

13/06/18

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 13 June 2018 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: D Wixley (in the Chair)
B Cohen J Jogia A Omer (from Min no RC85)
S Murray M Stubbings
S Pewsey (as substitute for Cllr Brookes)

Also in attendance:

Officers: P Hoy (Services Manager)
E K Walsh (Town Clerk) (from Min no 88.6.2)

The Chairman welcomed Councillor Jogia to the Recreation Committee.

RC84 Apologies

Apologies for absence were received from Cllr Brookes. The Service Manager reported that Cllr Pewsey had been nominated as substitute for this meeting.

It was also NOTED that the Town Clerk had sent apologies for lateness as she was attending a meeting of the Epping Forest Consultative Committee.

Cllr Omer joined the meeting during the next item.

RC85 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in Agenda item 7, Loughton Centre for Young People, as he had been asked by a fellow councillor to help in finding alternative accommodation for Voluntary Action Epping Forest.

Cllr Murray also declared a personal interest in Agenda item 7, but did not consider it to be pecuniary or non-pecuniary.

RC86 Confirmation of Minutes

The Minutes of the meeting held on 28 March 2018 were CONFIRMED as a correct record and signed by the Chairman.

RC87 Public Representations

None were received.

RC88 Matters for Report

88.1 Playgrounds – Min no RC82.1

88.1.1 Traps Hill Playground

The Committee NOTED that an order for the replacement item of equipment – a double pony seesaw, has been placed at a net cost of £3,395.46 with installation anticipated during the first two weeks of July 2018.

The Services Manager reported that attempts to secure a significant contribution towards the costs of works to replace the vandalised trampoline were currently being dealt with by the Council's solicitor.

88.1.2 Safety Inspections

The Committee NOTED that the next 6-monthly inspections were to be carried out at all play areas on 5 July 2018.

88.1.3 Insurance

The Committee NOTED that that the annual premium for insuring all items of play equipment would be £328.29 inclusive of 12% insurance premium tax. The Resources and General Services Committee would be asked to consider the advisability of taking out this cover.

88.2 Community Events – Min no RC73.2

88.2.1 Annual Town Mayor’s Charity Fun Run

The Committee NOTED that the 2018 Fun Run, held on Sunday 29 April on the Roding Valley Recreation Ground, had raised £510 for the Chigwell Riding Trust. The Chairman reported that the turnout had been disappointing possibly due to the poor weather, but this had not detracted from the friendly atmosphere at the event.

88.2.2 Play in the Park

The Committee NOTED the dates for the Play in the Park activities during the 2018 summer school holidays:

- Tuesdays 31 July, 7, 14, 21 & 28 August, 1.30–3.30pm, Roding Valley Recreation Ground
- Thursdays 2, 9, 16, 23 & 30 August, 10am–12 noon, Jessel Green

The Committee asked officers to ensure that these free, much valued events were advertised as widely as possible including to the local primary schools.

88.2.3 Jessel Green Fun Day – Min no RC82.2.3

The Committee NOTED that publicity for this year’s community fun day to be held from 12 noon until 4pm on Sunday 15 July 2018 was underway and thanked Cllr Philip Abraham for volunteering to act as the official photographer.

Arrangements and activities will be as in previous years. The Council was particularly grateful to TfL who will arrange for the temporary diversion of bus services during the event at no cost to the Council.

The Chairman asked Councillors to support the event, particularly by way of assisting on the Town Council stall, advising visitors and helping with the raffle. It was noted that this year’s charity was Oakview School, one of the Town Mayor’s charities; the others being the Epping Forest Foodbank and St Clare Hospice, which will have a stall at the event.

It was also reported that the Assistant Town Clerk was still in discussion with the Council’s insurance company regarding the cost and advisability of obtaining event cancellation cover for this year’s event.

The Services Manager reported that T. Cribb and Sons would again be providing horse and carriage rides, with all donations going to Chigwell Riding Trust.

88.3 Willingale Road Playing Field

The Committee NOTED that a claim regarding possible tree root damage to a property in Willingale Road had been passed to the Council's insurance company. The Services Manager reported that a crown reduction of 40% would be carried out on one of the Town Council trees – a large oak to the rear of the property boundary. This work had been strongly recommended by the appointed Tree Root Liability Specialist and was scheduled to be carried out on Wednesday 20 June at a net cost of £1,100.

The Committee NOTED that the pedestrian footbridge from the Willingale Road car park onto the playing field had been repaired at a net cost of £1,522. The works also included clearing debris from the water course.

