

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 5 June 2019 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: D Wixley (in the Chair) T Cochrane (as substitute for Cllr Omer)
M Dalton (as substitute for Cllr Brookes) T Downing (as substitute for Cllr Cohen)
J Jogia S Murray
M Stubbings

Also in attendance:

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

RC127 Apologies

Apologies for absence were received from Cllrs Brookes, Cohen and Omer. The Town Clerk reported that Cllrs Cochrane, Dalton and Downing had been nominated as their substitutes for this meeting.

RC128 Declarations of Interest

Councillor Wixley declared a non-pecuniary interest in Agenda item 5.1.1, Hillyfields Open Space Flood Alleviation Scheme, as he is a District Councillor for Fairmead Ward.

RC129 Confirmation of Minutes

The Minutes of the meeting held on 6 March 2019 were CONFIRMED as a correct record and signed by the Chairman.

RC130 Public Representations

None were received.

RC131 Matters for Report

131.1 Hillyfields Open Space Flood Alleviation Scheme

The Committee were provided with detailed plans submitted by Essex County Council (ECC) architect, which were presented in large scale format.

- The Town Clerk reported on recent communications with officers from ECC in relation to the maintenance regime (and costs) that would follow on from this project.
- The Committee AGREED that a meeting with all relevant parties would be held in the near future, to gain clear understandings (on any outstanding questions or outstanding technical detail) before signing off the final Agreement.
- The Committee AGREED that Councillor Jogia would also be included in the meeting, in addition to the Town Clerk, Services Manager, Chairman and Vice Chairman.
- A full report will be made at the next meeting. It was recommended that a caveat should be included in the agreement relating to responsibility for costs in the event of any extraordinary event taking place.

131.1.1 Archaeological survey – Min no RC124.1.2

Officers at ECC have confirmed that artefacts found during the archaeological evaluation, undertaken on 21 January 2019 have been transferred to Epping Forest District Museum in Waltham Abbey. The Services Manager reported that he was awaiting contact from the museum's Collections Manager in relation to the exact nature of the artefacts, and that he would report back to the Committee when this information had been received.

131.2 Playgrounds – Min no RC124.2.1

131.2.1 Safety Inspections

The Committee NOTED that the next 6-monthly inspections would be carried out at all play areas on 26 June 2019. Councillor Murray asked that an electronic copy of the inspection report be forwarded to him.

131.3 Community Events – Min no RC124.3

131.3.1 Play in the Park 2019 – Min no 124.3.1

The Committee NOTED that the two Play in the Park sessions held at Roding Valley Recreation Ground during the Easter school holidays were attended by 24 adults and 45 children on Wednesday 10 April, and 17 adults and 32 children on Wednesday 17 April.

The following dates for Play in the Park activities, during the Summer school holidays, were also NOTED.

Roding Valley Recreation Ground

- Monday 29 July 1.30pm to 3.30pm
- Tuesday 6 August 10.00am to 12 noon
- Monday 12 August 1.30pm to 3.30pm
- Tuesday 20 August 10.00am to 12 noon

Jessel Green

- Thursday 1 August 10.00am to 12 noon
- Thursday 8 August 1.30pm to 3.30pm
- Thursday 15 August 10.00am to 12 noon
- Thursday 22 August 1.30pm to 3.30pm
- Thursday 29 August 10.00am to 12 noon

131.3.2 Tennis Coaching – Min no RC124.3.2

The Committee NOTED that the coaching sessions held during the Easter school holidays were very well received. All four sessions for 4-8 year olds were full to capacity, and the 8-11 year age group was very well attended with 31/40 places taken across the four sessions. The total cost of the professional coaching had been £240.00 with this partially offset by income of £180.00.

131.3.3 Jessel Green Fun Day – Min no RC124.3.4

The Committee NOTED that the Town Clerk and council officers met with event partners on 8 March 2019 and 24 May 2019 to conclude the final preparations before this year's event

on 30 June 2019. A comprehensive action plan is being followed and preparations are on course to stage this year's event.

The Town Clerk will shortly be requesting members to run the Town Council stall and raffle during the day. A rota will be circulated to all members offering them the opportunity to indicate which time slot is most convenient to them.

For information, the Local Plan hearing (Matter 15, Issue 2 – Policy P2 Loughton) which is particularly pertinent to Jessel Green will be held at Epping Forest District Council (EFDC) offices on the morning of Tuesday 11 June 2019.

131.3.4 Requests to hold events

The Services Manager provided a verbal report on preparations for a forthcoming dog charity fun run, to be held at Roding Valley Recreation Ground on Sunday 14 July 2019. The Committee NOTED that all of the concerns it had raised when the request had first been received had been conveyed to the organiser and satisfactorily addressed.

The Town Clerk reported on a suggestion made by a member of council staff to organise a 5-a-side football tournament to raise further funds for the Mayor's charities. The Committee NOTED the report, but felt that staff time and resources could not support a further event at this present time, as the council currently stages a wide variety of other community events. However, the committee AGREED to revisit this idea in the future.

131.4 Annual Town Mayor's Charity Fun Run

The Committee NOTED that £410 was raised for St Clare Hospice at the Fun Run staged on Sunday 12 May 2019. The general consensus was that it was a great success and well organised, with some 70 participants. Following a staff debrief meeting it was proposed to use 'Facebook' promotion, and place advertising banners around Loughton, to attract greater numbers of local residents to the event next year.

131.5 Defibrillators – Min no RC124.4

The Committee NOTED that a third training session on CPR techniques and using the equipment has been deferred due to a resources issue. Two successful training sessions had already taken place. The Town and Community Development Officer was currently investigating 'New Community Initiative Funding' and 'Lottery Funding' for an additional 3 community/mobile defibrillators in Loughton, and was commended by the committee for the work she had carried out so far in this regard.

131.6 Roding Valley Recreation Ground – Min no RC124.5

131.6.1 Improvements Project – Min no 125.5.1

- The Committee was provided with updated and more detailed plans submitted by the architect, (presented in large scale format) which highlighted some additional exterior 'finishing' details.

- Details of a recommended consultant were provided to oversee the project and source grant funding. The Committee AGREED that this would be a good way forward.
- The Town Clerk and Services Manager would be meeting the Town Clerk at Epping Town Council in the next few weeks to gain advice and view a similar 'pavilion refurbishment' project that has been completed there.
- No further information has been forthcoming so far from the Essex Local Delivery Pilot (Essex LDP).
- It was AGREED that a meeting of the project's Working Party would be convened in the near future, and that Councillor Jogia would be welcomed as a new member of the Working Party.

131.7 Kingsley Hall – Min no RC124.6

The Committee NOTED the verbal update given by the Town Clerk. Although contact with the consultant had recently been re-established, a meeting was being sought to clarify the nature and amount of work carried out so far, and the perceived lack of progress on the refurbishment of the windows and doors. A full report will be made at the next meeting.

131.8 Essex Police

The Committee NOTED a request from the Safer Essex Roads Partnership for permission to allow council owned areas to be used as a Police stop site during partnership operations. The Committee AGREED to the request in principle, but felt that other locations within Loughton would be better served by an operation of this kind. It was AGREED that the Town Clerk would reply to the Safer Essex Roads Partnership in this regard, and also to request that Valley Hill be considered as a potential site for such an operation.

131.9 Tree Surveys

The Committee NOTED that the Services Manager was arranging for a full inspection of the council's tree stock including a report with health and safety recommendations, to be carried out by Place Services, a traded service of Essex County Council, at all the main Town Council sites. The cost to this committee will be £2,055.00 + VAT. A full inventory of all the council's trees at all sites was carried out in April 2017.

131.10 River Roding – Planting Project – Min no 124.11

The Committee NOTED that council officers were awaiting confirmation from EFDC/Environment Agency for the proposed planting works, planned for autumn 2019. It was NOTED that EFDC had recently appointed a consultant to draw up plans and specifications, and that drafts would be made available to the Town Council for consideration within the next two weeks. It was AGREED that all Roding Ward Councillors should be shown the draft plans at the earliest opportunity.

131.11 Loughton Cricket Club (LCC) – Min 124.10

The Committee NOTED that the Town Council's solicitors had confirmed that the Freehold Transfer had been completed on 13 May 2019 and the lease on 15 May 2019. An application had been made to the Land Registry to register the Town Council's ownership of title to this property, and the asset register would be updated accordingly.

The Town Clerk reported that he and the Services Manager would be meeting with the Chairman of LCC on Friday 7 June 2019 to discuss future working relationships and other administrative matters.

The Committee NOTED that the Planning and Licensing Committee had NO OBJECTION to the application to the siting of 2 no shipping containers to be clad and converted into a small temporary building for use of pre-school during refurbishment, at its meeting on 20 May 2019.

131.12 South Loughton Cricket Club – Min no 124.9

The Committee NOTED that at the Planning and Licensing Committee meeting on 20 May 2019, the Committee had NO OBJECTION to the application to the addition of a storage container to stand on a concrete base subject to the following conditions.

