

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 18 June 2014 at 7.45pm at 1 Buckingham Court

Present:

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

Also in attendance:

Councillors: S Pewsey

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

RC108 Apologies

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

RC109 Declarations of Interest

No Declarations of Interest were received.

RC110 Confirmation of Minutes

The Minutes of the meeting held on 12 March 2014, amended at Minute no RC104 to record Local Neighbourhood Police Sergeant Russ Welch, were CONFIRMED as a correct record and signed by the Chairman.

RC111 Public Representations

None were received.

RC112 Matters for Report

112.1 Essex Police – RC104

The Town Clerk informed members that Neighbourhood Police Inspector Russ Welch had recently been transferred to another policing area. An appropriate police representative would be invited to attend a future meeting of this Committee to provide an update on local policing issues once the current reorganisation of Essex Police was in place.

112.2 Skate Events – Min no RC105.1

The series of monthly two-hour sessions held at Roding Valley High School had proved popular with over seventy participants enjoying the facility. The sessions were run by Skate Loughton. The next session was on Monday 30 June 2014 at 6pm.

112.3 Roding Valley Recreation Ground

112.3.1 Inclusion Project – Min no RC105.2

A report from the Shiners Football Club was tabled. The Committee AGREED that permission for the social inclusion

football project, run by the Club in partnership with Epping Forest District Council on the Roding Valley Recreation Ground, was to be extended for a further twelve months.

The Committee also AGREED to consider issues raised in the Club's report at a future meeting.

112.3.2 Accessible path

The Committee NOTED that construction of the accessible path from the Roding Road vehicle entrance past the tennis courts, the South Loughton Cricket Club and the children's play area and onto the river path had been completed. The request for payment of the £20,000 grant from the Community Initiatives Fund had been submitted to Essex County Council.

112.3.3 Basket Ball Hoops

The Services Manager reported that the damaged hoops on the multi sports court had been replaced with more substantial units at a cost of £216.00.

112.4 Playgrounds

112.4.1 Safety Inspections – Min no RC105.4

The Committee NOTED the findings in a report from a RoSPA inspector following an incident earlier this year at the Traps Hill play area. The inspector had congratulated the Council on the very good condition of all the play areas and commented that whilst such incidents were unfortunate, he strongly believed that any action to restrict these multi-play units in anyway was unnecessary and that such incidents were as much about supervision within the play area as about the challenge of the equipment.

It was reported that the second six-monthly inspection of all the Council's play areas and the outdoor gyms would take place on 1 July 2014 conducted by a member of the Register of Play Inspectors International at a net cost of £435.00.

Members also NOTED that the basket for the pendulum swing at the Westall Road play area had been removed temporarily as the universal joint which connected the basket to the frame needed replacing at a net cost of £834.00.

112.4.2 Play Areas Information Leaflet

Following requests from members of the public, the Committee AGREED to provide a leaflet for residents and visitors detailing the location and choice of play equipment available at the eight different play areas in the town. A limited print run would be arranged with the document also available on the Council's website.

112.5 Willingale Road Playing Field – Outdoor Gym – Min no RC105.5

Members NOTED that the formal opening of this new facility, combined with an event to mark the dedication of the land as a Queen Elizabeth II Playing Field, had been held on Saturday 7 June 2014.

The series of free induction sessions on the gym equipment, provided by Leisure Services at Epping Forest District Council, were underway on Tuesdays at 10 – 11am and 7 – 8pm, until 15 July 2014.

The Committee NOTED that in preparation for the opening event and to raise the profile of the site, the entrance to the field had been improved by the following works:

		£
i	UPVC fascia boards applied	1,100
ii	Name sign identifying the field	255
iii	Noticeboard	550
iv	Painting of outside	410
v	Installation of plaque and noticeboard	<u>289</u>
	Total net cost	2,604

A new bench and litter bin was to be installed close to the new equipment at a net cost of £445.00

The Services Manager reported that junior football would again be played on the field during the 2014/15 season.

112.6 Community Halls – Min no RC96.8

The Committee NOTED that the reports from the Energy Efficiency Audits carried out at both community halls in April 2014 by the Rural Community Council for Essex were expected shortly and would be presented to a future meeting of the Committee.

112.6.1 Kingsley Hall

It was reported that a section of the brick wall forming part of the rear boundary of the property was to be rebuilt at a net cost of £670.00.

