to the Town Council's responsibility for the site would be included in the panel.

Members recognised that the familiar names for the area were the Roding Valley Fields and/or Meadows but that the registered name was the Roding Valley Recreation Ground.

A copy of the existing byelaws for the whole of the Recreation Ground would be provided for information to members.

15.3 Loughton Centre for Young People – Min no RC5.5

The Committee NOTED that a meeting of the County Council's Epping Forest Youth Strategy Group was to be held in September. The Town Clerk reported she would be meeting with Mr Darren Connew, Strategic Manager for West Essex, on 19 July 2012 to discuss management issues in connection with the Centre for Young People, Borders Lane.

15.4 Essex on Tour – Min no RC5.6

Details of a new project under the Essex on Tour brand for touring professional theatre productions were NOTED. However this was subject to grant funding being obtained from the Arts Council.

The Committee CONFIRMED that officers may become involved in discussions as to how the scheme would work if the grant funding application was successful.

15.5 Loughton Cricket Club – Lease

The Town Clerk reported that the Council's solicitor had now supplied papers associated with the transfer of the land at the corner of Traps Hill and Church

Hill to the Town Council. Completion of this stage would allow the preparation of the Lease to the Loughton Cricket Club.

RC16 Essex Police

Inspector Matt Twomey, from the Neighbourhood Policing Command, Epping and Brentwood Police District had been invited to address the Committee on local policing issues but had tendered his apologies owing to urgent police business.

RC17 Current Financial Position

The Committee NOTED the current financial position.

RC18 Open Spaces – Standard Green

An approach by the Regional Marketing Manager for Savills with regard to its sponsorship of improvements to the triangle of land close by the High Road known as Standard Green was considered. The Committee NOTED that this site was forest land owned by the City of London and maintained by the Town Council under a management agreement.

The Committee AGREED that, whilst it wished to maintain the forest setting, there was some scope for improvement to the railings and nearby bench and litter bin. Additionally some tree works may be appropriate.

RC19 Future Work of the Committee

The Committee suggested the following topics for future consideration:

- i. A change of name for the Roding Valley Recreation Ground to the Roding Valley Fields or Meadows – proposed by Cllr Pewsey.
- ii. Community Christmas activities – Cllr Girling to prepare a report.

RC20 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 item contained confidential information relating to leases.

RC21 Skate Park – Min no RC211.4

21.1 Leases

A report of the meeting with representatives from interested parties attended by the Chairman, Vice Chairman and Town Clerk was noted.

During the discussions on this item, the Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 9.35pm.

The Committee:

- i. noted the Heads of Terms;
- ii. confirmed its support in principle for this project and acknowledged that, if it progresses, part of the £43,000, currently in earmarked reserves, would be required to fund a planning application and legal fees;
- iii. depending on the response of the land owner, authorised the Town Clerk to progress this, including the holding of a public consultation. A report would be made to the Committee prior to the submission of a planning application.

Signed:

Date: 26 September 2012

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 26 September 2012 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
 P Abraham K Angold-Stephens P Beales
 L Girling J Mahoney S Murray
 M Owen T Thomas

Also in attendance:

Councillors: M Chalk S Pewsey

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

Mr J Warwick, Sports and Health Development Manager, Epping Forest District Council
 Mr A Fajardo, Shiners Football Club

RC22 Apologies

No apologies for absence were received.

RC23 Confirmation of Minutes

The Minutes of the meeting held on 18 July 2012, amended at Minute no RC15.2.3 to record the noticeboards would be of an environmentally friendly man-made timber, were confirmed as a correct record and signed by the Chairman.

RC24 Public Representations

None were received.

RC25 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in Agenda item 10, Roding Valley Recreation Ground Inclusion Project, as a governor at Alderton Junior School.

Cllr K Angold-Stephens declared a non-pecuniary interest in Agenda item 10, Roding Valley Recreation Ground Inclusion Project, as a governor at Staples Road Primary School.

