

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 22 May 2013 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
P Abraham P Beales L Girling (until Min no RC66)
J Mahoney M Owen T Thomas (until Min no RC66)
S Pewsey (as substitute for Cllr K Angold-Stephens)

Also in attendance:

Councillors: M Chalk

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

RC59 Apologies

Apologies for absence were received from Cllrs K Angold-Stephens and Murray. The Chairman reported that Cllr Pewsey had been nominated as Cllr Angold-Stephen's substitute for this meeting.

RC60 Confirmation of Minutes

The Minutes of the meeting held on 6 March 2013 were confirmed as a correct record and signed by the Chairman.

RC61 Public Representations

None were received.

RC62 Declarations of Interest

No Declarations of Interest were received.

RC63 Matters for Report

63.1 Essex Police – Min no RC16

The Committee NOTED that local Police Inspector Marc Jordan had agreed to attend the next meeting of the Committee on 17 July 2013, to speak about issues raised at the Annual Town Meeting and other local policing matters. Members were invited to submit any specific questions for Inspector Jordan to the Town Clerk in advance of the meeting.

63.2 Loughton Centre for Young People – Min no RC51

Members NOTED the invitation from Vicky Young, Senior Youth Worker at Essex County Council, to a forum discussion to be held on Friday 28 June 2013 for people involved in the delivery of activities and services for young people.

The Committee nominated Cllrs Abraham, Mahoney and Wixley as its representatives for these sessions. The invitation would be extended to all members of the Council.

63.3 Roding Valley Recreation Ground – Min no RC53.1

63.3.1 Tennis Courts

It was NOTED that the additional internal fencing between the two courts nearest to the Loughton Athletic Club Pavilion was still to be installed as per the contract.

Members discussed the increase in vandalism to the perimeter fencing that surrounds the newly installed all-weather running track. Noting that the contractors had confirmed that allowing open public access to the running track would not invalidate the warranty, the Committee AGREED to discuss with the Loughton Athletic Club whether it was necessary to keep the access doors to the running track permanently locked.

Officers were also asked to investigate the options for installing CCTV to cover this part of the Recreation Ground including the car park area particularly as grant funding for crime reduction measures appeared to be available through Essex Police.

63.3.2 Cranleigh Gardens Car Park

The Committee NOTED the report and the importance of maintaining access to the Roding Valley Recreation Ground at all times for emergency vehicles. It was AGREED to arrange for contractors to:

- i. re-locate the vehicle gate to a more central position, thereby increasing the number of parking bays to eight, at a cost of £1,120 net of VAT to include the re-siting of the nearby litter bin and boot scraper;
- ii. mark out the parking bays and provide cross hatching in front of the vehicle access gate at a cost of £720.00 net of VAT.

63.3.3 Unauthorised Football Training

The Committee NOTED that the Cranleigh Gardens field continued to be used on weekday evenings by football teams for unauthorised training purposes. Officers advised that this needed to be addressed as there were insurance implications for the Council, as land owner.

It was AGREED to write again to all local football clubs reminding them of the need to seek permission to use the Council's land for training. The letter would also confirm that the Council's insurance did not cover them in this regard and that it was their responsibility to ensure the necessary cover was in place.

Officers were asked to investigate how other town councils offering football facilities handled this matter.

63.4 Playgrounds – Min no RC53.2

63.4.1 Colebrook Lane Play Area

The Committee NOTED the invitation to the official opening by the Town Mayor of this refurbished play area on Tuesday 4 June at 11am. This event would also be attended by pupils and teachers from Oak View School who had helped choose the equipment. The refurbishments had been part-funded through the Aiming High for Disabled Children's scheme.

63.4.2 Monksgrove

The Committee NOTED the invitation to the official opening by the Town Mayor of this refurbished play area on Tuesday 25 June at 11am. The Noah's Ark Toddlers Group, which had helped choose the new equipment, had also been invited to the event.

63.4.3 Safety inspection

It was reported that the six-monthly inspection of the children's play areas would be undertaken in June 2013 by Maria Cook, a member of the Register of Play Inspectors International, at a net cost of £375.

The Committee congratulated Paul Hoy, Services Manager, on his success in the RPII Operation Inspectors Examination where he was awarded credits on the Level 2 operational inspections of children's playgrounds. His name was now included in the RPII Register.

63.5 Community Events – Min no RC53.3

Cllr Girling reported on the meetings with Patrick Arnold (Community Development Officer at Epping Forest District Council) and Luke Lowrie (Epping Forest Community Church) to discuss plans for a range of summer events in the town during 2013. Permission to hold events on the green spaces in the Debden Estate had now been received from the District Council subject to arrangements for formal licences.

It was also reported that the High Road Town Centre Partnership had received £4,000 in funding to help stage weekend community events.

The Committee welcomed Cllr Pewsey's proposal to reintroduce maypole dancing on Standard Green as a new summer event. This would be subject to permission from the City of London.

63.6 Roding Valley Lake Project – Min no RC 53.1.1

The Committee AGREED to make a formal request to the District Council's Cabinet for financial assistance with works to re-route the section of footpath adjacent to the worst stretch of river bank erosion north-east of Charlie Moules Bridge. The quotes received for these works had ranged in price from £5,450 to £8,560 net of VAT but warranted further discussions with officers at Epping Forest District Council.