112.6.2 Murray Hall Flooring

Members NOTED the report that, following a private hire party in February, the resulting water damage to the wooden hall floor had been inspected by a loss adjuster from the Council's insurance company, Aviva. Owing to the extent of the damage and the likelihood of further problems if a repair was attempted, the insurance company had agreed to consider quotes for the full replacement of the wooden floor with 'like for like'.

The original flooring was a solid beech tongued and grooved product with a lacquer finish. However, advice from timber flooring specialists and the Village Halls Advisory Service (part of the Essex Rural Community Council) was that an engineered oak floor with an oiled finish should be installed to minimise the impact of similar incidents in the future and provide for easier maintenance.

The Committee AGREED with the professional recommendation that engineered oak flooring at a guide price of £14,000 to £15,000 should be installed.

It was also NOTED that a wedding fayre at the hall was taking place on Saturday 28 June 2014 from 11am – 3pm.

112.6.3 Art Exhibition

As part of the Essex Summer of Art project, “Awaken Your Creative Mind” and the Heritage Open Days events, the organisers of the Loughton Art Trail were planning to hold an art exhibition at the Murray Hall on the weekend of 6 and 7 September 2014.

The Committee CONFIRMED that the Town Council would support this exhibition by providing the hall free of charge and assisting with the publicity, as it would be a useful way of promoting the Murray Hall to a wider section of the community.

It was NOTED that some of the art work would be chosen by the curator of the Epping Forest District Museum, currently closed to the public for refurbishment.

112.7 Open Spaces

112.7.1 Willingale Road Nature Reserve

The Committee NOTED that a noticeboard, previously removed from Loughton Cemetery, had been installed at the nature reserve to inform local residents about the site.

112.7.2 Hillyfields

It was reported that following damage to one of the six oak trees planted to celebrate the Queen’s Diamond Jubilee, a replacement would be planted in the Autumn when there was better stock availability and more favourable planting conditions.

112.8 Community Events Programme 2014 – Min no RC105.8

Details of the programme of Town Council led community events for Summer 2014 were received.

112.9 Tour de France, 7 July 2014

A briefing note on the recent meeting of the Tour de France Local Planning Group had been circulated to members. Officers were waiting for the final art work for roadside banners before placing an order for four “Loughton welcomes the Tour de France” banners to be installed on safety barriers close to the Robin Hood and Wake Arms roundabouts on the route. This would be arranged in discussion with the City of London.

Members expressed concern about the potential number of visitors accessing the Tour de France route through the forest. Officers would look at providing extra temporary signage at Debden and Loughton Stations to advise members of the public.

Cllr Mahoney invited members to volunteer their assistance with an information service for visitors to be provided at the Loughton Club on 7 July 2014.

RC113 Financial Position

The Committee NOTED the end of year financial report for 2013/14 together with details of the transfers to and from earmarked reserves.

RC114 Community Initiatives Fund

It was reported that Essex County Council has launched the current round of the Community Initiatives Fund (CIF).

The Committee AGREED to consider an application to the CIF Response Fund at the appropriate time to assist with match funding for the planned improvement works to the Roding Valley Recreation Ground changing rooms and car park area. As community support was required for all grant applications, further consultation would be arranged for this project.

Cllr Murray declared a non-pecuniary but prejudicial interest in this item as he lived nearby and did not take part in the discussions.

RC115 Future Work of the Committee

115.1 Dog Micro-chipping

As from April 6, 2016, it would be compulsory under UK law for all dogs to be micro-chipped, it was AGREED to take advantage of the free micro-chipping service offered by the Dogs Trust charity which, instead of charging dog owners for the service, welcomed donations to the charity.

Arrangements would be made for a session to be held in September or October at the Roding Valley Recreation Ground to help encourage responsible dog ownership. In addition to the usual publicity, this event would be promoted in the Autumn edition of Think Loughton scheduled for delivery in early September 2014.

Signed:

Date: 10 September 2014

THESE MINUTES ARE NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

**MINUTES of the meeting held on Wednesday 10 September 2014 at 7.45pm at
1 Buckingham Court**

Present:

Councillors: D Wixley (in the Chair)
P Beales L Girling J Mahoney (until Min no RC123)
S Murray

Also in attendance:

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

Mr Paul Morris, Skate Loughton

RC116 Apologies

Apologies for absence were received from Cllrs Chalk, Thomas and Weston.