The Committee AGREED to bring forward the following item.

RC26 Roding Valley Recreation Ground Inclusion Project

A report on this new project, proposed by the Shiners Football Club in partnership with Epping Forest District Council to provide free football training sessions for young people from the Epping Forest district, was NOTED.

The Chairman invited Messrs Warwick and Fajardo to make a presentation on this project. They detailed how the scheme aimed to provide positive activities enabling young people to take part in physical exercise and learn new skills to improve their overall well-being.

The Committee welcomed this work and noted that activities would initially take place one weekday evening a week throughout the year, usually between 6pm and 7.30pm.

It was AGREED to support this project by providing a mini football pitch throughout the year at an annual fee of £287.00. The Committee would review this arrangement after the first year of operation.

RC27 Matters for Report

27.1 Play in the Park

The Committee AGREED to support the scheme organised by Epping Forest District Council to provide six Play in the Park sessions on the Roding Valley Recreation Ground during the Easter and Summer school holidays next year at a net cost of £300.

27.2 Roding Valley Recreation Ground

27.2.1 Tennis Courts Refurbishment – Min no RC5.3.3

It was NOTED that the fencing repairs had been completed enabling the multi sports court to be reopened before the end of August and that the contractor has been requested to undertake the replacement of the basketball hoops and the final coat of line painting without further delay.

The recent damage to two of the tennis playing nets was discussed.

27.2.2 Highwood Lane Fencing – Min no RC5.3.4

The Committee welcomed the new wooden fencing installed by the Community Service Team, a project organised by the Harlow Probation Office.

27.2.3 Noticeboards – Min no RC5.3.6

It was reported that quotations had been received for the supply and installation of five new noticeboards. Arrangements for the artwork required for the map of the Recreation Ground were under consideration and the Art and Design Department at Epping Forest College would be approached to assist with this.

27.2.4 Cranleigh Gardens Car Park

The complaints of residents in this road regarding inconsiderate parking particularly by footballers training on the Recreation Ground on weekday evenings were NOTED.

The Service Manager confirmed that plans were in hand to mark out parking bays in the car park to encourage the public to park sensibly.

Council staff had visited the Recreation Ground on weekday evenings to identify the football teams using the Council's pitches without prior authority and letters had been sent out to them regarding this. Football teams were also reminded to show consideration for neighbours and not to block access gates at any time.

27.2.5 Byelaws

A copy of the byelaws for the whole of the Roding Valley recreational area, originally drawn up in 1981 by Epping Forest District Council, had been circulated to members for information. A full review of the

byelaws would be undertaken by the Roding Valley Management Committee at the appropriate time.

27.2.6 Roding Valley Lake Project – Min no RC201.3.1

The Town Clerk and Services Manager reported on the routine officer meeting with representatives from Epping Forest District Council and the Environment Agency held on 1 August 2012. Issues discussed included water quality, fish restocking, weed growth, replanting of the reed beds, the aeration unit, the fishing club, the Causeway, Charlie Moules Bridge and dog control orders. A copy of the notes of the meeting would be circulated to members.

The Services Manager reported on actions taken to improve safety for footpath users by an area of the bank erosion at the river.

27.3 Playgrounds

27.3.1 Safety Inspection – Min no RC221.3.1

It was NOTED that the six-monthly inspection of the children's play areas had been undertaken on 30 August 2012 by Maria Cook, a member of the Register of Play Inspectors International, at a net cost of £375, and that no significant items had been identified in the report.

27.3.2 Monksgrove Play Area – Min no RC5.4.1

It was reported that the repairs to the supporting brick walls had been completed and installation of the new play equipment would take place shortly.

The Committee CONFIRMED that an opening event would be arranged involving the local Noah's Ark Toddler Group that had helped with the consultation and choice of equipment.