In the interim, in line with advice from the District Council's Health and Safety Officer, two post mounted 'caution' signs had been erected at either end of the eroded section of river bank with the Park Wardens making daily inspections to ensure the temporary fencing between the path and the river and the signs were in place.

The Committee confirmed that a temporary barrier of post and rail fencing to effectively close the path and force users of the footpath to walk around the affected area should be carried out at an estimated cost of £150 net of VAT for the materials. The works would, if possible, be organised through the Harlow Probation Service or undertaken in-house.

63.7 Open Spaces

63.7.1 Queen Elizabeth II Fields – Min no RC41.3

It was reported that arrangements for the dedication ceremony for the Hillyfields open space were being drawn up in discussion with the Town Mayor.

Members NOTED that following advice from Mr Chris Neilan, the District Council's Principal Landscape & Trees Officer, works had been carried out to many of the trees that formed the Millennium Remembrance Grove including the clearance of vegetation from around the trunks and the application of mulch.

63.7.2 Standard Green

The detailed report on the improvements works at Standard Green was NOTED. This included details of essential tree works recently carried out by the City of London with the Town Council meeting the costs of the parking suspensions around the green for the duration of the works. The North Essex Parking Partnership, part of Colchester Borough Council, had charged £198.90 net of VAT for this service.

Further planned improvement works were as follows:

- i. the reseeded of the Green with a grass seed suitable for shady conditions at a net cost of £600 under the maintenance responsibilities of the Town Council;
- ii. the cleaning of the fencing around the green and the adjacent bench plus the removal of small sections of fencing at the corners of the green to encourage people to use the area; works to be undertaken by Community Service Teams;
- iii. the installation of an oak noticeboard to provide information on the location of the green relative to Epping Forest and space to display local events connected with the Forest. This would be sponsored by Savills Estate Agents.

63.7.3 Willingale Road Open Space – Min no RC43

The Committee NOTED that Epping Forest Countrycare had recently undertaken grass strimming on site and that clearance work would resume in autumn 2013. Special matting had been laid to enable surveys of the wildlife present on site to be carried out.

63.8 Outdoor Gym Willingale Road Playing Field – Min no RC41.2

The Town Clerk reported that the consultation with residents on their choice of equipment had commenced with a leaflet drop to residents on the Debden Estate and more general publicity. A short questionnaire was available on the Town Council's website or in paper form from the Town Council offices.

63.9 Willingale Road Playing Field – Min no RC41.2

Further to an enquiry regarding the hire of junior pitches on the playing field for young peoples' football matches during the 2013/14 season the Committee AGREED that the fee for the hire of a 5v5 pitch was to be set at fifty per cent of the 9v9 pitch costs, rounded, i.e. £232.00 for the 2013/14 season.

Cllr Girling updated members on the police response to recurring problems with motorbikes on the playing field.

63.10 Community Halls

63.10.1 Kingsley Hall

The Committee NOTED that complaints had been received from neighbouring residents regarding the parking of unauthorised vehicles in the car park off Austen Close and about the condition of the car

park surfacing which falls under the responsibility of the District Council.

Letters would be sent to all regular hirers of the hall, reminding them to park in Kingsley Road and not obstruct other vehicles. The condition of the car park surfacing would be raised with the Area Housing Manager on his return from leave.

63.10.2 Community Centres Working Group

The Committee welcomed the appointment of Mrs Judy Graham, as the new Bookings and Halls Administrator and NOTED that, once she was familiar with all aspects of her role, a meeting of the Working Group would be convened to undertake a review of the halls.

63.11 Skate Park – Min no RC57

The Town Clerk reported on the lack of progress in this regard.

RC64 Current Financial Position

The end of year financial report for 2012/13, together with details of the level of earmarked reserves, was NOTED.

RC65 Community Initiatives Fund

Noting that the Environment and Heritage Committee would also be invited to submit suggestions, members proposed the following items as being suitable for submission to the Community Initiatives Fund:

- i. the installation of a fully accessible path on the Roding Valley Recreation Ground from the Roding Road/Avondale Drive vehicle entrance alongside the tennis courts to the South Loughton Cricket Club pavilion; and
- ii. the refurbishment of the Traps Hill play area.

Cllrs Girling and Thomas left the meeting during the next item.

RC66 Future Work of the Committee

- 1. Members welcomed the Chairman's offer to lead a tour of the Roding Valley Recreation Ground and nearby play areas.
- 2. The Committee requested presentations to provide updates on the sports project involving the Shiners Football Club and the installation of an improved CCTV system in Loughton High Road.

Signed:

Date: 17 July 2013

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 17 July 2013 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
P Abraham K Angold-Stephens P Beales
J Mahoney S Murray T Thomas (until Min no RC75)
S Pewsey (as substitute for Cllr Girling)

Also in attendance:

Councillors: M Chalk

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

Inspector Marc Jordan, Essex Police
Sue Taylor, Neighbourhood Watch Co-ordinator

2 members of the public

RC67 Apologies

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

RC68 Confirmation of Minutes

The Minutes of the meeting held on 22 May 2013 were CONFIRMED as a correct record and signed by the Chairman.

The Committee AGREED to bring forward Agenda items 6.1 Neighbourhood Policing Team Inspector, 6.2 Introducing the PC Challenge 2013 and 5.7 Skate Event.