- i) The container must be painted green and installed to the right-hand side of the pavilion and parallel to the existing 20' container; and
- ii) Suitable native hedging is planted alongside the container to provide additional camouflage – to be discussed in advance with LTC's Services Manager.

131.13 Exclusion of the Press and Public

To RESOLVE to exclude the press and public from the next item under the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to a lease.

131.13.1 South Loughton Cricket Club

Members noted the correspondence which highlighted various legal and financial matters.

RC132 Financial Position

132.1 End of Year Report

The Committee NOTED the report. The Town Clerk would investigate a few areas, needing further clarification and would revert to members.

132.2 Current Financial Position

The Committee NOTED the report.

132.3 Future Budgeting Parameters

The Town Clerk presented some concepts and ideas for future workings. He would revert at a future meeting with some recommendations.

RC133 Future Work of the Committee

No items were received.

Signed:

Date: 11 September 2019

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 11 September 2019 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: D Wixley (in the Chair)
R Brookes
J Jogia (from Min no RC138)
A Omer
B Cohen (from Min no RC138)
S Murray
M Stubbings

Also in attendance:

Councillor: S Murphy

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

Della Tudisca from the charity Cardiac Risk in the Young (CRY)

RC134 Apologies

No apologies for absence were received.

RC135 Declarations of Interest

Councillor Wixley declared a non-pecuniary interest in Agenda item 6.1.1 Hillyfields Open Space Flood Alleviation Scheme, as he is a District Councillor for Fairmead Ward.

RC136 Confirmation of Minutes

The Minutes of the meeting held on 5 June 2019 were approved subject to the amendment of one name spelling 'typo'.

RC137 Public Representations

None were received.

RC138 Cardiac Risk in the Young (CRY)

Mrs Della Tudisca was welcomed to the meeting. She explained how she became involved in this charitable work due to the tragic loss of her daughter Isabelle. Every week at least 12 apparently fit and healthy young people die of undiagnosed heart conditions. Background information was given on the work of the charity and that it costs £10,000 to provide private screenings for 200 people at a time. Mrs Tudisca has raised over £140,000 to date for CRY. The Town Mayor presented her with a charitable donation of £2,500 and Mrs Tudisca was invited to a formal presentation along with other charitable fund raisers to the Loughton Town Council (LTC) meeting on the 30 October 2019 for a formal presentation.

RC139 Matters for Report

139.1 Open Spaces – Min no RC131.1

139.1.1 Hillyfields Open Space Flood Alleviation Scheme

The Town Clerk reported on the site meeting that he, the Services Manager and Councillors Wixley and Omer attended on 2 July 2019 with representatives of Essex County Council

(ECC), Epping Forest District Council (EFDC) and the City of London Corporation to discuss any outstanding points. The committee NOTED the £7,600.00 ECC funding, for the Town Council to maintain the area after completion of the project by ECC. The provision of a lockable grill to cover a water outflow pipe was also mentioned.

The committee NOTED that no information signage had been attached to the security fencing on site, as promised by ECC, which in-turn had led to the public being unaware of the true nature of the project. ECC's undertaking to provide a 'mail drop' to local residents did not also appear to have been executed. The Town Clerk reported that he and the Services Manager would visit on site in the coming days to discuss this and other issues with the contractors.

139.1.2 Archaeological Survey – Min no 131.1.1

The Services Manager reported that he was still awaiting contact from the Epping Forest District Museum's Collections Manager in relation to the exact nature of the artefacts found during exploratory works undertaken on 21 January 2019. A report would be made to the Committee at the next meeting.

139.2 Loughton Cricket Club (LCC) – Min no RC131.11

The Town Clerk provided a verbal report on a meeting he had attended with the Chairman of LCC on 30 August 2019. The meeting had primarily been to assist in the completion of a 'Fields in Trust' application, to preserve the long-term future of the site. Other items discussed included the desire of LCC to open up the site to further community use outside of the cricket season.

139.3 South Loughton Cricket Club (SLCC) – Min no RC131.12

The Town Clerk reported on a meeting that he and the Services Manager had with representatives of SLCC at the cricket ground on 5 September 2019. Topics of discussion included aspects of the lease and tenancy agreement, current status of the club and potential tree works close to the club house.

139.4 Willingale Road Playing Field

The committee noted the request received from GFA Loughton FC, (the youth football club that regularly hires football pitches at Willingale Road Playing Field), asking the council to give consideration to the following:

- Potential for long term lease of Willingale Road Playing Field
- Extension of car park area to ease parking for local residents
- Installing a club house with some storage
- Improvement of pitches – Engagement with the Regional Pitch Advisor through Essex FA
- Opportunity to protect the site from anti-social behaviour e.g. motorbikes etc
- GFA supporting operation of site

It was AGREED that giving exclusive rights of usage of the site would be inappropriate currently due to the playing field being a public open space, enjoyed by the local community. Furthermore, it was NOTED

that Willingale Road Playing Field is a 'Fields in Trust' site and there maybe some issues on green-belt status. The Services Manager would contact GFA Loughton FC and relay the committee's initial thoughts on this request.

139.5 Playgrounds

The committee NOTED that the annual inspection of all playgrounds was undertaken on 7 August 2019. No major health and safety concerns had been raised, and all items flagged up as requiring attention had been reported to the council's maintenance contractors. Quotations for the necessary works were anticipated in the coming days.

139.6 Community Events

139.6.1 October Half Term Tennis Coaching

The committee NOTED that coaching sessions would once again be held during the October half-term holidays at Roding Valley Recreation Ground, and will follow the same format as those held in the Easter holiday; age group 4 to 8 year olds 2pm to 3pm and age group 8 to 11 year olds 3pm to 4pm. The sessions are to be held on Tuesday 29 and Thursday 31 October 2019.

139.6.2 Christmas Events

The committee NOTED that arrangements for this year's Countdown to Christmas event on 6 December 2019 were ongoing. It was further NOTED that the Town and Community Development Officer, along with the Town Clerk, would be attending a meeting of the Loughton Broadway Town Centre Partnership on 12 September 2019, where the event would be discussed.

139.6.3 Jessel Green Fun Day – Min no 131.3.3

The report of this year's community fun day held on Sunday 30 June 2019 was NOTED. As in previous years the event was very well attended with thousands of local residents.

Next year's Jessel Green event will be held on Sunday 28 June 2020.

139.7 Community Halls

139.7.1 Murray Hall

The committee NOTED that the wooden floor in the main hall was buffed and re oiled during the summer break. It was also NOTED that the E15 drama group has renewed its booking and will be returning to the hall in October 2019.

139.7.2 Kingsley Hall

The Town Clerk reported on a meeting held on site with the external consultant on 5 September 2019, to accelerate the window replacement project. The anticipated report on the windows and doors had not been finalised but discussions remained ongoing and a full structural survey would be undertaken in the coming weeks. A report would be provided at the next meeting.

The Town Clerk further reported that electrical works had recently been carried out at a cost of £2,850.00. The work involved the removal of 8 no. obsolete existing light units and replacement with LED light units. Other work carried out included remedial work deemed necessary in the previous 5 year site electrical inspection.

It was also reported that essential tree and paving works were required following ground movement, caused by a large tree root, over the summer. This was being considered as a health and safety issue, and contractors had been asked to provide quotes for the necessary work. The Town Clerk was given the discretion to oversee whatever work is needed to solve the problem.

139.8 'Doggie Dash' Parkrun – Min no 131.3.4

The committee NOTED the verbal report given by the Services Manager on the charity event held at Roding Valley Recreation Ground. The event organiser reported that although the number of participants was low, all those taking part enjoyed the experience and £1,216.00 was raised for the Dash Dog Shelter Charity.

139.9 Exclusion of the Press and Public

The Council RESOLVED to exclude the press and public for the next item only under the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to legal matters.

139.10 Roding Valley Recreation Ground – Min no RC 131.6

139.10.1 Improvements Project – Min no RC 131.6.1

Councillor Murray declared a non-prejudicial interest in this item, as he is a local resident in the area concerned.

The Town Clerk reported on his recent visit to Epping Town Council to view the recently renovated changing room facilities at Stonards Hill Recreation Ground.

The architect has been asked to attend site for a meeting with members of the working party.

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

The committee AGREED that the smaller café space, as presented in the most recent draft plans, should be the preferred option.

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

RC140 Request from the Loughton Rotary Club to stage a 'Wellbeing Festival' on 22 September 2019 at the Roding Valley Recreation Ground

Councillor Murray declared a non-prejudicial interest in this item, as he knows the organiser.

The Town Clerk reported that permission had been granted for this community event. The committee asked the Town Clerk to inform the District Councillors for Roding Ward that the event was taking place.

- RC141 Bin Collections on the Recreation Ground during the summer months**
Following concerns over the build-up of rubbish in the litter bins at Roding Valley Recreation Ground over the summer months, the Services Manager reported that arrangements had been made for twice weekly collections during the busy summer period.

The committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 10.10pm.

- RC142 VE Day Anniversary Celebrations 8 May 2020 - Town and Parish Council Involvement**
The committee AGREED to support the event in principle but felt that this item should also be put before the Environment and Heritage committee for consideration. Concerns were expressed about staffing resources as staff would be expected to work on a public holiday.

- RC143 Financial Position**
The report was NOTED including the Town Clerk's proposals to streamline the budgeting process. Members were also informed that increasing maintenance costs would need to be factored into the budgeting process to maintain LTC's assets and other ongoing work. e.g. Kingsley Hall and tree maintenance. Tree surveys now had to be carried out on a more regular basis.

- RC144 Future Work of the Committee**
144.1 Loughton Community Day
The Town Clerk described his aspirations for hosting a Loughton Community Day at Loughton Cricket Club. Such an event would be good for attracting community groups throughout Loughton to benefit their individual organisations and good causes. The setting is ideal as the venue would attract good footfall off the High Street. Further consideration will need to be given by the Town Clerk as LTC staff already host a large number of community events throughout the year and there would be further impact on time, cost and resources.

Councillor Wixley offered to organise another walk to show members some of the facilities that the Committee is responsible for e.g. the Willingale Road Playing Fields.

Signed:
Date: 6 November 2019

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 6 November 2019 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: D Wixley (in the Chair)
R Brookes (from Min no RC149) B Cohen
J Jogia S Murray M Stubbings

Also in attendance:

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

Trevor Baker, Land Drainage Engineer, Engineering, Drainage and Water Team, Contracts and Technical Services, Epping Forest District Council

RC145 Apologies

No apologies for absence were received.

RC146 Declarations of Interest

Councillor Murray declared a non-pecuniary interest in Agenda item 6.4.4, Roding Valley Recreation Ground request for a memorial bench, as he was acquainted with the person making the request.

RC147 Confirmation of Minutes

The Minutes of the meeting held on 11 September 2019 were CONFIRMED as a correct record and signed by the Chairman.

RC148 Public Representations

None were received.

Councillor Brookes joined the meeting during the following item.

RC149 To receive draft plans to re-plant and re-landscape the pathways / immediate green corridor adjacent to the Roding River along the Recreation Ground.

Trevor Baker was welcomed to the meeting. Members were informed of the background to the project, and received a presentation showing the proposed planting scheme including details of species of the plants being considered. The Chairman asked that a full list of species be provided for consideration, and it was AGREED that members would attend a site meeting with relevant officers; date and time to be advised. Trevor Baker was thanked for his work on this project.

RC150 Matters for Report

150.1 Open Spaces – Min no RC139.1

150.1.1 Hillyfields Open Space Flood Alleviation Scheme

The committee was informed that the project was close to completion. The Town Clerk and Services Manager would be visiting site in the coming days, and any concerns would be directed to Essex County Council. Trevor Baker AGREED to accompany Loughton Town Council staff at the official

handover from Essex County Council, to impart his knowledge and experience on maintenance of such a site.

150.1.2 Archaeological Survey – Min no RC139.1.2

The Committee NOTED the report from Richard Havis, Principal Historic Environment Consultant on 24 September 2019 and AGREED that no further action would be taken in this matter.

150.2 Community Events

150.2.1 October Half-term Tennis Coaching

The Services Manager reported on the recent tennis sessions held at Roding Valley Recreation Ground, which had once again proven very popular with 35/40 places being filled across the four sessions.

It was AGREED that the following dates would be considered for next year's tennis sessions:

April 2020	–	7, 9, 14 and 16
May 2020	–	26 and 28
October 2020	–	27 and 29

It was also AGREED to consider summer holiday sessions if there was demand.

150.2.2 Christmas Events

Dates and Information

The Committee NOTED the following:

- Saturday 30 November 2019, 4.30pm – Light up a Life in partnership with St Clare Hospice, meeting at the foyer of the Loughton Methodist Church for the short walk to Kings Green.
- Friday 6 December 2019, 3.30pm – 5.30pm, Countdown to Christmas in The Broadway; children's rides, music, Santa and horse and carriage rides, stalls.

Expenditure on community events in the current financial year to date is £7,984.80.

The Town Clerk informed the committee that he would set specific budgets for the individual community events such as Jessel Green, Christmas Events and Community Day in the 2020/2021 budget.

It was NOTED that Lorraine Gibson, Town and Community Development Officer, had secured sponsorship of the Christmas events from Galliard Homes, Higgins and Hobbycraft. It was further NOTED that The Broadway Town Centre Partnership and the Debden Traders Association would be making a financial contribution.

T Cribb & Sons, K P Butchers, P A Sparks Greengrocer, Sainsbury's Debden, Geraldine's Hairdressers, Transport for

London and the Restore and Epping Forest Community Churches were thanked for their support.

The committee thanked the Town and Community Development Officer for her hard work in this regard.

150.3 Loughton Cricket Club (LCC) – Min 139.2

The Town Clerk reported that the 'Fields in Trust Application' process was near to completion, and would be submitted as soon as outstanding information was received from the cricket club.

It was also NOTED that the cricket club had already had a comprehensive tree survey carried out, and that the recent issue with a fallen Willow tree into the High Road was being dealt with by the cricket club's insurance.

150.4 Roding Valley Recreation Ground

150.4.1 Rotary Club of Loughton, Chigwell and Buckhurst Hill, Loughton Family Feel Good Fair held on 22 September 2019

It was NOTED that organisers considered the event to be a success, and that dates are being considered for another event in 2020.

150.4.2 Dog Bins on the Recreation Ground

The Committee AGREED that an article would be placed in Think Loughton highlighting the ongoing issue of dog litter being left unattended on the Roding Valley Recreation Ground. Furthermore, signage will be strategically placed and posters displayed in the notice boards on site.

150.4.3 Voluntary Litter Pickers – 'Loughton Wombles'

The Committee NOTED that a recruitment drive will be forthcoming in the winter edition of the 'Think Loughton' newsletter, as well as further publicity generated from a Facebook campaign.

150.4.4 Request for a Memorial Bench

It was AGREED that a site visit to the Roding Valley Recreation Ground would be arranged involving the local resident concerned, Councillor Murray, Councillor Wixley and the Services Manager.

150.4.5 Roding Valley Recreation Ground Improvements Project – Min no 139.10.1

The Town Clerk informed the Committee that a site meeting with the Architect and Fund Raising Manager regarding fund easing of the project's Working Party would be convened in the near future.

150.4.6 Any other matters concerning the Roding Valley Recreation Ground

150.4.6.1 Cycle Paths

The Chairman reported on an Epping Forest Transport Action Group (EFTAG) meeting that he

and Councillor Brookes had attended, where the promotion of cycling and the installation of dedicated cycle paths on the Roding Valley Recreation Ground were discussed. It was AGREED that in order to gain a greater understanding of the group's aims, the Town Clerk would liaise with Councillor Brookes and invite a representative of EFTAG to the next appropriate full Council meeting.

150.5 Willingale Road Playing Fields

The Services Manager reported that no further contact had been received from the football club that had expressed a wish to lease the site for its exclusive use.

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

150.6 Community Halls

150.6.1 Kingsley Hall – Structural, Tree and Paving Works – Min no 139.7.2

The Services Manager reported that works to make safe the paving in the rear garden, removal of a tree and a structural survey on the windows had all been carried out in the recent half-term holidays. Furthermore, discussions with the company who carried out the structural survey were ongoing and a clear future direction for the replacement of windows had yet to be confirmed. A full update will be made at the next meeting.

150.6.2 Murray Hall

The Town Clerk reported on the necessity of the following future works:

- Improving the heating control to the ground floor of the building
- The acquisition of litter bins in the main hall
- The installation of Wi-Fi in the building
- The upgrade of the intruder alarm system

Any additional funding required would be taken from 'Murray Hall' earmarked funds if required.

The committee AGREED to progress all items.

150.7 Tree Survey

The Committee NOTED that a tree survey concerning all Loughton Town Council trees commenced on Monday 4 November 2019. A full report would follow the completion of the inspection process and a report made at the next meeting.

150.8 Essex Playing Fields Association AGM and Awards Ceremony 2019

The Chairman reported that he and the Services Manager had attended the awards ceremony held at the Essex Police Sports and Social Club on Thursday 24 October 2019. The Chairman was glad to report that the council won two Gold Awards for 1) the Roding Valley Recreation Ground (Class 1: Playing Field serving a community with over 2,500

inhabitants); and 2) Traps Hill Playground (Play Area or Playground). The Committee extended its thanks to the town council staff, grounds maintenance contractors and volunteers for their hard work throughout the year.

RC151 Community Day

The Town Clerk outlined his initial plans for the Community Day, now titled 'Loughton Day' to be held at the Loughton Cricket Ground on Saturday 19 September 2020. The Town Clerk would arrange a meeting of all interested community groups early in 2020.