27.4 Willingale Road Playing Field

27.4.1 Outdoor Gyms

The Committee NOTED that a £10,000 grant application to Essex County Council's Big Society Fund had reached the second round and would be considered at a November 2012 panel meeting. Quotations to provide a range of equipment on the Willingale Road Playing Field had been obtained with the overall budget not exceeding £17,000.

The Town Clerk reported that in the event this application was unsuccessful or only provided part funding, further applications would be submitted. Once the funding was in place further public consultation would be undertaken to help decide on the preferred equipment and location.

27.4.2 Motorcycle Nuisance

It was NOTED that reports of an increase in this type of nuisance on the playing field had been received from residents. The Services Manager had met with an Environment and Neighbourhood Officer from Epping Forest District Council and a local Police Community Support Officer to discuss options to address this problem.

The Services Manager reported that designs of motorcycle barriers had improved since the installation of the existing unit close to the

Willingale Road car park in 2005. However concern was expressed about the number of alternative access points for such vehicles including an unlocked gate at the rear of Debden Park High School. This matter would be addressed with the managers of the school grounds.

Cllr Girling reported on his discussions with the police and road safety officers at Essex County Council, where grant funding may be available for any necessary works.

It was AGREED to raise this issue with Inspector Matt Twomey at the meeting with him at 7pm on 10 October 2012.

The Committee NOTED that tree and vegetation works would be carried out by this Willingale Road entrance to improve the view onto the playing field.

27.5 Loughton Cricket Club – Lease – Min no RC15.5

The Town Clerk reported that outstanding queries on the land registration were delaying the transfer of this land to the Town Council but that preparation of the lease to the Cricket Club had commenced.

27.6 Queen Elizabeth II Fields Challenge – Min no RC201.5

The Town Clerk reported that she had been in contact with the solicitor from the Fields in Trust charity and that the deeds should be ready for signing shortly.

27.7 High Beach Visitor Centre

The Chairman confirmed that the closure of this facility would be considered by the Environment and Heritage Committee at its next meeting.

RC28 Current Financial Position

The Committee NOTED the current financial position.

RC29 Community Events

The Committee considered Cllr Girling's report and noted that the date for the switching on of the Broadway Christmas lights had yet to be confirmed.

Members supported Cllr Girling's proposal for a pilot project to provide a Christmas event involving a Santa's sleigh drawn along various roads in the Broadway ward. The support of many partner organisations including the Round Table, Rotary Club, Restore Community Church, Epping Forest Community Church, Hereward Primary School, Willingale Primary School, St John Fisher Primary School, Epping Forest Youth Councillors, Debden Park High School, Lambourne Parish Council and local police community support officers was welcomed.

The Town Clerk confirmed that this would not unduly impact on officer time although they would oversee the arrangements in order to protect the Council's interests.

The Committee AGREED to fund this project from its £1,000 contingency budget.

The Committee NOTED that a new budget of £6,000 for community events had been included in the Estimates for 2013/14.

RC30 Committee Priorities

30.1 As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list for 2012/13 and AGREED on the following:

Current Priority	Main Function	Greater Detail (current position)
Current activities		
1	Skateboard facility	Discussions to identify a suitable site are underway
2	Playgrounds	New works/upgrading
3	Land adjacent to Willingale Road Allotment	Use as a nature reserve. Some clearance and environmental studies undertaken
4	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include refreshment facility, accessible path to South Loughton Cricket Club	Planning application to be submitted. Internal works to be included. Funding TBC
5	Youth Forum	Discussions with stakeholders, approval by council required
6	Outdoor gym at other locations	Plans for the Willingale Road Playing Field in hand
7	RVRG noticeboards	In progress
8	RV Rec Ground	Diverted path by Charlie Moules bridge – no action at present. EFDC monitor condition
9	Loughton Athletic Club running track surface on RV Rec tennis courts	Awaiting approach from LAC
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley Hall	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance. Awaiting proposals from EFDC Tree Officer
High	Open spaces	Maintenance
High	Murray Hall	Bookings, admin, finance, maintenance and works
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance, works. No football at WRPF
High	Playgrounds/outdoor gym	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	

For information, the Brook Project was transferred to the Environment and Heritage Committee's list of activities.