RC69 Declarations of Interest

Cllr Murray declared a non-pecuniary and non-prejudicial interest in Agenda item 5.1.1, Tennis Courts, as he was acquainted with members of the Loughton Athletic Club.

RC70 Essex Police

70.1 Neighbourhood Policing Team Inspector

Local Inspector, Marc Jordan, was welcomed to the meeting and addressed the Committee on the current performance levels in the Epping Forest and Brentwood Policing District. He was pleased to report that ninety one per cent of all reported crimes were now being responded to within target timescales and there had been a one per cent reduction in all crime overall.

With regard to the issues raised at the Annual Town Meeting on 20 March 2013, the amalgamation of the two Loughton Neighbourhood Action Panel meetings had proved successful with increased attendance. Patrols had been stepped up along the Great Eastern Path and targeted work with local schools

had resulted in no reports of robberies on this route during the past six months. However, graffiti remained a problem in this area.

Inspector Jordan reported that officers were now firmer when considering licencing applications and the issue concerning the use of the service road alongside Rectory Lane, close to the Loughton Clinic, had been passed to the Environmental and Neighbourhoods Manager at the District Council.

The Members were invited to ask questions and accepted the opportunity. The Committee thanked Inspector Jordan for his report.

70.2 Introducing the PC Challenge 2013

The meeting welcomed Sue Taylor, Loughton Neighbourhood Watch Co-ordinator. Sue Taylor presented information on how the Neighbourhood Watch worked as a group and in her role as a co-ordinator. She explained that liaising closely with the local neighbourhood police helped them do their job more effectively.

The Committee thanked Sue Taylor for attending the meeting and giving a very clear message about the benefits of Neighbourhood Watch in the local community.

RC71 Public Representations

The meeting was adjourned to hear an address from a member of the public concerning the provision of a skate park and a request for regular monthly wheeled sporting activities events for young people in Loughton.

RC72 Matters for Report

72.1 Skate Event – Min no RC63.11

The Committee AGREED that the Town Council should run a day event during the autumn school half-term holidays to include temporary skate ramps and either a skating rink or climbing wall following officers' investigations.

72.2 Roding Valley Recreational Ground – Min no RC63.3

72.2.1 Tennis Courts

The Committee CONSIDERED the report from the Register of Play Inspectors International which had described as "high risk" the real possibility of an accident occurring whilst children or adults attempted to climb the netting to gain entry to the locked all-weather surfaced court to retrieve tennis balls. The Services Manager reported on five occasions that had required repairs to be carried out to the fences, and the Deputy Town Clerk provided information received from the Council's insurers.

The Chairman advised that the Loughton Athletic Club had responded to the Town Clerk's request for a meeting to discuss this issue by proposing Monday 29 July 2013. The Committee AGREED that the Chairman, Vice Chairman and Cllr Murray would attend on this date with officers. The Loughton Athletic Club would be invited to Buckingham Court or the Murray Hall.

72.2.2 Benches

It was NOTED that a request regarding a new memorial bench on the Recreation Ground had been received from a member of the public. Terms and conditions were currently being progressed and it was

AGREED that the location and type of any new benches would be negotiated with the applicant by the Services Manager.

72.2.3 Restore Family Event

The Committee NOTED that the Restore Community Church would be using a small area of the Roding Valley Recreation Ground adjacent to Highwood Lane, to hold a private family event between 10am and 2pm on Sunday 28 July.

72.2.4 Dog Litter

It was AGREED that the Town Council should engage with representatives from the Environment and Neighbourhood Team and Dog Warden at the District Council to find solutions to reduce the amount of dog litter on the Recreation Ground not disposed of correctly by dog owners.

73.2 Playgrounds – Min no RC63.4

73.2.1 Colebrook Lane Play Area

The Committee NOTED that the official opening of this play area by the Town Mayor, assisted by the Chairman of Epping Forest District Council and attended by pupils from Oakview School, had been held on Tuesday 4 June 2013.

73.2.2 Monksgrove

Members NOTED that the official opening of this play area by the Town Mayor, attended by children from the Noah's Ark Toddlers Group, took place on Tuesday 25 June 2013.

73.2.3 Safety Inspections

It was NOTED that the six-monthly inspections of the children's play areas was undertaken on 26 and 27 June 2013 by Maria Cook, a member of the Register of Play Inspectors International, at a net cost of £375.00.

73.2.4 Cranleigh Gardens Car Park – Min no RC63.3.2

The Services Manager reported that the order for the work to relocate the gate to a more central position had been placed with the contractor. The marking out of the new bays and hatching would then follow.

73.3 Community Events – Min no RC63.5

It was NOTED that a licence for the programme of summer events on the greens in the Debden Estate had been obtained from Epping Forest District Council, with the Town Council as the 'umbrella' organisation. There were no additional insurance implications for the Town Council in this regard.

The first two events, 'Roll Down, Bounce Up' run by Epping Forest Community Church and a Teddy Bears Picnic organised by Spurgeons Children's Centre, were both well attended. These would be followed by two additional Play in the Park sessions held by the Community Development team at Epping Forest District Council on Mondays 5 and 19 August on Jessel Green and Westall Road Green respectively.

Members were advised that Cllr Girling was progressing sponsorship opportunities for the Town Council's event, 'It's a Knockout' to be held on

14 September 2013 on Jessel Green. There had already been a good number of teams expressing an interest in taking part in this event.