RC152 Financial Position

The Committee NOTED the current financial position.

The committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 10.10pm.

RC153 Committee Priorities for 2020/21

153.1 The Committee reviewed its revised priority list for 2020/21 and AGREED to add 'Jessel Green Day' and 'Loughton Day' and remove the following:

- Priority 9 – Outdoor gym at other locations
- Priority 10 – Skate park facility
- Priority 12 – Renaming of the Roding Valley Recreation Ground
- Priority 13 – Youth forum

It was also AGREED to remove Millennium Remembrance Grove: Tree replacement and maintenance from the on-going activities list.

RC154 Estimates for 2020/21

The Committee NOTED the report on its Estimates for 2020/21 and were asked for any further comments to be referred to the Town Clerk within a week. The Town Clerk emphasised that this was the first draft budget and that there may be further amendments made before the budget process is completed in January 2020.

The Committee AGREED to the recommendation that fees and licences are increased by 2.6% as per the September 2019 Retail Price Index.

The committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 10.15pm.

Signed:
Date: 8 January 2020

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 8 January 2020 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: D Wixley (in the
Chair)
R Brookes J Jennings (as substitute for Cllr B Cohen)
S Murray M Stubbings

Also in attendance:

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

RC155 Apologies

Apologies for absence were received from Cllrs Cohen and Jogia. The Town Clerk reported that Cllr Jennings had been nominated as substitute for Cllr Cohen for this meeting.

RC156 Declarations of Interest

Councillor Wixley declared a non-pecuniary interest in Agenda item 5.1, Hillyfields Open Space Flood Alleviation, as he is a Fairmead Ward District Councillor. Councillor Pond also declared a non-pecuniary interest in Agenda item 5.1, as he is a County Councillor.

RC157 Confirmation of Minutes

The Minutes of the meeting held on 6 November 2019 were CONFIRMED as a correct record and signed by the Chairman.

RC158 Public Representations

None were received.

RC159 Matters for Report

159.1 Hillyfields Open Space Flood Alleviation Scheme – Min no RC150.1.1

The Services Manager reported that contractors working on behalf of Essex County Council had returned to site on Thursday 12 December 2019 to increase the height of the new bund, and that the additional works had made the site more secure.

The Town Clerk reported that notices had been placed at the top of the hill warning of the new ground layout and asking for caution to be exercised when sledging and snowboarding in the event of snowfall.

159.2 Community Events

159.2.1 Christmas Events – Min no RC150.2.2

The Committee NOTED that £262.54 was raised for St Clare Hospice at the annual Light up a Life service, held at Kings Green on Saturday 30 November 2019.

The Countdown to Christmas event, planned for Friday 6 December 2019 was cancelled following the tragic events at Debden Park High School on Monday 2 December 2019. The Town Clerk will provide further administrative details at the next meeting.

159.3 Loughton Cricket Club (LCC) – Min no RC150.3

The Committee NOTED that the Fields in Trust application had been submitted, and that Fields in Trust officials were due to visit the site on 28 January 2020. Furthermore, it was NOTED that the Town Council's solicitors had confirmed that the Land Registry had completed registration of the transfer of the freehold title of the Cricket Club land to the Town Council.

The Town Clerk reported that a further meeting to discuss arrangements for the 'Loughton Day' event on 19 September 2020, was to be arranged with the Chairman of LCC.

159.4 Roding Valley Recreation Ground

159.4.1 Green Corridor – Min no RC149

The Town Clerk reported that he was waiting for a response from Epping Forest District Council's Land Drainage Engineer, to confirm a suitable date for a site visit with members of the Committee.

Cllr Pond left the meeting.

159.4.2 Play in the Park Easter and Summer Holidays 2020

The Committee AGREED to approve payment of £1,020.00 for 12 sessions (at £85.00 each) in 2020, two in the Easter holidays and 10 (including five at Jessel Green) in the summer holidays.

159.4.3 Rotary Club of Loughton, Chigwell and Buckhurst Hill, Loughton Family Feel Good Fair 2020

The Services Manager reported on a meeting he had attended with the organiser on 7 January 2020. Following the success of the 2019 event, a formal permission request was received to hold a further event in July 2020. The Committee AGREED to allow the Fair to take place, but stated that as the preferred dates fell within the cricket season, full consideration should be given to South Loughton Cricket Club. Discussions are ongoing and the Services Manager will report to the next meeting.

159.4.4 Dog Bins on the Recreation Ground – Min no RC150.4.2

The Services Manager reported that in light of ongoing concerns of dog litter, awareness of the issue has been raised by way of a poster campaign on site. There will also be an article in the next edition of Think Loughton.

The Committee also AGREED that the Town Clerk should write a formal letter of complaint to Epping Forest District Council regarding the ongoing issue of missed dog waste bin collections on the recreation ground and around the town in general.

159.4.5 Request for a Memorial Bench – Min no RC150.4.4

The Services Manager reported on the site visit he carried out with Councillors Murray and Wixley on Tuesday 17 December 2019, at which a suitable location was identified. Prices from relevant contractors are awaited and the requestee will be contacted once the full cost is known.

159.4.6 Roding Valley Recreation Ground Improvements Project - Min no RC150.4.5

A site visit between the Architect, Fund Raising Manager and LTC Recreation Committee members has been arranged for Thursday 13 February 2020.

159.4.7 Cycle Paths – Min no RC150.4.6.1

The Committee NOTED that the Epping Forest Transport Action Group (EFTAG) had been invited to attend the full Town Council meeting on 11 February 2020 to make a presentation.

159.5 Community Halls

159.5.1 Kingsley Hall – Min no RC150.6.1

The Services Manager and Town Clerk reported that final details were still outstanding from the consultant regarding the window replacement project. A full report will be made to the next meeting.

159.5.2 Murray Hall

The Committee Noted that a tree was planted in the rear garden of Murray Hall on Monday 16 December 2019 to commemorate former Town Councillor Monty Juniper. A plaque was also laid and the planting was attended by the Juniper family and the Services Manager.

159.6 Tree Survey

The Services Manager reported that the tree inspection report was received in late December and the findings are currently being evaluated. A full report will be made to the next meeting.

RC160 Committee Priorities for 2020/21 - Gate at Hillyfields

The Committee AGREED to place the Kingsley Hall window replacement project and the provision of a gate at Pyrles Lane to provide access to Hillyfields at 2nd and 3rd in the priority list respectively.

It was NOTED that (as per RC min -153.1) priority items 9,10,12 & 13 should not have appeared on this current list as they already had been removed. Similarly the on-going activity listed for Millennium Remembrance Grove should also be removed.

RC161 Financial Position

The Committee NOTED the report.

RC162 Future Work of the Committee

It was NOTED that for the forthcoming Fun Run the office would be

- looking to increase advertising, media coverage and general promotion of the event and
- advocating ways of making the event more attractive to increase larger community participation.

Signed:

Date: 19 February 2020

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 19 February 2020 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: D Wixley (in the Chair)
R Brookes (from Min no RC167.2) B Cohen J Jogia
M Stubbings

Also in attendance:

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

RC163 Apologies

Apologies for absence were received from Cllr Omer and Cllr S Murray.
Cllr Brookes had reported that she may arrive late.

RC164 Declarations of Interest

Councillor Wixley declared a non-pecuniary interest in Agenda item 5.1, Hillyfields Open Space Flood Alleviation, as he is a Fairmead Ward District Councillor.

RC165 Confirmation of Minutes

The Minutes of the meeting held on 8 January 2020 were CONFIRMED as a correct record and signed by the Chairman.

RC166 Public Representations

None were received.

RC167 Matters for Report

167.1 Hillyfields Open Space Flood Alleviation Scheme – Min no RC159.1

It was AGREED that the Town Clerk would contact Essex County Council and request the installation of an interpretation / information board, to be situated strategically on the Town Council section of the site.

The Town Clerk reported that temporary information banners would be placed (when appropriate) at the top of the hill warning of the new ground layout and asking for caution to be exercised when sledging and snowboarding, following periods of snowfall. Planting of hedgerows would also be considered as a protective measure in the future.

Councillor Brookes joined the meeting during the next item.

167.2 Loughton Cricket Club (LCC) – Min no RC159.3

The Town Clerk reported on the meeting that he, Cllr D Wixley and Mr Cliff Greenhill, Chairman of LCC had attended with Mr David Sharman, (DS) Development Manager, Fields in Trust (FIT) on 28 January 2020. It was AGREED that the Town Clerk would contact FIT to clarify whether the cricket ground only should be included for protected status, or whether the status should also include the cricket club buildings. The

general consensus was that the latter option was preferable. The Town Clerk also stated that there were a few legal document formalities to finalise.

167.3 Roding Valley Recreation Ground

167.3.1 Recreation Ground Planting Scheme Min no RC159.4.1

The Committee NOTED the report of the site meeting that members had attended with the Epping Forest District Council Land Drainage Engineer on 7 February 2020.