RC117 Declarations of Interest

No Declarations of Interest were received.

RC118 Confirmation of Minutes

The Minutes of the meeting held on 18 June 2014 were CONFIRMED as a correct record and signed by the Chairman.

RC119 Public Representations

None were received.

RC120 Matters for Report

120.1 Essex Police – RC112.1

The Neighbourhood Policing Sergeant Simon Dear and Inspector Russ Welch had sent their apologies for this meeting.

Sergeant Dear asked residents experiencing nuisance with trail bikes or similar on local playing fields and recreation grounds to supply him with names of riders and/or photographs of them on their bikes, with vehicle index plate numbers. This would allow his officers to make enquiries with the owner and then visit the riders and their parents.

Inspector Welch had informed members that the Chief Constable now wanted a clear structure across the Essex Police Force as to what meetings they would or would not attend. The Epping Forest and Brentwood districts were to be split into six areas with each area holding a bi-monthly meeting. PCSOs would continue to hold weekly beat meetings. Moving forward police would no longer attend parish or town council meetings.

Members expressed concern that it was reasonable to expect the police to attend meetings of a local council with the size of town like Loughton. It was AGREED to refer this matter to full Council for consideration.

120.2 Skate Events – Min no RC112.2

A report on the series of monthly sessions held at Roding Valley High School was NOTED. These had been very successful and well-attended although they had attracted a younger age group which deterred some of the older members of Skate Loughton.

The Town Clerk reported that arrangements were in hand for the autumn half-term event with a proposed date of 30 October 2014.

Mr Paul Morris from Skate Loughton was invited to address the Committee on the group's future plans. The Committee AGREED to support the continuation of the monthly sessions in 2015 and consider the feasibility of including small items of equipment suitable for use by riders of BMX bicycles, mini scooters and skateboards alongside existing play areas.

The Committee thanked Mr Morris for his report.

120.3 Roding Valley Recreation Ground

120.3.1 Unauthorised Encampment

A report on the travellers' incursion from the Cranleigh Gardens entrance on 7 August 2014 was NOTED. The Committee thanked officers for their work to resolve this.

No satisfactory explanation of the police actions on 7 August 2014 reported by residents had been provided by Inspector Welch.

More substantial fire brigade padlocks on the entrance gates had been introduced where possible and the Services Manager was exploring the installation of metal plates to prevent the use of bolt croppers in the future. The Town Clerk would raise the Committee's concerns over the vulnerability of the site to similar incursions at the Buckhurst Hill entrances with the appropriate officers at Epping Forest District Council.

120.3.2 Football

It was reported that the 2014/15 season had commenced with bookings down slightly on last year's. The availability of pitches in Loughton would be promoted around the district.

The Committee NOTED that works to ensure the safety of users had been undertaken to the changing rooms at a net cost of £4,683.00. These items included significant improvements to the internal electric circuits and works relating to the control of Legionella.

120.4 Playgrounds

120.4.1 Safety Inspections – Min no RC112.4.1

The Committee NOTED that the second six-monthly inspection of the Council's eight play areas had taken place on 1 July 2014 conducted by a member of the Register of Play Inspectors International at a net cost of £435.00. No significant issues had been identified and the minor maintenance items were being addressed by the Service Team. The Services Manager reported that it was planned to remove the seesaw at the

Newmans Lane play area as this item was beyond economic repair. Consideration would be given to installing a suitable replacement.

120.4.2 Play Areas Information Leaflet – Min no RC112.4.2

Work had commenced on a leaflet for residents and visitors detailing the location and choice of play equipment available at the eight different play areas in the town including the two outdoor gyms. When finalised, this would also be available on the Council's website.

120.4.3 Play Area improvements

The Chairman reported on his meeting with a local resident to discuss a range of issues concerning the play area at Traps Hill. This meeting was also attended by the Town Clerk.

As this is the next site planned for refurbishment it was hoped that a local 'friends of the play area' could be formed to raise funds locally and provide match funding for grant applications. This group would also be involved in the consultation process on the choice of new equipment. A suggestion to provide picnic tables outside of the play area would be explored by officers.

120.5 Community Halls – Min no RC112.6

The report of the meeting of the Community Centres Working Party held on 27 August 2014 was NOTED.

The Committee AGREED the following amendments to the Terms and Conditions of Hire for Murray Hall:

i. Late Amendments to Hall Bookings

An administration charge of £25 would apply to any amendments made to a confirmed booking within the 7 day period immediately prior to the date of the hire.