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

73.4 Open Spaces

Queen Elizabeth II Fields – Min no RC63.7

It was NOTED that the installation of the plaque and the dedication ceremony for the Hillyfields open space led by the Town Mayor took place on Tuesday, 9 July 2013. Officers were thanked for their work in this regard.

73.5 Outdoor Gym Willingale Road Playing Field – Min no RC63.8

The Committee AGREED that as a limited response had been received from the consultation exercise, advice should be sought from the Leisure Officers at the District Council to ensure that the equipment sourced provided a suitable range of exercise opportunities.

73.6 Community Halls – Min no RC63.10

It was NOTED that a meeting of the Community Centres Working Group was currently being progressed and would take place in late August/early September 2013. This meeting would undertake a review of the halls and allow for budgetary provision for 2013/14.

The Services Manager reported recent vandalism at the Murray Hall where two large glass panels had been broken during the night of Sunday 14 July 2013. The neighbourhood police officer had advised that local residents had reported anti-social behaviour from a large group of young people travelling along Borders Lane during the Sunday evening. Emergency repairs had been carried out with the new glazing scheduled for next week at a net cost of £1,295.00. This cost would be covered by the Council's insurers subject to a £250.00 excess.

RC74 Loughton Centre for Young People

Cllrs Mahoney and Wixley reported on their attendance at the Loughton Youth Centre on 28 June 2013, to a forum discussion for people involved in the delivery of activities and services for young people.

The Committee NOTED that Essex County Council was seeking to maximise the use of the Loughton Centre for Young People, recently rebranded as Loughton Youth Centre, by offering shared use to local organisations and charities for limited periods each week. Under the terms of the lease with Loughton Town Council this required a shared-use licence for each group.

The Committee RESOLVED that such shared use licences would in the future be signed by any two councillors, witnessed by the Proper Officer. The two Councillors would normally be the Chairman and Vice Chairman of the Recreation Committee.

RC75 Current Financial Position

The Committee NOTED the report.

Cllr Thomas left the meeting.

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

RC76 Training and Conferences

The Committee APPROVED Cllr J Angold-Stephens' attendance at the Chairman's Day 3 training course on Wednesday 11 September 2013 to enable her to claim travel expenses.

RC77 Future Work of the Committee

1. Hedging planting on the Roding Valley Recreation Ground, adjacent to garages located at Broomfield Avenue, and Hillyfields.
2. The feasibility and financial implications of holding monthly wheeled sporting events – officers to prepare a report.

Signed:

Date: 13 November 2013

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 13 November 2013 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
P Abraham
P Beales
J Mahoney (until Min no RC89)
J Bostock (as substitute for Cllr M Owen)
K Angold-Stephens (from Min no RC79)
L Girling (until Min no RC89)
T Thomas

Also in attendance:

Councillors: S Pewsey (from Min no RC79 until Min no RC89)

Officers: Enid K Walsh (Town Clerk)
Shirley Haynes (Deputy Town Clerk)

2 members of the public

RC78 Apologies

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

RC79 Confirmation of Minutes

The Minutes of the meeting held on 17 July 2013 were CONFIRMED as a correct record and signed by the Chairman.

Cllrs K Angold-Stephens and S Pewsey joined the meeting.

The Committee AGREED to bring forward Agenda item 11, Exclusion of the Press and Public, after Agenda item 3, Public Representations, as a member of the public wished to address the Committee.

Cllr K Angold-Stephens declared a non-pecuniary and non-prejudicial interest in Agenda item 12, Roding Valley Recreation Ground Leases, as an honorary member of the South Loughton Cricket Club.

Cllr Mahoney declared a non-pecuniary and non-prejudicial interest in Agenda item 12, Roding Valley Recreation Ground Leases, as he was acquainted with members of the South Loughton Cricket Club.

RC80 Public Representations

A member of the public addressed the Committee regarding the South Loughton Cricket Club.

RC81 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from Agenda item 12, Roding Valley Recreation Ground Leases under the Public Bodies (Admission to Meetings) Act 1960 as the item contained confidential information relating to leases.

RC82 Declarations of Interest

Cllr K Angold-Stephens reiterated his non-pecuniary and non-prejudicial interest in Agenda item 12, Roding Valley Recreation Ground Leases, as an honorary member of the South Loughton Cricket Club.

RC83 Matters for Report

83.1 Essex Police – Min no RC70.1

Cllr K Angold-Stephens had met recently with the new police Inspector Andy Fusher and amongst various issues discussed were the current arrangements for the NAP meetings and working arrangements regarding licensing issues.

The Committee AGREED to extend an invitation to Inspector Fusher to attend the next meeting on 15 January 2014.

83.2 Skate Event – Min no RC72.1

It was NOTED that the skate event held at Roding Valley High School on Friday 1 November was well attended and the school had confirmed its willingness to work with the Council on similar events in the future.

Consideration of the feasibility and financial implications of holding monthly wheeled sporting events in the town would be continued by officers with a report presented to a future meeting of the Committee.

83.3 Community Events – Min no RC73.3

83.3.1 Summer on the Green events

The Committee NOTED the programme of events held this year in which the Town Council had acted as the umbrella organisation, overseeing health and safety and insurance matters and arranging the licence with Housing Services at Epping Forest District Council for the use of the Jessel and Rochford Greens.