The Town Clerk reported that a complaint had been received from a member of the public regarding the ongoing issue of flood water on the recreation ground. It was AGREED that a further site visit would be arranged with the Land Drainage Engineer, although the Committee acknowledged that due to the geography of the site it was questionable as to whether any effective measures could be put in place that would prevent flooding during periods of prolonged heavy rainfall and excessive river levels.

167.3.2 Rotary Club of Loughton, Chigwell and Buckhurst Hill, Loughton Family Feel Good Fair 2020

The Services Manager reported that this year's fair would be held on Sunday 12 July 2020, and as with all events held on Town Council land by outside parties, it would be subject to acceptance of the Town Council's terms and conditions.

167.3.3 Dog Bins on the Recreation Ground – Min no RC159.4.4

The Town Clerk reported that he would update the Town Council with the response from Epping Forest District Council in due course.

167.3.4 Request for a Memorial Bench – Min no RC159.4.5

The Services Manager reported that a meeting with the local resident who had made the request was to be held on site on Friday 21 February 2020. An update would be provided at the next meeting.

167.3.5 Roding Valley Recreation Ground Improvements Project - Min no RC159.4.6

The Town Clerk reported on the site visit that Cllrs Wixley and Murray, the Services Manager and himself had attended with the Architect and Fund-Raising Manager on 13 February 2020. The following points were NOTED by the Committee:

- It was AGREED that the smaller option of Café size was to be included in the plans.
- There would be an option to extend the Café at a later date if desired.
- The ramp to access the first floor would have to be a permanent fixture.
- Both of the existing stairways can be retained.
- The meeting room space could be a feature that allows for greater community use, and therefore additional grant funding could be applied for.

- The use of the recreation ground by multiple and varied recreational and sporting groups could also result in additional funding applications.
- There will be no public consultation until after the Town Council election in May 2020.
- An approximate timetable of works was discussed.
- There would be VAT implications to consider on implementation of the project.

167.3.6 Cycle Paths – Min no RC159.4.7

The report was RECEIVED and NOTED. The Town Clerk AGREED to forward information slides provided by The Epping Forest Transport Action Group (EFTAG) to committee members, following the presentation made by EFTAG to the full Town Council meeting on 11 February 2020.

167.4 Community Halls

167.4.1 Kingsley Hall – Min no RC159.5.1

The Town Clerk reported that following the survey that had been undertaken on 21 January 2020, no further update had been forthcoming from the consultancy firm (overseeing the project) despite the best effort of officers. Further attempts to progress the project would be made and a report would be presented to the next meeting.

167.4.2 Murray Hall

The Town Clerk reported that technicians from Virgin Broadband attended the hall on 11 February 2020. A site survey was carried out and a report would be presented by Virgin Broadband to the council in advance of works to connect the hall to Virgin's cable network in Borders Lane. A box that will receive the new cable was installed in the Caretakers office.

167.5 Tree Survey – Min no RC159.6

The Committee NOTED the report. The Town Clerk reported that the increased frequency of the inspections had generally mitigated the extent of work required on an ongoing basis. It was requested that a separate heading for the Willingale Road Nature Reserve site should be made on subsequent reports.

RC168 Fun Run

The Committee NOTED the update for this year's Fun Run, to be held on 17 May 2020, and AGREED with the recommendation for a minor change in pricing structure. It was hoped that the new measures would attract more participants.

RC169 Skateboard Ramps

The Committee considered the available options and AGREED for the time being to retain the ramps for future use.

RC170 Financial Position

The Committee NOTED the report.

RC171 Future Work of the Committee

The Town Clerk reported that a report on access issues at Colebrook Lane Playground would be included in the next agenda.

It was also reported that the Town Council would once again be entering five sites in the Essex Playing Fields Association 'Best Kept Playing Fields' competition.

Signed:

Date: 9 September 2020

176.2 Colebrook Lane Playground Min no RC171

The Chairman reported on a meeting that he, the Town Clerk and Services Manager had attended at Colebrook Lane Playground on 14 February 2020 with officers from Epping Forest District Council (EFDC), to discuss road safety issues. The road safety issues concerned access to the children's playground, and the Town Clerk and Chairman were both of the opinion that the most effective safety measure would be traffic calming in Colebrook Lane, which would fall within the remit of Essex County Council.

The Committee NOTED that the Chairman, as an EFDC Councillor had recently submitted a request for investigation into how to make crossing Colebrook Lane safer for pedestrians wishing to access the playground with a view to the Local Highways Panel (LHP) funding such a scheme (the LHP is a joint body with representatives of both EFDC and Essex County Council (ECC)).

RC177 Hillyfields Open Space Flood Alleviation Scheme – Min no RC167.1

The Town Clerk reported that he had continued to press Essex County Council (ECC) for the outstanding maintenance fee, and the Committee AGREED that ECC should honour the undertaking to supply and install an interpretation board, if at all possible. It was further NOTED that the Chairman, Town Clerk and Services Manager were to attend a site meeting with officers from both ECC and EFDC on Wednesday 16 September, where the above matters would be addressed. Other topics to be discussed were the cracks in the earth embankments, grounds maintenance and the recent flooding in Loughton. A report will be made to the next meeting.

RC178 Loughton Cricket Club (LCC) - Min 167.2

The Committee NOTED all legal documentation in respect of the Fields in Trust application had now been signed by all parties and returned to the Fields in Trust headquarters. Official confirmation of the new status was awaited. The good cooperation between LCC and the Town Council was noted.

RC179 Epping Forest District Swimming Club (EFDSC) - future of the club

Councillor Brookes gave a verbal report to the Committee about the current situation, and projected future hardships, of EFDSC. Members were very sympathetic to the plight of the swimming club, but it was felt that the Council, as an external party was not in a good position to opine or offer any significant support. It was however AGREED that the Town Clerk (with reference to Cllr Brookes) would write a general letter of support to EFDSC, with a similar letter to EFDC.

RC180 Community Halls**(i) Kingsley Hall - Min 167.4.1**

The Committee NOTED that whilst all surveys have been completed, in respect of the replacement window structure and one firm quote already provided, the requested further two quotes remain outstanding. It was AGREED that the Town Clerk would write to the consultancy firm setting a time limit for the outstanding quotes.

The Committee NOTED that the hall is back in use for the pre-school nursery. The hall has been assessed and risk assessments and other voluminous paperwork completed together with appropriate posters and signage to ensure that the hall is Covid-19 secure, as far as possible and in compliance with Government

guidelines. Services Officers, in particular Debbie Taylor, were thanked for their hard work in this regard.

The work on the WI FI installation and heating control would resume as soon as practically possible given the current 'Covid' climate.

(ii) Murray Hall - Min 167.4.1

The Committee NOTED that the hall would be opened to regular users in early October, and that staff were currently carrying out strenuous and thorough pre - opening planning to ensure that the hall is Covid-19 secure as far as possible and in compliance with Government guidelines. Numbers will be restricted to 30 for the time being.

The Town Clerk reported that although the Council was not in a position to offer use of its community halls for Mr Pesh Kapasiawala's (Past President, Loughton, Buckhurst Hill & Chigwell Rotary) Rotary 3food4u project for a further community /food hub in Loughton, the Committee NOTED that the organisation had been encouraged to apply to the council for grant funding.

RC181 Christmas Event – 'Countdown to Christmas'

The Committee NOTED that the decision had been taken to cancel this year's Countdown to Christmas event. In light of the continuing 'Covid' pandemic, and in line with Government guidelines around restrictions on large group gatherings, along with the lengthy period necessary for organizing such an event, it was felt that the Council had no option but to cancel the event.

RC182 Willingale Road Changing Rooms / Red Balloon Foundation (RBF)

The Committee NOTED the report and AGREED to allow the Upstage Theatre Company to continue to use the facility under the same conditions as the previous tenants, the Red Balloon Foundation.

RC183 Planting Scheme and footpaths – Min no RC167.3.1

The Committee NOTED that work to improve the paths and the planting works at the Roding Valley Recreation Ground were due to be commenced by EFDC at the end of September / early October 2020.

RC184 Roding Valley Recreation Ground Improvements Project – Min no RC167.3.5

The Committee NOTED the report and AGREED that in light of the ongoing pandemic, the necessary public consultation would have to be made available online. A local letter house drop to households near to the changing rooms would also be made.

RC185 Roding Valley Recreation Ground Football Pitches

The Committee AGREED that football teams that had hired pitches during season 2019/20 would be entitled to a 'pro-rata' refund for matches not played due to bad weather in early 2020 and Covid-19.

The Committee NOTED that the Town Council is pursuing a refund from EFDC Grounds Maintenance due to the work on the pitches not having to be carried out because of football cancellation as a result of the Covid pandemic.

The Town Clerk reported that a local soccer school would like to use the Roding Valley Recreation Ground to hold classes on Friday evenings throughout late September and early October. The Committee AGREED to support this local

business and to review whether charges should be levied for such use of the Council's facilities at a future Committee meeting.