30.2 Section 106 Contributions

The Committee CONFIRMED the following items for consideration by the Planning and Licensing Committee, as being suitable for a developer's Section 106 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

During the discussions on the next item, the Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 9.40pm.

RC31 Estimates for 2013/14

RC31.1 The Committee AGREED that all hire fees for 2013/14 were to be increased by 3%, with the exception of the use of the Roding Valley Recreation Ground by television/film crews, fun fairs and/or for other commercial activities, which would be referred to the Committee for further consideration.

RC31.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the addition of a £10,000 budget for repairs to the Charlie Moules Bridge on the Roding Valley Recreation Ground.

RC31.3 Estimates for 2013/14

The estimates for 2013/14 as presented in the Agenda with the addition of the £10,000 budget confirmed in Minute no RC31.2 were AGREED such that the net figures were as follows:

Recreation Committee	£
Total budget expenditure**	558,270
Income	100,370
Net expenditure	457,900
Transfers from earmarked reserves*	49,500
Total net expenditure**	£408,400
Details of transfers from earmarked reserves:	
<i>Replace entrance hall carpets at Murray Hall</i>	1,000
<i>Hall floor maintenance at Murray Hall</i>	2,500
<i>Building maintenance at Kingsley Hall</i>	1,000
<i>Land adj to WRd Allotments</i>	1,000
<i>Skate park</i>	44,000
	£49,500

** **NB:** The total budget expenditure currently included a service recharge of £137,000 (the 2012/13 figure). The 2013/14 figure would be confirmed by the Resources and General Services Committee at its meeting on 14 November 2012 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

The Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 9.50pm.

RC32 Council Vehicle

The Committee discussed the replacement of the Council's van, which was now over eight years old, noting that consideration was being given to various options including new/used, the type of fuel and whether to increase the size of vehicle or to remain with a small van but purchase a trailer. There was a total budget available of £13,000 that included £11,000 in earmarked reserves.

The Committee AGREED to:

- i. explore sponsorship opportunities with motor vehicle suppliers recognising this would result in a sign written vehicle; and
- ii. delegate responsibility for this purchase to the Town Clerk, in discussion with the Chairman and Vice Chairman of this Committee, in order to take advantage of any opportunities.

RC33 Public Consultation – Hereward Primary School

The Committee supported the County Council's proposal to provide additional school places at the Hereward Primary School and asked the Town Clerk to include in her response a request that the school encouraged as many children as possible to walk to and from school to reduce the impact of school traffic on roads in the area.

RC34 Future Work of the Committee

No items were raised.

RC35 Skate Park – Min no RC211.4

RC35.1 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 item contained confidential information relating to leases.

RC35.2 Skate Park – Min no RC211.4

A report of the meeting with representatives from interested parties attended by the Chairman, Vice Chairman, Town Clerk and Deputy Town Clerk was noted.

Signed:

Date: 9 January 2013

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 9 January 2013 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
 P Abraham K Angold-Stephens P Beales
 L Girling J Mahoney S Murray (until Min no RC42)

Also in attendance:

Councillors: J Bostock M Chalk S Pewsey
 C P Pond (until Min no RC44)

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

Caroline Wiggins, Safer Communities Manager, Epping Forest District Council
 Adrian Petty, CCTV Operations Officer, Epping Forest District Council

1 member of the public

RC36 Apologies

Apologies for absence were received from Cllrs Owen and Thomas.

RC37 Confirmation of Minutes

The Minutes of the meeting held on 26 September 2012 were confirmed as a correct record and signed by the Chairman.

RC38 Public Representations

None were received.

RC39 Declarations of Interest

No Declarations of Interest were received.

The Committee AGREED to bring forward the following item and also to defer Agenda item 5.7, Skate Park, until the end of the meeting.