The final event of the summer was “It’s a Knockout!” held on 14 September 2013 on Jessel Green with eleven teams representing families, schools, businesses and organisations in the local community.

The Committee also NOTED that the Christmas event “Santa Claus is coming to Town” was scheduled for Wednesday 4 December from 4pm to 6pm. Cllr Girling was working with local businesses and community groups/charities to finalise details. Councillors were invited to volunteer for this event.

The Committee thanked Cllr Girling and his team of volunteers for his work in arranging these community events in Loughton.

83.3.2 Play in the Park

It was NOTED that the Community Development Team at Epping Forest District Council had thanked the Town Council for supporting this year’s events and reported on the high levels of attendance on the majority of the sites on most days.

The Committee CONFIRMED that it wished to support six events in 2014.

83.3.3 Community Event Programme 2014

The Committee AGREED that it wished to support an "It's a Knockout!" event in July 2014 and authorised payment of a £500 deposit to secure the date.

83.4 Outdoor Gym – Willingale Road Playing Field – Min no RC73.5

It was NOTED that the order for the new outdoor gym facility on the Willingale Road Playing Field had been placed in September with Wicksteed Playscapes. The net cost was £17,000 with £10,000 of this coming from the Community Initiatives Fund (Essex County Council). Funding for induction sessions had been secured by Leisure Officers at the District Council.

Installation, depending on the weather, was scheduled for early December 2013 and the Committee NOTED this would be the first site in the UK to display the new style equipment. Arrangements would then be finalised for an opening event to be held in the spring of 2014 combined with a celebration of the dedication of the land as a Queen Elizabeth II Playing Field.

83.5 Community Halls – Min no RC73.6

The Committee NOTED the meeting of the Community Centres Working Party held on 28 August 2013 to discuss issues regarding the Kingsley and Murray Halls. The Terms of Reference for this Working Party were considered and adopted.

The Committee AGREED that a new tree may be planted in the garden of the Murray Hall in memory of Mrs Joan Innis.

It was noted that the next meeting of the Working Party would be held at 4pm on 19 February 2014 in Kingsley Hall.

83.6 Future Work of the Committee – Min no RC77

The Committee AGREED to progress new hedge planting on the Roding Valley Recreation Ground, adjacent to garages located at Broomfield Avenue, and Hillyfields with the expenditure met from existing budgets for 2013/14.

83.7 Open Spaces – Standard Green

The request from the local Jewish Community to celebrate Chanukah, the Festival of Lights, in Loughton by lighting a Menorah on Standard Green was noted. The Committee AGREED to support this event, which would begin on Wednesday 27 November and last for eight days with a short lighting ceremony on Monday 2 December at 7pm.

83.8 Tree Works – Min no RC63.7.2

The Town Clerk reported that following the recent storm there had been tree damage on most of the sites managed by the Town Council. Orders had been placed with contractors to remove branches from the affected trees. Fortunately, there had been no injury to any person or damage to property.

RC84 Current Financial Position

The Committee NOTED the report.

RC85 Committee Priorities

85.1 As part of its overall plan and to complement the budget-making process, the Committee REVIEWED its priority list for 2013/14 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 refreshment facility, accessible path to South Loughton Cricket Club	Planning application to be submitted. Internal works to be included. Funding TBC
2	Skateboard facility	Investigations into monthly events
3	Playgrounds	New works/upgrading
4	Land adjacent to Willingale Road Allotment	Use as a nature reserve. Some clearance and environmental studies undertaken
5	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
6	RVRG noticeboards	In progress
7	RV Rec Ground	Diverted path by Charlie Moules bridge – no action at present. EFDC monitor condition
8	Youth Forum	Discussions with stakeholders, approval by council required
9	Solar energy installations for Council buildings	
10	Renaming of the Roding Valley Recreation Ground	
11	Wayleaves / easements	
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. Awaiting proposals from EFDC Tree Officer
High	Open spaces	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance, works.
High	Playgrounds/outdoor gym	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	

85.2 The Committee AGREED 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

RC86 Estimates for 2014/15

RC86.1 The Committee AGREED that all hire fees for 2014/15 were to be increased by 3.2%, 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.

RC86.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the addition of a £3,000 budget for Tour de France events.

Cllrs Mahoney and Pewsey agreed to contact local organisations to discuss ideas for events to mark the Tour de France route passing by Loughton and report to the next meeting of the Committee.

RC86.3 Estimates for 2014/15

The estimates for 2014/15 as presented in the Agenda with the addition of the £3,000 confirmed in Minute no RC86.2 were AGREED such that the net figures were as follows:

Recreation Committee	£
Total budget expenditure**	584,095
Income	104,700
Net expenditure	476,395
Transfers from earmarked reserves*	-53,000
Total net expenditure**	£423,395
* Details of transfers from earmarked reserves:	
<i>Charlie Moules Bridge repair fund</i>	<i>10,000</i>
<i>Skate park</i>	<i>43,000</i>
	<i>£53,000</i>

** **NB:** The total budget expenditure currently included a service recharge of £140,000 (the 2013/14 figure). The 2014/15 figure would be confirmed by the Resources and General Services Committee at its meeting on 15 January 2014 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

RC87 Essex County Council - Consultations**87.1 The Future of Children's Centre Services**

The Committee AGREED that Cllr Girling would draft a response to this consultation which the Town Clerk would circulate by email to Committee members for comment before submission to the County Council by 5 December 2013.