(Details of this charge will be added to both the Terms and Conditions of Hire and the hirer's booking form, making it clear that late changes cannot be guaranteed but every effort would be made to try and accommodate reasonable requests.)

ii. Bank Holiday Surcharge

The additional 25% surcharge for bank holiday bookings (in addition to the higher weekend fee) would not apply to regular hirers.

120.6 Open Spaces – Min no RC112.7

120.6.1 Willingale Road Nature Reserve

The Committee NOTED that a volunteer day organised by Epping Forest Countrycare at a cost of £360.00, to cut the grass and clear brambles, was to be held on 29 September 2014.

The additional planting of native hedging at Hillyfields Open Space and the Roding Valley Recreation Ground to camouflage and discourage graffiti on brick wall boundaries was to be undertaken by Countrycare in late November as part of National Tree Planting week.

120.6.2 Hillyfields

The Committee NOTED that in July 2014 part of the Hillyfields Open Space had been hired for the filming of a Christmas advert and, in line with Council policy, a fee of £500 plus VAT had been charged.

120.7 Community Events 2014 – Min no RC112.8

A report on the summer 2014 "It's a Knock Out" event was provided. The Committee AGREED in principal that a similar event could be held in 2015 to enable a provisional booking to be made.

120.7.1 Play in the Park

These free sessions held on Jessel Green and the Roding Valley Recreation Ground during 2014 had again proved popular with families with Loughton recording the highest attendance numbers throughout the summer.

The Committee AGREED to participate in this scheme in 2015.

121 Current Financial Position

The Committee NOTED the report and AGREED to transfer the Youth Forum budget of £1,000 to the Committee's other reserves.

122 Tree Safety Management Policy

The Committee AGREED the Tree Safety Policy and management priority list as presented, noting that it would be reviewed by the Environment and Heritage Committee before final adoption.

Cllr Mahoney left the meeting during the next item.

123 Future Work of the Committee

The Committee asked for a presentation on the provision of defibrillators in public places.

Signed:

Date: 5 November 2014

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 5 November 2014 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
M Chalk L Girling (until Min no RC132) J Mahoney
S Murray (from Min no RC 128.1 until Min no RC129) M Owen
T Thomas (until Min no RC132)
S Pewsey (as substitute for Cllr Beales)

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

RC124 Apologies

Apologies for absence were received from Cllrs Beales and Weston and apologies for lateness from Cllr Murray. The Chairman reported that Cllr Pewsey had been nominated as Cllr Beales' substitute for this meeting.

RC125 Declarations of Interest

No Declarations of Interest were received.

RC126 Confirmation of Minutes

The Minutes of the meeting held on 10 September 2014 were CONFIRMED as a correct record and signed by the Chairman.

RC127 Public Representations

None were received.

RC128 Matters for Report

Cllr Murray arrived during the next item.

128.1 Essex Police – RC120.1

The Committee NOTED that The Police and Crime Commissioner public meeting held at Epping Forest College on 22 October 2014 had been well attended by councillors and residents. A copy of the printed information provided at the meeting had been circulated to councillors under separate cover.

The Town Clerk was asked to contact the PCC's office to obtain a written report of the meeting and the answers to questions posed by members.

The Committee NOTED that the first of the new Local Community Police meetings in Loughton was scheduled for 7pm on Thursday 6 November 2014 at St Mary's Church, High Road. The Chairman confirmed that he would be attending this meeting and would make a report to the Council meeting on 17 December 2014 to enable members to consider whether the new system of meetings arranged by the police met the Council's expectations.

128.2 Skate Events – Min no RC120.2

The Chairman and Services Manager presented a report on the success of the October event held at Roding Valley High School.

128.3 Roding Valley Recreation Ground – Min no RC120.3

Members considered an approach received from a newly set up company wishing to hold 10km running events for fee paying members of the public with sponsorship supporting national charities. Whilst the run would start in Buckhurst Hill, the route took in the Roding Valley Recreation Ground.

The Committee expressed concern that this was not a suitable venue for a high profile event potentially attracting large numbers of entrants and declined the approach.

128.4 Community Halls – Min no RC120.5

The Committee NOTED that the work to replace the wooden floor in the Murray Hall, damaged earlier this year during a hiring, had been completed. The claim submitted to the Council's insurance company for a net total of £15,582.26 less the £250 excess charge had been approved and payment was anticipated shortly.