RC186 Roding Valley Recreation Ground Playgrounds

The Committee NOTED that refurbishment of the children's playground at Roding Valley Recreation Ground is a priority. It was AGREED that Officers would seek quotations from credible playground development consultants, and a report would be presented at the next meeting.

The Committee AGREED with the Town Clerk's recommendation that a set incremental sum should be added to the budget on an annual basis to assist funding work on the Town Council's ten playgrounds and outdoor gyms.

RC187 Roding Valley Recreation Ground Public Toilets

Cllr Stubbings reported on the need for public toilet facilities, having been in discussions with recreation ground users. As provision of such facilities features in the football changing room development programme, the Committee AGREED that no further action in this regard should be undertaken currently.

At this juncture Councillor Murray extended his personal thanks, as Ward Councillor, for the hard work of the Council's Park Wardens and the EFDC Grounds Maintenance Team during this very challenging summer period. Councillor Wixley extended his thanks to Cllr Murray for all the litter-collecting he had undertaken throughout the year with additional help on occasions from Cllr Brookes.

**RC188 Roding Valley Recreation Ground Trees Report
i Cherry trees**

The Committee AGREED to the replacement of 'lost' Cherry trees throughout the Roding Valley Recreation Ground, most notably at the main entrance in Roding Road, as this location was considered to be of great visual importance.

ii Woodland Trust

The Committee Agreed that Officers would apply to the Woodland Trust for free trees (bundles of 50 Saplings), and that Epping Forest CountyCare would be asked to carry out the planting, at a cost of £420.00 exclusive of VAT. The locations of the planting are to be confirmed.

The committee AGREED to suspend Standing Order number 1(ff) and AGREED to extend the meeting until conclusion.

RC189 Roding Valley Recreation Ground Request for a Memorial Bench – Min no RC167.3.4

Councillor Murray declared a non-pecuniary interest in this item as he was acquainted with the person making the request.

The Services Manager reported that the seat had recently been received from the supplier and would be installed within the next two weeks.

RC190 Financial Position

The Committee NOTED the report. The Town Clerk reported that income from the two community halls would be affected due to the 'Covid pandemic'.

RC191 Future Work of the Committee

No items were received.

RC192 Exclusion of the press

The Council RESOLVED to exclude the press and public for the next two items only under the Public Bodies (Admission to Meetings) Act 1960, as they contained confidential information regarding to contractual matters and financial quotes.

RC193 Recreation Ground / Football Changing Room / Car Park Gates

The Committee NOTED the Report and AGREED that the Town Clerk would further evaluate the quotes received to date and seek further guidance from the architect who is employed for the changing room project.

It was further AGREED that the matter would be dealt with from this point on by the Roding Valley Recreation Ground Improvements Project Working Party, to report back to the Recreation Committee.

RC194 Drainage Works

The Committee NOTED the report and AGREED that Officers should progress the minor drainage works on the Recreation Ground at a cost of c£700, to be allocated from the Recreation Committee 'Drainage' budget.

Signed:
Date: 17 November 2020

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the Zoom meeting held on Tuesday 17 November 2020 at 7.15pm

Present:

Councillors: D Wixley (in the Chair, from Min no RC200.2) B Cohen
C Davies (as substitute for Cllr Brookes) J Jogia
S Murray A Omer (in the chair until Min no RC200.1)
M Stubbings

Also in attendance:

Councillor: S Pewsey (until Min no RC206)

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

RC195 Apologies

An apology was received from Cllr Brookes. The Town Clerk reported that Cllr Davies had been nominated as Cllr Brookes substitute for this meeting. Councillor Wixley reported a failed internet connection and would join the meeting as soon as the issue had been resolved.

RC196 Declarations of Interest

None were received.

RC197 Confirmation of Minutes

The Minutes of the meeting held on 9 September 2020 were CONFIRMED as a correct record and will be signed by the Chairman.

RC198 Public Representations

None were received.

RC199 Town Clerk's Report

199.1 The Committee Noted that as there were now no concierge duties during the covid pandemic, Philip Lowrie would now be carrying out his duties at the Roding Valley Recreation Ground each Tuesday morning, concentrating on litter picking the car park and mound areas.

199.2 The Committee Noted that the Fields in Trust had now signed off the Deed dated 2 November 2020 for Fields in Trust status for the Loughton Cricket Ground. We are now awaiting hardcopies of the documentation.

RC200 Open Spaces

200.1 Playgrounds

The Committee NOTED that orders for necessary playground repair works had now been issued to the value of c £14,000. Due to a combination of losing two established contractors earlier in the year and the lockdown from March through to the summer, the orders represent the first large-scale repair orders for playground repairs placed this year, and this is reflected in the high cost.

Councillor Wixley joined the meeting and took the Chair.

200.2 Essex Playing Fields Association (EPFA)

The Services Manager reported that the Town Council won a gold award for Roding Valley Recreation Ground and a silver award for Traps Hill Playground in the EPFA's Best Kept Playing Fields Competition, and extended his thanks to staff, contractors and volunteers for their hard work.

200.3 Tennis Coaching

The Committee NOTED that sessions were held during the October half-term school holiday and were well attended despite inclement weather.

200.4 Dog Waste Bins on the Recreation Ground – Min no RC176.1

The Committee NOTED the report on uncollected dog waste.

The Services Manager reported that two recently damaged dog waste bins close to the lake were due to be replaced imminently.

Councillor Murray was thanked for the information he had imparted to members, following correspondence with Epping Forest District Council (EFDC) Officers, regarding the emptying schedule.

200.5 Planting Scheme and footpaths – Min no RC183

The Committee NOTED that although the commencement of this project had been deferred from its stated start date of late September/early October 2020, it was still anticipated to be carried out within financial year 2020/21.

200.6 Roding Valley Recreation Ground Improvements Project – Min no RC184

The Committee NOTED the report.

200.7 Roding Valley Recreation Ground Football Pitches – Min no RC185

The Committee NOTED the report.

200.8 Roding Valley Recreation Ground Playground – Min no RC186

The Services Manager reported on meetings he had held with the EFDC Tree Officer and the Town Council's Playground Consultant, regarding the future of this playground in its current location. In light of expert opinion, it was felt that further consideration should be given to relocating this playground to an alternative position within the recreation ground.

200.9 Roding Valley Recreation Ground Tennis Courts

The Committee NOTED the report.

200.10 Woodland Trust – Min no RC188(ii)

The Committee NOTED the report and AGREED to consider planting options once the impending planting scheme on the Roding Valley Recreation Ground was known. It was further AGREED that the Services Manager would forward a list of all trees contained in the packs to members.

The Town Clerk highlighted a request from a local resident for trees to be planted around the perimeter of Jessel Green. It was noted that Loughton Town Council is not responsible for Jessel Green as it is under the ownership of EFDC. We would therefore have no automatic right to do any planting there even if we wished to do so. The general consensus was that for local residents the openness and green 'sweep' of the land would be mitigated by planting of trees.

200.11 Drainage Works – Min no RC194

The Committee NOTED that a site meeting with the contractors and Trevor Baker, Principal Engineer, Environmental Protection and Drainage EFDC had been held to help alleviate drainage issues close to the children's playground. A full report was awaited and would be forwarded to members on receipt from Trevor Baker.

200.12 Recreation Ground / Football Changing Room / Car Park Gates – Min no RC193

The Chairman reported on site meetings he had held with the Services Manager at Goldings Hill car park and the Roding Valley Recreation Ground changing rooms car park, to re-appraise the layout and suitability of the installation of new gates at the latter site. It was AGREED that previous quotations should be re-visited and revised, as more information had come to light regarding the scale of the project. A full report, including up to date costings, both capital and necessary add on costs, would be made at the next meeting.

200.13 Grass Roots Football

The Committee NOTED that all grass roots football was temporarily suspended as part of the Government's lockdown measures which came into effect on 29 October 2020. The Services Manager reported that the football season would be extended into May 2021 if necessary, in lieu of the suspension and possible poor winter weather conditions.

RC201 Kingsley Hall

The Committee NOTED the report.

RC202 Murray Hall

The Committee NOTED the report.

RC203 Community Events

The Committee NOTED the report.

RC204 Hillyfields Open Space Flood Alleviation Scheme – Min no RC177

The Committee NOTED the written report.

The Town Clerk reported verbally that contractors were due to carry out remedial works to the damaged grill and cracking to the raised grass bank on 19 and 20 November 2020. It was also reported that Essex County Council (ECC) Officers had suggested that the Town Council fund the undertaking of necessary grass reinstatement works to the outer areas, and that ECC would reimburse the costs to the Town Council on completion. The Committee AGREED to this course of action on the condition that written confirmation of the payment arrangements was received from ECC in advance of the works.

RC205 Income – Fees and Charges

The Committee Noted the report and AGREED to increase fees and charges by 1.1%, the Retail Price Index (RPI) figure for September 2020.