RC40 Epping Forest Safer Communities

District Council Officers, Adrian Petty and Caroline Wiggins addressed the Committee providing details of the proposed scheme to refurbish the existing CCTV cameras within Loughton High Road and extend the system further north towards the War Memorial on Kings Green. The system was to be linked via equipment at Loughton Police Station to enable remote monitoring from the Civic Offices in Epping.

As with the recently completed Loughton Broadway scheme, the District Council planned to work with the businesses in the High Road to minimise disruption during the installation process. A series of drop in sessions would be arranged to allow full discussion. Members of the Committee suggested possible venues for this.

The Committee thanked the officers for their presentation.

RC41 Matters for Report**41.1 Playgrounds – Min no RC27.3****41.1.1 Monksgrove Play Area**

The Committee NOTED the installation of the new equipment had been completed before Christmas. However, the wet weather had delayed the repainting of the bench and fencing. The opening event involving the local Noah's Ark Toddler Group would be scheduled as soon as the work had been completed.

41.1.2 Colebrook Lane Play Area

It was reported that a sum of £8,640 towards new equipment at the Colebrook Lane Play Area had been secured from the Aiming High for Disabled Children scheme with the assistance of Gill Wallis, Community Engagement Officer at Epping Forest District Council.

The plans for the play area included the removal of the existing worn out slide and the installation of a new accessible multi-play unit, a springer and two play panels.

Consultation was underway with children and families from Oak View School, facilitated by a representative from FACE (Families Acting for Change Essex), to help finalise the choice of equipment.

As a condition of the grant, installation must be completed by 31 March 2013.

41.2 Willingale Road Playing Field**41.2.1 Outdoor Gyms**

The Committee NOTED the success of the £10,000 grant application to Essex County Council's Big Society Fund to help fund an outdoor gym on the playing field. Arrangements for public consultation to help decide on the preferred equipment and exact location within the field were discussed. It was AGREED to undertake this electronically via the Council's website promoted in Think Loughton and by a leaflet drop to households in the surrounding residential area.

41.2.2 Motorcycle nuisance

The clearance work to the vegetation around the entrance to the playing field had been completed. The Committee NOTED that this had significantly improved the visibility onto the site and asked for the line of sight onto the field to be maintained in the future. This work had been completed at a net cost of £330.

It was reported that the Council had not received any further complaints regarding motorcycle nuisance on the field, although this might have been owing to the winter weather.

41.2.3 Tree works

It was reported that as there were a significant number of large trees on the field boundary with the properties in Willingale Road these were monitored regularly. The Committee NOTED that, as a result of recent tree inspections, works had been carried out for safety reasons to remove a large diseased Oak tree and two Ash trees at a net cost of £1,430.

The Town Clerk confirmed that these trees had been removed in the course of hedgerow management and it was not intended to plant replacement trees.

41.3 Queen Elizabeth II Fields – Min no RC27.6

Following the completion of the Trust Deeds, members viewed the new commemorative plaques for Hillyfields and the Willingale Road Playing Field. Arrangements for a dedication ceremony at Hillyfields would be finalised with the ceremony based around the six Jubilee Oak Trees planted in December 2012.

It was reported that work on the preparation of the Deed for the Roding Valley Recreation Ground continues.

41.4 Community Events – Min no RC29

The Committee NOTED the financial report and recorded its thanks to Cllr Girling for his work to ensure the success of the Christmas event which raised £230 for the Chigwell Riding Trust and the Silkworth Trust charities.

The Committee also recorded its thanks to the local businesses that had sponsored this event and the many others held in 2012 to mark the Queen's Diamond Jubilee. The Town Clerk informed members that the support of businesses would be highlighted in the next edition of Think Loughton.

41.5 Committee Priorities – Min no RC30

The Committee AGREED to amend its list of priorities to include the following items to provide a record, and assigned them with a low priority for the ensuing year.