88.4 Loughton Cricket Club

The Committee NOTED that the final draft of the lease had now been agreed and it was hoped that the transfer of the land to the Town Council from the Trust, and the completion of the lease with the Club could be actioned without further delay.

88.5 Defibrillators – Min no RC82.5

The Committee NOTED that the installation of the equipment outside the Housing Office in The Broadway had been delayed by legal matters.

Operation of the equipment outside the Loughton Club and Morrisons would commence once the East of England Ambulance Service had included them on its data system.

88.6 Roding Valley Recreation Ground – Min no RC82.6.1

88.6.1 Improvements Project

A meeting to discuss the project held at the Roding Valley Recreation Ground on Friday 8 June 2018 was attended by members of the Working Party and Nick Emery, County Development Manager at the Essex Football Association. Mr Emery was given a tour of the facilities and was impressed by the quantity and quality of the football pitches.

Mr Emery advised that he would be meeting with officers from Epping Forest District Council's Community Health and Wellbeing Team to discuss district-wide sports provision following the publication of the playing pitch and facilities strategy report, part of the Local Plan evidence base. Following the meeting, he would make further contact with Town Council officers to advise on the funding and planning process for this project.

The Town Clerk joined the meeting.

88.6.2 Mobile Refreshment Facility – Min no RC82.6.2

The Committee NOTED that there had been a poor response to an invitation to operators prepared to provide hot and cold drinks and snacks on the Recreation Ground from April through September. This appeared to be as a result of the £410 cost of obtaining a street trading licence from Epping Forest District Council.

88.6.3 Walking Football – Min no RC82.6.4

The Chairman reported that the sessions were continuing to grow after a slow start and reiterated the social as well as physical benefits of the

activity. The Services Manager reported that the feedback he had received from the officer in charge of the sessions had been very positive and mirrored the views of the Chairman.

88.6.4 Tennis Coaching – Min no RC82.6.5

The Committee AGREED that tennis coaching sessions for children should be arranged during the summer holidays. Officers were currently considering several options for coaches and dates for the sessions.

88.6.5 Junior Parkrun

Further to the Committee's decision to allow a 3 – 4 month trial of the Junior Parkrun events on the Recreation Ground, officers have been advised that the applicant was currently seeking funding.

The Committee NOTED that the Services Manager had contacted the organiser of the adult Parkrun to offer storage space for their equipment in the football changing rooms as that facility would not be used for football for the foreseeable future.

88.6.6 Teens Unite Charity Event

The Committee AGREED to allow Teens Unite (the teenage cancer charity) to use a section of the Roding Valley Recreation Ground, free of charge, on Sunday 7 October 2018 to hold an obstacle race fundraising event for young people.

88.6.7 All-Weather Running Track

Councillor Murray declared a non-pecuniary interest in this item, as he was acquainted with officers of Loughton Athletic Club.

The Committee was informed that following approaches from members of the public and OHERA, officers were considering options for introducing wider community use of the facility. The preferred option was for structured coaching sessions to be held at set times, to be delivered in partnership with Epping Forest District Council.

It was AGREED that an approach should be made to EFDC's Community Health and Wellbeing Team in this regard.

88.6.8 South Loughton Cricket Club – Min no RC82.6.6

Cllrs Murray, Stubbings and Wixley, together with the Town Clerk and Services Manager visited the Club on 6 June 2018 to meet with cricket club officials. This enabled an assessment of the potential impact of the club's request for a third storage container on the Recreation Ground. The meeting also provided a clearer insight into the cricket club's activities and its needs for greater storage.

The Committee AGREED to grant permission for an additional 20' metal storage container subject to the following conditions:

- i. Before installation the SLCC must secure from the Planning Authority a Certificate of Lawfulness for this container: Reason - to ensure the impact on the Green Belt was legally considered;

- ii. The container must be painted green and installed to the right-hand side and parallel to the existing 20' container;
- iii. Suitable native hedging is to be planted alongside the container to provide camouflage.

The Committee also CONFIRMED that SLCC's informal arrangement with a local football club should be regularised by a 'side letter'.

The Committee also AGREED to undertake a rent review as allowed for by the existing lease. The Town Clerk was asked to undertake the review, based on RPI increases since 2008, and report to the next meeting.

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

88.6.9 Grounds Maintenance

The Committee NOTED the report regarding the length of the grass left alongside the river on the recreation Ground. This had been a conscious decision as it was accepted that the longer grass helped reduce bank erosion by (i) deterring people and their dogs from either walking too close or allowing their dogs to run down the banks and (ii) allowing plants to grow and help 'knit' the ground together. This unmown strip was also beneficial for ecological reasons allowing wild flowers to flourish for the benefit of insects with seed heads being produced thus providing a food source for birds.