87.2 Youth Services Consultation

The Committee AGREED that individual members should respond to the consultation in their capacity as ward councillors.

RC88 Future Work of the Committee

No items were raised.

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

The press and public were excluded from the next item (see Min no RC81).

Cllrs Girling, Mahoney and Pewsey left the meeting during the next item.

RC89 Roding Valley Recreation Ground Leases

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

- a. Loughton Athletic Club
- b. South Loughton Cricket Club

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 10.00pm.

It was NOTED that the rent review allowed for by these leases would now commence.

89.1 Loughton Athletic Club

Regarding fencing and access to the all-weather running track, the response of the Loughton Athletic Club was NOTED. It was RESOLVED to monitor the situation and for officers to report to the next meeting regarding safety concerns.

89.2 South Loughton Cricket Club

Whilst expressing its support for sporting organisations in the town, the Committee expressed its displeasure that the terms of the Lease had been ignored by the South Loughton Cricket Club. It was AGREED to allow for a trial period only:

- i. the siting of a new metal storage container next to the pavilion: and
- ii. the arrangements for shared use of the pavilion with a football team to continue only until the end of the current football season.

Officers would seek clarification of planning issues.

The Committee AGREED to review this matter at the June 2014 meeting.

Signed:

Date: 15 January 2014

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 15 January 2014 at 7.45pm at 1 Buckingham Court

Present:

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

Also in attendance:

Councillors: J Angold-Stephens S Pewsey

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

2 members of the public

RC90 Apologies

Apologies for absence were received from Cllr Beales.

RC91 Declarations of Interest

Cllr Murray declared a non-pecuniary but prejudicial interest in Agenda item 5.11, Skate Event, as he was an employee at Roding Valley High School. Cllr Murray advised that he would withdraw from the meeting during the discussions on this item.

RC92 Confirmation of Minutes

The Minutes of the meeting held on 13 November 2013 were CONFIRMED as a correct record and signed by the Chairman.

RC93 Public Representations

The Committee agreed to bring Agenda items 5.3, Epping Forest Community Theatre and 5.11, Skate Event, forward as members of the public had registered to speak.

RC94 Epping Forest Community Theatre – Min no RC52

Mr Luke Lowrie, from the Red Balloon Family Ltd, addressed the Committee.

The Committee NOTED that Epping Forest District Council was to hand over responsibility for the Epping Forest Community Theatre, formerly the Loughton Youth Theatre, to the Red Balloon Family with effect from April 2014.

The Committee CONFIRMED that

- i. the current arrangements for use of the Willingale Road Playing Field changing rooms may continue with the Red Balloon Family for a further year.
- ii. charges for the use of the changing rooms would be at a nominal rent to cover the actual costs for the use of the metered utilities (electricity and water).
- iii. in addition to the current sessions on Mondays from 4.30pm – 7.30pm, permission was given for Red Balloon Family staff to access the site on

occasions from 9am – 5pm Mondays to Saturdays for the purposes of accessing/maintaining equipment.

RC95 Skate Event – Min no RC83.2

Mr Paul Morris from Skate Loughton addressed the Committee.

Cllr Murray withdrew from the meeting.

A report of the recent meeting held in The Space, next to Loughton Library, to discuss a way forward with representatives from the Town Council, Roding Valley High School, Skate Loughton and the Loughton Youth Project was NOTED.

Members acknowledged the support of Roding Valley High School in giving permission for a pilot project in 2014 to be run in the school grounds, and also that of the Loughton Youth Project, whose expertise in working with the young people taking part in the activities would be invaluable.

It was proposed to use a contractor to run activity sessions and provide skate ramps and equipment, similar to that used in the events held in recent years during the autumn half-term school holidays. The sessions would take place once a month during the late Spring/Summer on Monday evenings, with provisional times of 6pm – 8pm but adjusted to ensure the sessions were held in daylight. These sessions would be for members of Skate Loughton only, enabling the group to formalise its membership.

If the necessary level of interest/support was raised by these sessions, Skate Loughton could then develop future plans for continuing this activity in the town.

The Committee AGREED a budget of £8,000 towards this pilot with the funds coming from the earmarked reserve for a skate park.

Members commended Mr Morris and the Skate Loughton group for their persistence in achieving this outcome.

Cllr Murray rejoined the meeting.

RC96 Matters for Report

96.1 Roding Valley Recreation Ground Inclusion Project – Min no RC26

Members NOTED that an update on the project run by the Shiners Football Club, in partnership with Epping Forest District Council, to provide free football training sessions on the Roding Valley Recreation Ground for young people from the Epping Forest district had been requested.

96.2 Epping Forest Safer Communities – Min no RC40

The update on the scheme to refurbish the existing CCTV cameras within Loughton High Road and extend the system further north towards the War Memorial on Kings Green was NOTED.

The Committee asked the Town Clerk to contact Mr Adrian Petty at Epping Forest District Council to request good CCTV coverage of the lower part of York Hill following concerns regarding late night safety issues in the vicinity of Fifteen York Hill wine bar.