128.5 Open Spaces – Min no RC120.6

128.5.1 Willingale Road Nature Reserve

The Committee NOTED that the volunteer day held on 25 September 2014 had been well attended and further clearance work undertaken. Countrycare and its team of regular volunteers were thanked for their work. Abigail Oldham, Countrycare Manager, had confirmed that additional clearance work could now take place during the summer months of 2015 without compromising the ecology of the site. A budgetary allowance had been made for this work in 2015/16.

The Committee also sent its thanks and best wishes to Patrick Bailly, the Warden at the Roding Valley Nature Reserve, who was leaving his post in December 2014.

128.5.2 Hillyfields

The Committee NOTED that the planting of hedging by Countrycare and its volunteers to deter graffiti on the backs of garages on this Open Space, and also a similar project on the Roding Valley Recreation Ground approved by the Committee, would take place on 1 and 2 December 2014 as part of National Tree Planting week. The native hedging plants, chosen to encourage biodiversity, had been ordered from a recommended supplier at a net cost of £1,243.

128.6 Playgrounds

The Services Manager provided details of the current list of wear and tear repairs required at various sites amounting to £2,156. He also reported that the gate to the play area at Westall Road had been removed because of vandalism and a replacement would cost £985. The wet pour safety surfacing under the swings at the Roding Valley Recreation Ground required replacing as it was no longer possible to make effective repairs; these works were anticipated to be in the region of £2,000.

The Chairman reported that safety surveys were to be carried out in the vicinity of both the Colebrook Lane and Westall Road play areas to check the number and speed of vehicles passing.

128.7 Community Events 2014 – Min no RC112.8

The Committee NOTED the annual Santa ride around the Debden Estate which this year was to follow the switching on of the Christmas tree lights in The Broadway on Friday 28 November 2014. Cllr Girling invited members to assist in providing the stewarding for this event.

Arrangements had been made to borrow the Santa’s sleigh from Abridge Village Hall and a donation of £350 was to be made to that charity.

The Committee NOTED a provisional booking for next summer’s "It’s a Knock Out" event to be held on Jessel Green on Sunday 19 July 2015 had been made with a deposit of £500 paid. Work on the organisation of this event would commence in the New Year in partnership with the Red Balloon Family charity.

Cllr Murray left the meeting.

RC129 Defibrillators

The Committee CONFIRMED that it will consider working with other stakeholders to provide Public Access Defibrillators at suitable locations in the town and the sum of £1,200 should be included in the Committee’s budget figures for 2015/16.

RC130 Current Financial Position

The Committee NOTED the report.

RC131 Committee Priorities for 2015/16

131.1 As part of its overall plan and to complement the budget-making process, the Committee REVIEWED its priority list for 2014/15 and AGREED on the following:

Current Priority	Main Function	Greater Detail (current position)
Current Activities		
1	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include a refreshment facility and toilets	Planning application to be submitted. Internal works to be included. Funding TBC
2	Skate park facility	Monthly events during summer months whilst the search for a suitable site continues.
3	Playgrounds	New works/upgrading
4	Land adjacent to Willingale Road Allotment	Use as a nature reserve. 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	To be completed in 2014/15

7	RV Rec Ground	Diverted path by Charlie Moules bridge – no action at present. EFDC assisting in monitoring the erosion
8	Youth Forum	No action at present. Collaboration with Epping Forest Youth Council
9	Solar energy installations for Council buildings	Further research and budgetary allowance
10	Renaming of the Roding Valley Recreation Ground	
11	Wayleaves / easements	
TBC	Provision of Public Access Defibrillators	Collaboration with stakeholders
On-going Activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance.
High	Open spaces	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance, works.
High	Playgrounds/outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	

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

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

RC132 Estimates for 2015/16

RC132.1 Fees and Charges

The Committee AGREED that:

- i. hire fees for 2015/16 for the use of the Kingsley and Murray Halls and football facilities were to be increased by 2.3%.
- ii. clubs using Council land for football training would not currently be charged (unless booking a pitch for training).
- iii. fees for the use of Council land by television/film crews would remain at:

- 1) News stories, small scale regional programmes, small scale documentaries – no charge.
- 2) Major documentaries, large scale investigative programmes - £250 a day.
- 3) Dramas, films, advertisements - £500 a day.