The Committee AGREED that the Town Clerk would compare the Town Councils; approach to the increase in fees and charges with that of other councils. A report would be made to the next meeting.

It was AGREED that price increases for organisations subject to licence agreements with the Town Council, would be considered on an individual basis, as and when said licences become set for renewal. In the absence of a timely Recreation Committee meeting for individual licences the Town Clerk would refer to Committee members, with formal ratification at a future Recreation Committee meeting

RC206 Financial Position

The Committee NOTED the current financial position is attached together with details of the funds available from earmarked reserves.

The Committee AGREED with the recommendation that any additional amounts over and above the existing and various Playground maintenance budget totalling £10,000 could be 'vired' from other Recreation Committee budgets including Contingency budget £1,000 and Other Works budget £7,000.

RC207 Estimates for 2020/21

The Committee AGREED to the draft Estimates proposals as presented.

The committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.30pm.

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

RC208 Committee Priorities

The Committee AGREED to the priorities for 2020/21 as set out in the agenda. It was NOTED that Priority item 8 should be altered to "Loughton Cricket Club" and not Roding Valley Recreation Ground as stated. However Fields in Trust status for the Roding Valley Recreation Ground should still remain on our list of priorities. It was mentioned it had been historically held up over an issue(s) of land ownership but hopefully it can be re-visited at some point in the future.

It was further AGREED to add the "Countdown to Christmas" event to the list.

RC209 Future Work of the Committee

No items were received.

The Town Clerk thanked Councillor Omer for chairing the early part of the meeting.

Signed:
Date: 6 January 2021

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the Zoom meeting held on Wednesday 6 January 2021 at 7.45pm

Present:

Councillors: D Wixley (in the Chair)
R Brookes
S Murray
B Cohen
M Stubbings
J Jogia

Also in attendance:

Cllr Judy Jennings (until Min No. RC221)

Officers:

M Squire (Town Clerk)
P Bryce (Assistant Town Clerk – Civic & Administration)

RC210 Apologies

An apology for absence was received from Cllr Omer.

RC211 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in Agenda item 13 as he is a regular attendee of the English-Speaking Union group.

Cllr Murray declared a non-pecuniary interest in Agenda items 8 and 9 (and any subsequent items relating directly to the Roding Valley Recreation Ground) as he lives locally to the area.

RC212 Confirmation of Minutes

The Minutes of the meeting held on 17 November 2020 were CONFIRMED as a correct record and will be signed by the Chairman.

RC213 Public Representations

None were received.

RC214 Town Clerk's / Chairman's Report

The Town Clerk highlighted a number of licences that need to be reviewed and renewed with external third-party groups.

RC215 Roding Valley Recreation Ground - Planting Scheme and Footpaths - Min no RC200.5

The Committee NOTED that the District Council would carry out the necessary work when ground conditions improve. The work could potentially be further delayed if there is ice and snow over the winter period.

RC216 Roding Valley Recreation Ground – Drainage Works – Min no RC200.11

The Committee NOTED that the contractors will not be returning to continue this work until the flood water has subsided.

RC217 Roding Valley Recreation Ground - Improvements Scheme – Min no RC200.6
Regrettably, in lieu of the budget and estimates discussions that had taken place at the preceding Resources and General Services Committee meeting and the ongoing financial constraints caused by the prevalent covid pandemic,

it was AGREED

- that this project could not continue in its existing format (see minute RC 226)
- that the public consultation had to be cancelled as the scheme had to be substantially scaled back because of financial constraints
- that with the reduced Earmarked fund of £50,000, consideration should be given to a more limited project of fixing the existing plumbing, electricity etc; and addressing the car park issues. i.e. landscaping of the area and provision of a gate
- that the Town Clerk would employ an external consultant to conduct a scoping survey to this effect.

RC218 Roding Valley Recreation Ground - Football Changing Room / Car Park Gates – Min no RC200.12

As only one quote had so far been received for the additional work remit, this item would be deferred until the next Recreation Committee meeting, when hopefully the full quota of estimations has been received.

RC219 Roding Valley Recreation Ground - Playground – Min no RC200.8

It is envisaged that the new site will need to be on a raised platform to ensure that it is not so susceptible to flooding.

It was AGREED that a playground consultant is invited to inspect the favoured area, adjacent to the tennis courts to provide expert advice and a written report

The additional Earmarked funds available for this project (see minute RC226) were also noted.

RC220 Roding Valley Recreation Ground – Football Pitches – Min no RC200.7

The Committee NOTED that the football pitches have not been used as the area remains flooded.

Cllr Jennings left the meeting during the following item.

RC221 Roding Valley Recreation Ground – New benches

Gratitude was expressed to Cllr Murray for approaching Cllr Metcalfe regarding her donation from her allocated Essex County Council (ECC) Locality Fund towards replacement benches and also to Cllr Metcalfe herself.

AGREED that in the absence of the Services Manager to provide input on the types of benches available (and their robustness to vandalism), the Town Clerk and Services Manager should proceed at their discretion to replace the two benches. Appropriate enquiries should also be made at Epping Forest District Council (EFDC) as they may have some spare benches.

Also AGREED that a list of all personal dedications on Town Council benches will be maintained to ensure future records are kept, in case of future vandalism / destruction.

RC222 Murray Hall

The Town Clerk informed the Committee of the Epping Forest Branch of the English-Speaking Union's decision to discontinue as a group and as such, they would no longer require use of the Murray Hall for their meetings. The Recreation Committee Chairman also provided further background information for the closure of this branch. The Committee NOTED the report.

The Town Clerk informed the Committee of a very live and urgent request from the National Health Service (NHS) to use the Murray Hall as a Covid-19 vaccination centre to combat the current pandemic. The NHS would use the hall from 8am to 8pm each day, 7 days a week and potentially for 6 months, (taking on all aspects of control over this period).

Whilst mindful of the potential inconvenience to our regular hirers and loss of income to the Town Council, it was widely felt that support to the NHS (under intense pressure) should be given. The national interest and support to local residents should come first in this 'hour of need'. A number of ancillary questions, concerns and stipulations were raised, which the Town Clerk would take forward with the NHS.

The Committee AGREED

- to allow the NHS use of the Murray Hall
- to delegate authority to the Town Clerk as to the hire rate
- that the Clerk should approach the Town Council's Strategy and Staff Group (SSG) to ratify.*

RC223 Kingsley Hall - Min no RC201

The Committee NOTED the report.

RC224 Hillyfields

224.1 Hillyfields Open Space Flood Alleviation Scheme - Min no RC 204

The contractors employed by Essex County Council (ECC) had not carried out some of the remedial work properly and had omitted to make certain ground repairs. The Town Clerk together with the Services Manager and the EFDC Principal Engineer, Environmental Protection and Drainage would continue to chase ECC for the completion of these works to the required level. The Committee NOTED the report.

224.2 Hillyfields Litter Bins

The Committee noted the report and AGREED that the Town Clerk and Services Manager should obtain costings for the purchase of new bins, together with installation and emptying costs for a future Committee meeting. It would be useful to propose prospective sites for the bins.

RC225 Epping Forest Initiative Min no EH233.1

The Committee NOTED the report and would leave the scheme in abeyance for the time being.

RC226 Financial Position

The current financial position together with details of the earmarked reserves was NOTED.

*SSG subsequently ratified on 7 January 2021

The Town Clerk (following the preceding Resources and General Services meeting) updated the committee on some general budget implications for the financial year 2021/2022 and particularly how they would affect this Committee. The Covid pandemic was having an adverse impact, not only in respect of this year's finances but also to the detriment of the following year's financial position.

In order for the precept increase to be kept at a reasonable level, the current level of earmarked funds would need to be scaled back and some projects would either need to be cancelled, amended or deferred.

In this adverse financial climate it was AGREED

- that the current project to revamp the Roding Valley Recreation Ground football changing rooms on a large re scale was not sustainable in the current financial climate and that the earmarked reserves for these works should be reduced by £60,000
- that an increase of £26,000 should be added to the earmarked funds for the Roding Valley Recreation Ground Playground, where there was an immediate need for a greater number of local residents.

Other proposed changes to earmarked funds were also noted.

RC227 Future Work of the Committee

The Committee Chairman advised that the land strip on the Roding Valley Recreation Ground behind the lake and adjacent to the River Roding had become a quagmire and is difficult to navigate.

The Town Clerk was asked to

- liaise with Chigwell Parish Council as it is suspected that they are responsible for this area of land.
- liaise with EFDC as they may have some practical ideas as how to allay this problem
- report back to a future Recreation Committee with subsequent findings.

The Committee Chairman also mentioned the quagmire at the access point to the Roding Valley Recreation Ground from the footpath linking Avondale Drive/ Avondale Close to Greensted Road which would be the responsibility of the Town Council.