96.3 Standard Green – Min no RC63.7.2

Members NOTED that the design of the oak framed interpretation board to complete the improvements work on this green was being finalised by the City of London. The cost of this board would be met by Savills Estate Agents. The final design would be circulated to councillors for their comments in due course.

96.4 Willingale Road Open Space – RC63.7.3

The Committee NOTED that the next volunteer day, led by Epping Forest Countrycare, to undertake further clearance of the site was to be held on Thursday 20 February 2014 from 10am – 4pm and that a noticeboard explaining the plans for the site would be installed shortly.

96.5 Community Initiatives Fund – Min no RC65

It was reported that the application to the CIF for funding assistance with the installation of a fully accessible path on the Roding Valley Recreation Ground from the Roding Road/Avondale Drive vehicle entrance alongside the tennis courts to the South Loughton Cricket Club pavilion had been successful. Essex County Council had awarded £20,000 towards this project.

The Services Manager would be meeting with the contractor and a representative from the South Loughton Cricket Club to finalise the route of the path. The Town Clerk confirmed that planning permission was not required as this work was classed as permitted development.

96.6 Playgrounds – Safety Inspections – Min no RC73.2.3

The Committee NOTED that the six-monthly inspection of the children’s play areas and the outdoor gym on the Roding Valley Recreation Ground would be undertaken later this month by a representative of RoSPA at a cost of £516.15 net of VAT. The inspection reports would also include risk assessments for each site.

96.7 Outdoor Gym – Willingale Road Playing Field – Min no RC73.5

Members NOTED that, following the recent heavy rain, the installation of this new facility had been delayed until the playing field was suitable for access by vehicles. Leisure Officers at Epping Forest District Council had secured grant funding for induction sessions, which will be arranged in the late Spring.

96.8 Community Halls – Min no RC73.6

96.8.1 The Town Clerk reported that plans to licence the Murray Hall for civil weddings were progressing well and it was hoped this would be in place by April 2014. A wedding fayre would be held to promote this new service for Loughton.

The next meeting of the Community Hall Working Party was scheduled for 4pm on 19 February 2014 in Kingsley Hall.

96.8.2 Energy Efficiency Audits

The Committee AGREED that energy efficiency audits should be carried out at both the Kingsley and Murray Halls to assist with future planning for these buildings at a net cost of £850.00.

96.9 Essex Police – Min no RC83.1

The Town Clerk confirmed that local police inspector Andy Fusher had accepted an invitation to speak to members about local policing issues and

the future of Neighbourhood Action Panels at the full Council meeting on 26 February 2014.

The Committee asked the Town Mayor and Town Clerk to consider, depending on the length of the agenda, whether this meeting should start at an earlier time to allow for discussions.

96.10 Play in the Park – Min RC83.3.2

It was reported that six sessions had been booked for the Roding Valley Recreation Ground for 2014, two at Easter and four in the summer school holidays. Officers were awaiting confirmation on whether additional sessions would be feasible at other sites.

96.11 Community Event Programme 2014 – Min no RC83.3.3

Members NOTED that the second “It’s a Knockout” event had been booked for Saturday 12 July 2014 on Jessel Green (subject to a licence from Epping Forest District Council).

Cllr Girling reported on the successful “Santa Claus is coming to Town” event held on 4 December 2013, which was very well received by the community. Members discussed ideas for future events.

96.12 All Weather Running Track – Min no RC89.1

The Services Manager advised that there had been no reports of anti-social behaviour or vandalism at the tennis courts since the last meeting but that staff would continue to monitor the area.

96.13 Hedge Planting – Min no RC83.6

The Services Manager confirmed that arrangements for new hedge planting on the Roding Valley Recreation Ground, adjacent to garages located at Broomfield Avenue, and Hillyfields were in hand in partnership with Epping Forest Countrycare and its volunteers.

96.14 Estimates for 2014/15 – Min no RC86.3

The Service Re-charge figure for 2014/15 had been confirmed as £140,000 unchanged from 2013/14. The amendments to the Budget made by the Resources and General Services Committee were NOTED.

96.15 The Future of Children’s Centre Services – Min no RC87.1

The Committee expressed its disappointment in Essex County Council’s written response to the comments the Town Council had submitted to the consultation.

Members were concerned that the County Council had yet to publish the outcome of this consultation. As the proposals in the report being considered by ECC’s Cabinet on 21 January 2014 appeared unchanged from those initially prepared for the consultation, members queried the point of the consultation given that the responses had been ignored.

The Committee asked the Town Clerk, in discussion with Cllr Girling, to convey its concerns in writing to the County Council.

RC97 Current Financial Position

The Committee NOTED the report.

RC98 Roding Valley Recreation Ground – All Weather Running Track

The Committee AGREED a charge of £20 per hour for the letting of the all-weather track for athletic training, noting that the Terms and Conditions for use of the track would be finalised by officers in discussion with the Loughton Athletic Club.

RC99 Future Work of the Committee

No items were raised.

Signed:

Date: 12 March 2014

THESE MINUTES ARE NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 12 March 2014 at 7.45pm at 1 Buckingham Court

Present:

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

Also in attendance:

Councillors: M Chalk
S Pewsey

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

Sergeant Russell Welsh, Neighbourhood Policing Team, Essex Police

RC100 Apologies

Apologies for absence were received from Cllr Owen.

RC101 Declarations of Interest

No Declarations of Interest were received.