Subject to:

- a) officers may negotiate other fees if required.
 - b) users agreeing to the Council's condition of use.
 - c) additional fees may be charged if vehicles are to be taken on to the ground.
 - d) users are responsible for the reinstatement of any damage caused to the open spaces, playing fields or recreation ground and their appurtenances.
 - e) users indemnifying the Council against any claims arising from their use of the open spaces, playing fields or recreation ground.
- iv. an annual licence would be introduced for commercial organisations using Council land for business related activities. The maximum fee would be £500 per annum for 2015/16 with officers having the discretion to offer reduced fees where appropriate. This was to be kept under review.
- v. fees for fun fairs and any other activities not included above would be referred to the Committee for further consideration.

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

Cllrs Girling and Thomas left the meeting.

RC132.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the addition of a £1,200 budget for Public Access Defibrillators as agreed in Minute no RC129.

RC132.3 Estimates for 2015/16

The Estimates for 2015/16 as presented in the Agenda with the addition of the £1,200 as detailed above were AGREED such that the net figures were as follows:

Recreation Committee	£
Total budget expenditure**	691,950
Income	112,560
Net expenditure	579,390
Transfers from earmarked reserves*	-150,200
Total net expenditure**	£429,190

* Details of transfers from earmarked reserves:	
<i>Kingsley Hall building maintenance fund</i>	<i>7,500</i>
<i>Charlie Moules Bridge repair fund</i>	<i>15,000</i>
<i>Skate park facility</i>	<i>39,700</i>
<i>Roding Valley Recreation Ground improvements</i>	<i>88,000</i>
	<i>£150,200</i>

** **NB:** The total budget expenditure currently included a service recharge of £140,000 (the 2014/15 figure). The 2015/16 figure would be confirmed by the Resources and General Services Committee at its meeting on 14 January 2015 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

RC133 Future Work of the Committee

No items were raised.

Signed:

Date: 14 January 2015

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 14 January 2015 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
P Beales M Chalk L Girling
J Mahoney S Murray T Thomas

Also in attendance:

Councillors: S Pewsey

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

RC134 Apologies

Apologies for absence were received from Cllrs Owen and Weston.

RC135 Declarations of Interest

No Declarations of Interest were received.

RC136 Confirmation of Minutes

The Minutes of the meeting held on 5 November 2014 were CONFIRMED as a correct record and signed by the Chairman.

RC137 Public Representations

None were received.

RC138 Matters for Report

138.1 Essex Police – RC128.1

The Committee NOTED:

- i. the report of the Police and Crime Commissioner's public meeting held at Epping Forest College on 22 October 2014; and
- ii. that the Council shared the Committee's concerns that it was reasonable to expect the police to attend meetings of a local council with the size of a town like Loughton and had asked the Committee to keep the issue of communication with the police under review.

The Chairman gave a report on items discussed at the second Local Community Police Meeting on 8 January 2015 and confirmed he would provide a written report for the next full Council meeting.

The next Community Police Meeting for the local parishes would be held in Chigwell with the date to be confirmed. The local councils had been asked to assist with the publicity for these meetings to improve attendance.

138.2 Skate Events – Min no RC128.2

It was reported that officers would be meeting with representatives from Skate Loughton to discuss options for activities in 2015 although it was

likely that the monthly sessions at Roding Valley High School would recommence in the spring.

138.3 Roding Valley Recreation Ground – Min no RC128.3

The Committee NOTED that, following the successful event held in September 2014, there would be a second opportunity to take advantage of the free micro-chipping service offered by the Dogs Trust charity at the Roding Valley Recreation Ground, near the tennis courts on 24 March 2015 from 11am – 3pm.

138.4 Community Halls – Min no RC128.4

138.4.1 Kingsley Hall

The Committee NOTED that following a break-in at the hall, repairs to the doors had been carried out and new locks fitted at a net cost of £947.90. The Council's insurance company had agreed a final settlement of £697.90 after deducting the £250.00 excess.

As this was the second time in 2014 it had been necessary to fit new locks and reissue keys to regular hirers of the hall, the Committee NOTED that, in common with existing arrangements for other Council facilities, a key deposit scheme with a returnable fee of £30 has been introduced for this hall.

The Committee AGREED to add the following item to the Terms and Conditions of Hire for regular hirers:

- No sums of cash were to be stored in the building at any time.