- i. Solar energy installations for Council buildings (Min no RC223, 11/12)
- ii. Renaming of Roding Valley Recreation Ground (Min no RC19)
- iii. Wayleaves / easements across Town Council-owned/leased land.

The list of Committee priorities for 2013/14 was AGREED as follows:

Recreation Committee Priority List 2013/14		
Current Priority	Main Function	Greater Detail (current position)
Current activities		
1	Skateboard facility	Discussions to identify a suitable site are underway
2	Playgrounds	New works/upgrading
3	Land adjacent to Willingale Road Allotment	Use as a nature reserve. Some clearance and environmental studies undertaken
4	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include refreshment facility, accessible path to South Loughton Cricket Club	Planning application to be submitted. Internal works to be included. Funding TBC
5	Youth Forum	Discussions with stakeholders, approval by Council required

6	Outdoor gym at other locations	Plans for the Willingale Road Playing Field in hand
7	RVRG noticeboards	In progress
8	RV Rec Ground	Diverted path by Charlie Moules bridge – no action at present. EFDC monitor condition
9	Loughton Athletic Club running track surface on RV Rec tennis courts	Awaiting approach from LAC
Low	Solar energy installations for Council buildings	Research required
Low	Renaming of Roding Valley Recreation Ground	Cllr Pewsey to draft a report
Low	Wayleaves/easements across Council-owned/leased land	Research required
On-going activities		
High	Running the Committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley Hall	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance. Awaiting proposals from EFDC Tree Officer
High	Open spaces	Maintenance
High	Murray Hall	Bookings, admin, finance, maintenance and works
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works. No football at WRPF
High	Playgrounds/outdoor gym	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the Committee's terms of reference	

41.6 Council Vehicle – Min no RC32

The Committee NOTED that in December 2012 the existing Council vehicle, a Vauxhall Combo van, had become uneconomical to repair and officers had taken the decision to scrap the vehicle through an approved contractor. The sum of £100.00 net of VAT had been received from an approved vehicle scrappage contractor together with a refund of the road fund licence amounting to £71.66.

The Town Clerk confirmed that negotiations for the purchase of a replacement vehicle were underway, with the final decision to be made in discussion with the Chairman and Vice Chairman of this Committee as previously agreed.

Cllr Murray left the meeting.

41.7 Roding Valley Recreation Ground – Min no RC27.2

41.7.1 Tennis Courts

The Town Clerk reported that new basketball hoops had been installed before Christmas but that officers were still pressing the

contractors to complete the painting of the court lines under the original contract for the refurbishment of the courts.

Members were also informed that the Loughton Athletic Club had contacted the Council to advise that, subject to grant funding, it would now progress the installation of the all-weather running track.

41.7.2 Cranleigh Gardens Car Park

The complaints from a resident in this road regarding inconsiderate parking particularly by footballers training on the Recreation Ground had continued.

The Service Manager would be meeting with contractors to progress the marking out of parking bays in the car park to encourage the public to park sensibly.

It was NOTED that the car park was provided for use by visitors to the Recreation Ground and not intended to replace on-street parking by local residents without garages.

41.7.3 River Roding

In view of the concerns regarding the river bank erosion, the Town Clerk confirmed that she and the Services Manager would be conducting an inspection of the banks along the Recreation Ground to consider the implications with officers from Epping Forest District Council. There would also be liaison with the Environment Agency.

RC42 Current Financial Position

The Committee NOTED the current financial position.

RC43 Willingale Road Open Space

A copy of the management plan for this Town Council-owned site adjacent to the allotments, as prepared by Countrycare, was provided for information.

The report recommended four days' work on site per year to remove bramble and cut the meadow area, plus a total of three hours throughout the summer for reptile surveys. The estimated cost was £1,530 for the year (£360 per day + £90 for the reptile surveys) and included the use of volunteers. This work would be undertaken mindful of the existing budget and funds available.

Other partners would be invited to take part in this project, including members of the Epping Forest Youth Council and the Community Service Team. The Committee suggested that contact be made with colleges/universities to enquire whether there was interest in assisting with this project to provide a nature reserve. However, all works should be carried out under the auspices of Countrycare.