RC102 Confirmation of Minutes

The Minutes of the meeting held on 15 January 2014 were CONFIRMED as a correct record and signed by the Chairman.

RC103 Public Representations

None were received.

RC104 Essex Police

The Chairmen welcomed Local Neighbourhood Police Sergeant Russell Welsh to the meeting. Inspector Andy Fusher had been unable to attend this meeting owing to his other commitments.

Sergeant Welsh provided an update on local policing issues and answered members' questions on various issues including the demise of the Neighbourhood Action Panel meetings, parking enforcement, the Community Speed Watch scheme, the implications of part night street lighting in Loughton and nuisance motorbikes on Council land.

The Committee thanked Sergeant Welsh for his report.

RC105 Matters for Report

105.1 Skate Events – Min no RC95

The Committee welcomed the introduction of monthly two-hour sessions at Roding Valley High School from March to September, which would be at a net cost of £3,570. The sessions would be run by the Skate Loughton group on behalf of the Town Council.

Details of the autumn all day event would be confirmed at a future meeting.

105.2 Roding Valley Recreation Ground Inclusion Project – Min no RC96.1

Officers confirmed that an update on the project run by the Shiners Football Club in partnership with Epping Forest District Council would be sought. This project aimed to provide free football training sessions on the Roding Valley Recreation Ground for young people from the Epping Forest district.

105.3 Willingale Road Open Space – RC96.4

The Committee NOTED that the volunteer day, led by Epping Forest Countrycare held on Thursday 20 February 2014 had been successful with a significant amount of clearance work undertaken. The installation of the noticeboard had been delayed by the weather but was anticipated shortly.

105.4 Playgrounds – Safety Inspections – Min no RC96.6

It was reported that the six-monthly inspections of the children’s play areas and the outdoor gym on the Roding Valley Recreation Ground had been undertaken by a representative of RoSPA at a cost of £516.15 net of VAT.

The inspection reports, including risk assessments for each site, showed no significant issues of concern. However, the Services Manager was arranging for minor repairs where required.

A written report had been requested from the inspector for the multi-play unit at Traps Hill play area to address concerns raised by members of the public.

105.5 Outdoor Gym – Willingale Road Playing Field – Min no RC96.7

Members NOTED that the installation of the new facility had again been delayed by the weather as the playing field was currently unsuitable for vehicle access.

105.6 Community Halls – Min no RC96.8

Further to the report of the meeting of the Community Halls Working Party held on 19 February 2014 in Kingsley Hall the Committee AGREED the following:

- i. the fees for hiring the foyer area at the Murray Hall were to be as for the Kingsley Hall, with a two-hour minimum hire period. Block bookings would only be accepted for a maximum period of six weeks and at short notice only if the main hall was free. The hourly rates for 2014/15 would be as follows:

Concessionary rate	£11.30
Standard rate fee per hour	£22.60

- ii. a full-day hire charge at the Murray Hall would be offered for weddings and similar events based on a twenty per cent discount on the original cost of the total hours’ hire.

105.7 Play in the Park – Min RC96.10

The Committee NOTED the dates for the Play in the Park events to be held in 2014 during the Easter and Summer school holiday. These events were organised by Community Development at Epping Forest District Council and were sponsored by the Town Council at a net cost of £585.

105.8 Community Event Programme 2014 – Min no RC96.11

The Committee NOTED that the Town Mayor’s Annual Fun Run would be held on the Roding Valley Recreation Ground on Sunday 6 April 2014 starting at 10.30am with profits going to the Chigwell Riding Trust.

The event would include a warm up session at 10.15am and a bouncy castle for the children. Hot refreshments were to be provided by two Guides who were raising money for an International Jamboree trip to Japan in 2015. A banner promoting the event would be installed in the High Road in the coming days.

Members also NOTED that the promotion of the second “It’s a Knockout” event, booked for Saturday 12 July 2014 on Jessel Green, had commenced. This year’s event would be combined with the “Roll Down Bounce Up” activities, organised by Epping Forest Community Church, to create a full community fun day.

105.9 Tour de France, 7 July 2014

The Committee NOTED the report of the briefing meeting held at North Weald Airfield on 27 February 2014.

The Town Clerk advised that she was in discussion with the City of London to minimise the impact in Loughton and consider what measures may be necessary to assist the visitors arriving at Debden and Loughton underground stations. The Committee suggested that volunteer Tour Makers should be asked to assist visitors at the stations.

Cllr Pewsey reported that the High Road Town Centre Partnership intended to produce a pamphlet to promote the town to visitors to the event.

105.10 Loughton Youth Centre

Members welcomed details of the current activities held at the Youth Centre which had been provided by Vicky Young, Senior Youth Worker at this Targeted Essex County Council Youth Centre.

The Town Clerk confirmed that in addition, the Papworth Trust was providing holiday sessions on Tuesdays, Wednesdays and Thursdays from 10am to 3pm at £5 a day for special needs children.

The draft licence for the sub-letting/shared use of the building was in the hands of Essex County Council’s agents, Lambert Smith Hampton.

The Town Clerk and Services Manager also reported that they would be carrying out an inspection of the building to ensure the terms of the lease with the Town Council were being met.

RC106 Current Financial Position

The Committee NOTED the report.

RC107 Future Work of the Committee

No items were raised.

Signed:

Date: 18 June 2014