138.4.2 Murray Hall

The new foyer carpet had been fitted at a net cost of £2,568. Officers were obtaining quotations for the renovation of the kitchen with works to include new worktops, by overlaying the existing with stainless steel surfacing, and the repainting of the walls.

138.5 Open Spaces – Min no RC128.5

138.5.1 Hillyfields

As part of the 2014 National Tree Planting week in early December, new native hedging to deter graffiti on sections of brick wall on both Hillyfields and the Roding Valley Recreation Ground had been planted by Epping Forest Countrycare and a small group of its volunteers. The Committee recorded its thanks to the Countrycare team for their hard work in this regard.

The Town Clerk also reported that two replacement oak trees were to be planted in the group of six Jubilee oaks, one following vandalism and a second provided free of charge by the tree nursery for one that had failed to grow well.

138.6 Playgrounds – Min no RC128.6

138.6.1 Newmans Lane Play Area

The Services Manager reported that, on New Year's Eve, one of the pod seats on the toddlers' swings was burnt out. This was to be replaced at a net cost of £99.

138.6.2 Traps Hill Play Area

Members NOTED that advice was being sought from a member of the Register of Play Inspectors (RPII) to identify options for maximising the play value of this site. Public consultations will follow at the appropriate time.

138.7 Community Events – Min no RC128.7

Following the well supported and successful Santa sleigh ride around the Debden Estate, the Committee offered its thanks to Cllrs Girling and Thomas, and the sponsors: the Cottage Loaf public house, T Cribbs and Sons funeral directors and Sainsbury's supermarket.

A collection of £178.63 was made for St Clare Hospice. This was in addition to the donations of £221 received at the Light up a Life event on Kings Green. The net cost of the Santa event to the Council was £594.80 excluding staff costs. This sum does, however, include some items which will be reused in future events.

The Town Clerk reported that the Play in the Park events for 2015 had been booked for both the Easter and Summer School holidays. The forthcoming dates were confirmed as:

Roding Valley Recreation Ground:

1.30 – 3.30pm, Tuesdays 31 March and 7 April 2015.

Jessel Green:

10am – 12 noon, Thursdays 2 and 9 April 2015.

Planning had also commenced for the following events in 2015:

Town Mayor's Charity Fun Run, 10.30am on Sunday 19 April 2015

It's a Knock Out community event, 11am – 4pm on Sunday 19 July 2015

RC139 Current Financial Position

The Committee NOTED the report.

RC140 Future Work of the Committee

No items were raised.

Signed:

Date: 11 March 2015

THESE MINUTES ARE NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 11 March 2015 at 7.45pm at 1 Buckingham Court

Present:

Councillors: D Wixley (in the Chair)
P Beales M Chalk J Mahoney
S Murray (until Min no RG146.5) M Owen

Also in attendance:

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

Also present:

Cllr Valerie Metcalfe, Essex County Council

Vicky Young, Senior Youth Worker at the Targeted Youth Centres in the West Essex Area of the Essex County Council Youth Service

Luke Lowrie, Red Balloon Family Foundation

RC141 Apologies

Apologies for absence were received from Cllrs Thomas and Weston. The Town Clerk reported that Cllr Pewsey had been nominated as Cllr Weston's substitute for this meeting. Cllr Pewsey had been unable to attend the meeting.

RC142 Declarations of Interest

No Declarations of Interest were received.

RC143 Confirmation of Minutes

The Minutes of the meeting held on 14 January 2015 were CONFIRMED as a correct record and signed by the Chairman.

RC144 Public Representations

None were received.

The Committee AGREED to bring forward the next agenda item as the invited speakers were present.

RC145 Loughton Youth Centre

The Chairman welcomed the speakers to the meeting.

Cllr Metcalfe, in her role as Chairman of the Epping Forest Local Youth Strategy Group, addressed the meeting and provided an update on the current youth service policy and provision. Partnership working provided an opportunity for locally identified outcomes to be met. She recognised that there was spare capacity at the Loughton Youth Centre building in Borders Lane and reported that plans were being made with local partners for extra service provision provided these met the aims and objectives of the Essex County Council's Youth Service.

Vicky Young spoke about the recent transformation of youth services in which ECC was no longer the key deliverer but focussed on supporting and enabling other groups to provide activities. She also provided details of the current level of youth provision at the Centre which included actives run by the Duke of Edinburgh Awards scheme, the Papworth Trust and the Prince's Trust.