The Committee considered that a long term vision for this site was important to encourage the work of the volunteers and inform the local community. It was suggested that arrangements for an explanatory notice at the site should be made.

Cllr C P Pond left the meeting.

RC44 Training and Conferences

The Committee approved Cllr Jennings' attendance at the following training events organised by the Essex Association of Local Council's in Great Dunmow to enable her to claim travelling expenses:

- i. 'Roles and Responsibilities' on Thursday 31 January 2013
- ii. 'Allotments Day' on 28 February 2013.

The Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 9.40pm.

RC45 Future Work of the Committee

No items were raised.

RC46 Skate Park – Min no RC35.1

46.1 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 item contained confidential information relating to leases.

46.2 Skate Park – Min no RC35.2

A report of the meeting with representatives from interested parties attended by the Chairman, Vice Chairman and Town Clerk was noted.

Signed:

Date: 6 March 2013

THESE MINUTES ARE NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 6 March 2013 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
 P Abraham K Angold-Stephens P Beales
 L Girling J Mahoney M Owen
 T Thomas

Also in attendance:

Councillors: M Chalk

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

Vicky Young, Senior Youth Worker, Essex County Council

RC47 Apologies

Apologies for absence were received from Cllr Murray.

RC48 Confirmation of Minutes

The Minutes of the meeting held on 9 January 2013 were confirmed as a correct record and signed by the Chairman.

RC49 Public Representations

None were received.

RC50 Declarations of Interest

No Declarations of Interest were received.

The Committee AGREED to bring forward Agenda items 6, Loughton Centre for Young People and 7, Loughton Youth Theatre.

RC51 Loughton Centre for Young People

The Chairman welcomed Vicky Young, Senior Youth Worker at Targeted Youth Centres in West Essex, and provided a brief history of the Loughton Centre for Young People for members.

Ms Young addressed the Committee and presented details of the current activities at the Centre and their plans for the future. She explained how, following the budget cuts, Essex County Council Youth Services had significantly changed its way of working. Its role was that of an enabling and support service helping local groups and volunteers provide activities for young people both at the Centre and other locations, rather than its former practice of delivering services.

It was planned to hold a networking event in June 2013 to promote the use of the Centre and engage with the community and local organisations. The Committee AGREED to support this event and promote it to local contacts.

The Town Clerk confirmed that a licence agreement was being drawn up by the Council's solicitor to enable shared use of the Centre with outside organisations and charities. However, under the terms of the main lease with Essex County Council, this would be for the provision of services for young people only.

The Committee asked for a site visit to be arranged to enable members to view the Centre.

Members thanked Ms Young for attending the meeting.

RC52 Loughton Youth Theatre

A report by Felicity Hall, Arts Officer at Epping Forest District Council, was discussed. The District Council was seeking permission from the Town Council to use the Willingale Road Playing Field Changing Rooms as a temporary facility for the Epping Forest Community Theatre, formerly Loughton Youth Theatre,

The Committee AGREED to support the project by allowing the use of the changing rooms at a nominal rent to cover the costs of the use of the metered utilities (electricity and water). A service agreement would be drawn up and this arrangement reviewed in a year's time.

RC53 Matters for Report

53.1 Roding Valley Recreation Ground

53.1.1 Roding Valley Lake Project – Min no RC27.2.6

The report by the Services Manager on the meeting held on 13 February 2013, attended by officers from Epping Forest District Council and the Environment Agency was presented.

In particular, members noted concerns on the extent of bank erosion on the river Roding alongside the Roding Valley Recreation Ground. Ideas were being considered for works to be included in the Roding Action Plan, a project led by the Environment Agency's consultants.

It was also reported that options were being considered for repairs and improvements to the Charlie Moules Bridge.