Signed:

Date: 3 March 2021

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the Zoom meeting held on Wednesday 3 March 2021 at 7.15pm

Present:

Councillors: D Wixley (in the Chair)
R Brookes
J Jogia
B Cohen (until Min no RC241)
S Murray
M Stubbings

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

Also Present: Tony Maycraft (Chairman, Loughton Athletic Club)
Andrew Shields (Chairman, South Loughton Cricket Club)

RC228 Apologies

An apology for absence was received from Cllr Omer.

RC229 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in agenda item 17, Hillyfields, as a district councillor for Fairmead Ward. Cllr Murray declared a non-pecuniary interest in all agenda items relating to the Roding Valley Recreation Ground as he is a local resident.

RC230 Confirmation of Minutes

The Minutes of the meeting held on 6 January 2021 were CONFIRMED as a correct record and will be signed by the Chairman.

RC231 Public Representations

The Chairman reported that Tony Maycraft (Loughton Athletic Club) and Andrew Shields (South Loughton Cricket Club) had been invited to join the meeting, to address the Committee on agenda item 5.

The Committee AGREED to defer agenda item 5 to later in the meeting, to allow time for Andrew Shields to join the meeting.

RC232 Town Clerk's / Chairman's Report

No report was made by the Chairman or the Town Clerk.

Cllr Murray asked that the Committee note the passing of Stan Newens, former Labour Member of Parliament for the respective constituencies of Epping and Harlow, and Member of the European Parliament for London Central. Cllr Murray asked that Mr Newens' dedicated contribution to the local community be NOTED by the Committee.

RC233 Roding Valley Recreation Ground - Planting Scheme and Footpaths - Min no RC215

The Town Clerk Reported that Trevor Baker, Principal Engineer, Environmental Protection & Drainage, Contracts & Technical Services, Epping Forest District Council (EFDC) hoped to commence planting and footpath repair works by the end of March 2021, depending on the condition of the ground. EFDC would be issuing a press release when the commencement date had been confirmed.

Concern was raised that we are nearing the end of the planting season and that tree planting would enhance the reinforcement of the riverbanks.

RC234 Roding Valley Recreation Ground – Drainage Works – Min no RC216

The Committee NOTED that there was no further update available as this work remains dependent on the weather and subsequent level of ground saturation, neither of which are favourable at the present time. The contractor would commence this work as soon as these factors improved.

RC235 Roding Valley Recreation Ground - Football Changing Room / Car Park Gates Min no RC217 & RC218

The Committee NOTED that the planned major refurbishment of the football changing rooms had been deferred for the foreseeable future. The Town Clerk informed the Committee of approximate costings for the replacement of all electrical wiring and fixtures, and all pipework and plumbing fixtures; the costs were NOTED. Grant applications were also NOTED as a possible additional source of funding for a limited refurbishment of the football changing rooms.

The Committee AGREED to temporarily suspend agenda item 9 and revert back to agenda item 5, as Andrew Shields (South Loughton Cricket Club) had joined the meeting.

RC236 South Loughton Cricket Club (SLCC) / Loughton Athletic Club (LAC)

Cllr Murray declared a non-pecuniary interest in this item as he is acquainted with members of Loughton Athletic Club (LAC).

Tony Maycraft and Andrew Shields were welcomed to the meeting.

Mr Shields addressed the meeting and outlined the problems faced by South Loughton Cricket Club (SLCC) in relation to ongoing wet weather issues that have affected both the condition of the cricket pitch and has caused repeated flooding to its club house. Mr Shields stated that SLCC now considers the current position of the cricket pitch and club house to be unviable and asked the Committee to consider the possibility of re-locating both to a more favourable location within the Roding Valley Recreation Ground. Mr Shields further stated that preliminary discussions had been held by officials from SLCC and LAC about the feasibility of constructing a new building that could be shared by both organisations.

Mr Maycraft addressed the meeting and gave a detailed account of the current external and internal condition of the LAC building and stated that LAC would be amenable to sharing a brand-new facility with SLCC.

The Committee NOTED both addresses and AGREED that Officers and Members would meet with officials from both organisations on site to discuss all relevant issues as soon as government regulations allowed for mass gatherings.

**RC235 Roding Valley Recreation Ground - Football Changing Room / Car Park Gates Min no RC217 & RC218
Continued**

The Committee AGREED that work should be prioritised on providing a manual gate for the car park, to be opened and closed by an external security firm.

The Services Manager appraised the meeting of the various gate options available, and the Committee AGREED to allow officers to secure three comparable quotes and proceed with this matter in conjunction with the Chairman.

Furthermore, in relation to the first part of this item, before the reversion back to agenda item 5, the Committee AGREED that due to the high potential cost, any works to replace outdated electrics and plumbing and any potential refit should be met by a public works loan (in conjunction with the planned new playground development) and would therefore need to be put before the councils' Strategy and Staff Group meeting.

RC237 Roding Valley Recreation Ground - Playground – Min no RC219

The Services Manager Reported that he and the Town Clerk had arranged to meet with the playground consultant on 16 March 2021, to inspect the favoured area for the re-location of the playground, adjacent to the tennis courts. A report would be made to the committee at a subsequent meeting.

RC238 Roding Valley Recreation Ground – New benches - Min no 221

The Committee NOTED that an order had been placed for two new metal benches to replace the recent fire damaged benches close to the lake. The Committee also NOTED that the application to Essex County Councils Locality Fund (value £500.00) had proved successful and the monies had been granted.

RC239 Roding Valley Recreation Ground – Noticeboard

The Town Clerk Reported that a new notice board had been ordered, to replace the recently vandalised board near the Greensted Road entrance, and that an insurance claim had also been submitted.

RC240 Roding Valley Recreation Ground – Football Pitches – Min no RC220

Following requests from several regular football pitch hirers for the football pitches to be made available until late June 2021, to allow for the completion of the 2020/21 league season, the Committee AGREED to allow for football pitches to remain available for use until the end of the 2020/21 season.

It was further AGREED that as last season, teams unable to resume football due to a combination of the Covid pandemic and waterlogged pitches, will receive refunds for monies already paid to the council for all unplayed matches.

RC241 Roding Valley Recreation Ground – Quagmire areas

(i) Land strip behind the lake and adjacent to the River Roding

The Town Clerk Reported that following discussions between the Services Manager and the EFDC Grounds Maintenance Manager, it was confirmed that EFDC was responsible for this section of land. Several measures had already been put in place to stabilise the path between the lake and the river, and vegetation would continue to be cut back from the path to allow access for users of the recreation ground.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.30pm.

Cllr Cohen left the meeting.

(ii) Access point from the footpath linking Avondale Drive/Avondale Close to Greensted Road

The Services Manager reported that he had recently inspected this area and the ground had dried and was now firm. No action is to be taken at this time but to be monitored.

RC242 Accumulation of waste by Loughton Brook at the rear of Broomfield Avenue garages

The Committee NOTED that EFDC Officers have reported the dumping of this waste to the Environment Agency, but that no response had been forthcoming at this time. Cllr Murray would follow this matter up.

RC243 Murray Hall – Min no RC222

The Committee NOTED that the NHS are in full possession of the Hall, and that vaccinations were now due to commence on 4 March 2021.

It was also NOTED that Murray Hall would be used as a polling station for the forthcoming local council elections on 6 May 2021.

RC244 Hillyfields

244.1 Hillyfields Open Space Flood Alleviation Scheme - Min no RC 204

The Committee NOTED that LTC, EFDC and now the City of London Corporation continue to chase ECC for its contractors to complete the remedial work to replace the drainage grate and to fill in the large cracks/ holes on the surrounding bunds. However, it was NOTED that replacement trees had now been planted.

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

244.2 Hillyfields Litter Bins

The Services Manager reported on the relevant costings for the supply and installation of litter bins, however weekly charges for emptying the bins remained outstanding from EFDC. The Committee AGREED to the installation of one bin, initially, subject to the outstanding emptying costs. The bin is to be situated near to the entrance to the open space via the footpath adjacent to no 56 Hillyfields.

The Town Clerk added that both the dog waste bins had been removed from the area by EFDC, which is nonsensical given that Hillyfields is a very popular area for dog walkers. He would follow this up with the Waste Management Officer at EFDC.

RC245 Woodland Trust – Min no RC200.10

The Committee NOTED that the Services Manager collected two packs of saplings, donated free by the Woodland Trust. The planting of these trees is to be added to the Roding Valley Recreation Ground planting scheme (**Min no RC215**).

RC246 Financial Position

The Town Clerk informed members that a substantial refund would need to be made to the E15 Acting School as they had not been able to use the hall during the Covid lockdown periods. The Committee NOTED the report.

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

RC247 Future Work of the Committee

No items were raised.

RC248 Kingsley Hall - Min no RC223

The Committee NOTED the report.

RC249 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public for the next item only under the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to contractual matters.

RC250 Kingsley Hall tender report - Min no RC223

The Committee considered the report and AGREED that Officers would now engage the recommended contractor Clivnars to progress the project to complete the window replacement works.

Signed:

Date: 2 June 2021