In other areas, ECC had enabled volunteers to run youth clubs by providing short term support. Ms Young was asked to provide more details of staffing levels and budgets as the Committee recognised the work to build services but were concerned that attendance was very low at present.

Luke Lowrie informed members of his charity's work to provide open access provision to services as the percentage of children with no access was too high. He was working on a sustainable model so that services ran for a minimum of six months. By delivering services to schools, the income from that provided the charity with the opportunity to run community activities. Mr Lowrie thanked the Town Council for the grant funding to enable his work to progress.

The Committee expressed concern that the age limitations set by the County Council of 13 – 19 years, was restrictive and Cllr Metcalfe offered to press for flexibility from the Cabinet Member if specific projects were developed at the Centre.

It was AGREED to maintain good lines of communication and the Town Council would provide assistance particularly in promoting volunteering.

The Chairman thanked the speakers for attending the meeting.

RC146 Matters for Report

146.1 Essex Police – Min no RC138.1

The Committee NOTED that Cllrs K Angold-Stephens and Wixley were to represent the Town Council at the Police Partnership Conference in Great Dunmow on 25 March 2015. Members were invited to submit questions or items of concern so that they may be raised with the Chief Constable and/or the Police and Crime Commissioner at that meeting.

146.2 Skate Events – Min no RC138.2

The Committee NOTED that discussions were being held with Skate Loughton regarding arrangements for the continuation of the monthly early evening sessions at Roding Valley High School and the all-day holiday events. Davenant Foundation School is also supportive of sessions being held in its grounds.

One option under consideration was the purchase of portable equipment, possibly second-hand, stored on a trailer to save on hire costs.

The Committee AGREED to authorise expenditure by officers of up to £10,000 from the Skate Park 2015/16 budget, to enable arrangements to be progressed. These arrangements would be made in discussion with the Chairman and Vice Chairman.

146.3 Roding Valley Recreation Ground – Min no RC138.3

The Committee NOTED that engineers from Epping Forest District Council continued to monitor the river bank erosion. Minor works had been carried out to help maintain the banks.

146.4 Open Spaces – Min no RC138.5

146.4.1 Willingale Road Open Space

Members NOTED that further clearance work had been carried out in February by Epping Forest Countrycare at a net cost of £240.00.

Noting that the Loughton Community Tree Strategy came under the remit of the Environment and Heritage Committee, the Committee AGREED to progress the proposal for a Community Orchard at the Willingale Road Open Space.

This location had the support of Epping Forest Countrycare as it suits the ecology of the site and would be a good way of allowing controlled public access.

The scheme was also popular with a group of local residents involved in the Open Book Project running in Loughton Library, which had recently seen the planting of fruit trees at the Traps Hill site.

The Town Clerk reported that there were a number of opportunities to secure grant funding for this type of community project.

Cllr Murray left the meeting.

146.5 Playgrounds – Min no RC138.6

146.5.1 Play Equipment Maintenance

The Committee NOTED that general repairs had been carried out at several of the play areas with the cost of works amounting to £2,484.65. The Town Clerk reported that an additional sum of £985 had been spent on a replacement gate for the Westall Road play area.

146.5.2 Play Area Leaflets

The Committee NOTED that a leaflet providing the details of the eight play areas and two outdoor gyms was now available on the Town Council's website. Work to provide a more attractive and printable format continued.

146.6 Community Events – Min no RC138.7

The Committee NOTED that arrangements for the 2015 events were in hand. These included the Town Mayor's annual charity fun run at 10.30am on Sunday 19 April 2015 and the Community Day on Jessel Green on Sunday 19 July 2015, which will include the "It's a Knockout" tournament.

The Town Clerk informed members that a grant of £400 had been secured from Active Essex for this event.

Members also NOTED that publicity for these events normally included the installation of banners across the High Road. However, officers had raised safety concerns. Arrangements were in hand for a formal inspection of the catenary wires to be carried out at a cost of £350.00. Loughton 1st, the High Road Town Centre Partnership, had been advised not to display banners in this location until further notice.

RC147 Current Financial Position

The Committee NOTED the report.

RC148 Cinema for Loughton

Members AGREED to defer discussions on this item to a future meeting.

RC149 Future Work of the Committee

No items were raised for future discussion.

Signed:

Date: 27 May 2015