53.1.2 Tennis Court Fencing – Min no RC41.7.1

The Committee NOTED that the Loughton Athletic Club was now in a position to progress the installation of an all-weather running track on two of the tennis courts as previously agreed by the Council at the last renewal of the Lease, which was finally completed in March 2012. For information, permission for an all-weather running track was initially given by the Council in 2004.

The Town Clerk clarified that, as part of the Lease requirements, it was necessary for the Council to secure the two courts holding the all-weather running track. The existing centre fencing between these two courts was to be removed, with the two smaller panels used to close the internal entrances to those two courts. The remaining four panels, together with six additional panels, would be installed between two of the existing courts to enhance play. The Committee NOTED that the costs of these works, amounting to £4,867, net of VAT, would be met from the Roding Valley Recreation Ground budget.

It was further reported that discussions were being held with the Sports Development Officer at Epping Forest District Council to provide new activities on the courts during the summer holidays, to include athletics and tennis coaching.

53.2 Playgrounds – Min no RC41.1.2

5.2.1 Colebrook Lane Play Area

The Committee NOTED that, following analysis of the consultation responses from parents at Oak View School, an order had been placed with Wicksteed to provide the following items, which all offered good accessibility:

- A planet jungle multi play unit including play panels;
- A donkey springer (Shrek); and
- Two replacement pod seats for one of the three pairs of existing swings.

The total cost of the works including associated resurfacing with wet pour but excluding VAT was £20,385.05. This cost would be offset by the £8,640 grant from the Aiming High for Disabled Children scheme.

53.3 Community Events – Min no RC41.4

Cllr Girling reported on the meetings held with Patrick Arnold (Community Development Officer at Epping Forest District Council) and Luke Lowrie (Grosvenor Hall) together with the Town Clerk, to discuss plans for a range of community events in the town in 2013. Locations for these events included the Greens in the Debden Estate where it was hoped to encourage greater community use.

It was noted that the Committee had a new Community Events budget of £6,000 in 2013/14. Cllr Girling would continue to develop these plans and also seek business sponsorship to offset costs.

The Committee gave a vote of thanks to Cllr Girling for his work in this regard.

53.4 Wayleaves / easements across Town Council-owned/leased land – Min no RC41.5

Cllr Wixley updated members on his discussions with officers at Epping Forest District Council.

53.5 Council Vehicle – Min no RC41.6

The Committee NOTED that a new Nissan Primastar 2.7T SWB diesel van had been purchased from Glyn Hopkin at a net cost of £11,995 with delivery on 1 March 2013. Additional costs included:

	£
• road tax	215.00
• ply-boarding out of the interior of the vehicle	175.00
• flashing roof lights (for off-road work)	260.00
• exterior sign-writing	<u>159.10</u>
	809.10

bringing the total net cost to £12,804.10, within the £13,000 budget.

RC54 Current Financial Position

The Committee NOTED the current financial position.

RC55 Future Work of the Committee

No new items were raised.

The Town Clerk agreed to discuss Cllr Girling's offer of volunteers to undertake more clearance of the Willingale Road open space with Epping Forest Countrycare.

RC56 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 and Murray Hall hire.

The Committee AGREED to suspend Standing Order number 1.4. and AGREED to conclude the meeting by 9.40pm.

RC57 Skate Park – Min no RC46.2

A report of recent meetings with representatives from interested parties attended by the Chairman, Vice Chairman and Town Clerk was noted. The Town Clerk was asked to write to:

- i. the landowner extolling the benefits of the proposals.
- ii. Mr Martin Scarth, thanking him for his dedication to this project.

The Committee AGREED to suspend Standing Order number 1.4. and AGREED to conclude the meeting by 9.45pm.

RC58 Murray Hall Hire

The Committee considered the report and recommendations of the Community Centres Working Group.

Members concurred with the views of the Working Group and it was AGREED that:

1. an amount of compensation was appropriate in this regard; and
2. a sum of £50 should be refunded to the hirer (without prejudice).

Signed:

Date: 22 May 2013