88.6.10 Fly-tipping

The Committee NOTED that there had been four incidents of fly-tipped lounge furniture in the changing rooms' car park since the start of 2018. The council was grateful for the assistance of Epping Forest District Council officers in ensuring the prompt removal of the furniture at a reasonable cost.

It was NOTED that the security of the car park was an issue that will need careful consideration during the design stage of the improvement project.

88.6.11 Royal Oak Sign

The Committee NOTED that the large post and pub sign secured by the Environment and Heritage Committee from the developers of the Royal Oak site in Forest Road had been delivered to the Roding Valley Recreation Ground car park for safe storage.

88.7 Kingsley Hall

The Committee AGREED to replace the damaged section of the brick wall at the rear of the property with a double-sided close-boarded fence at the same height. The net cost was £3,750 and this cost included the removal of the small brick flower bed at the base of the wall.

The Services Manager also reported that the two wooden-slatted benches in the yard had been removed as they were beyond repair.

88.8 Murray Hall

The Committee NOTED that E15 Acting School, the Hall's regular weekday hirers, had re-booked for the academic year 2018/19 with a net rental income of £36,130 for the period September 2018 – May 2019.

88.9 Open Spaces

88.9.1 Hillyfields – Min no RC82.10.1

Cllr Wixley, the Town Clerk and Services Manager had met with David Chapman, Project Delivery Manager for Flood Alleviation at Essex County Council, on 12 June, to discuss the creation of a water storage area on land close to the junction of Pyrles Lane and Rectory Lane. Also present were engineers from the District Council and representatives from the City of London Corporation.

Mr Chapman had agreed to attend the next Recreation Committee meeting on 29 August 2018 to provide a detailed briefing for members on the proposals.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 10pm.

88.9.2 Standard Green

The Committee CONFIRMED that the Town Clerk may apply for a licence to the City of London Corporation, to allow refreshments to be served on the green during the classic car rally, held as part of Heritage Open Days on Sunday 9 September 2018.

88.9.3 Kings Green

It was NOTED that the grass had been cut unevenly on the green to provide protection for the spring bulbs.

88.10 Committee Responsibilities

The Chairman invited Committee members to join him for a walk around the Roding Valley Recreation Ground and would circulate some proposed date/times.

RC89 Financial Position

89.1 End of Year Report

The accounts for 2017/18, approved by full Council on 9 May 2018, together with details of the transfers to and from earmarked reserves, were NOTED.

89.2 Current Financial Position

The current financial position was NOTED.

RC90 Loughton Centre for Young People

The Committee considered the report on a potential sub-letting of part of the building to VAEF and agreed to take no further action pending a formal approach from Essex County Council.

RC91 Future Work of the Committee

No items were raised.

Signed:
Date: 29 August 2018

29/08/18

**LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE**

MINUTES of the meeting held on Wednesday 29 August 2018 at 7.45pm at Loughton Library & Town Hall.

Present:

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

Also in attendance:

Councillors: C P Pond (until Min no RC97.5.4)

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

Dave Chapman (Project Delivery Manager))
Charlotte Smith (Flood Investigation Engineer)) Essex County Council

RC92 Apologies

No apologies for absence were received.

RC93 Declarations of Interest

No declarations were received.

RC94 Confirmation of Minutes

The Minutes of the meeting held on 13 June 2018 were CONFIRMED as a correct record and signed by the Chairman.

RC95 Public Representations

None were received.

The Council AGREED to bring forward agenda item 5.8.1.

RC96 Open Spaces – Min no RC88.9

Hillyfields

Following the public consultation held in Loughton Library from 4pm – 7pm on Wednesday 29 August 2018, officers from Essex County Council gave a short presentation on plans to install a flood alleviation scheme on the lower section of the Hillyfields Open Space.

In the event of a one in 20-year event, this scheme would reduce the likelihood of surface water flooding to properties in the Pyrles Lane / Colebrook Lane area of the Debdon Estate.

A planning application had been submitted and was awaiting validation before further public consultation was undertaken. ECC planned to carry out the works during the current financial year. Three trees to be removed from Town Council land to facilitate the works would be replaced by substantial specimens.

The Committee thanked the officers for their presentation.

RC97 Matters for Report

97.1 Playgrounds – Min no RC88

97.1.1 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.

97.1.1.1 Traps Hill Playground

The Town Clerk provided an update on correspondence received from the Council's solicitor.

The Committee considered that the latest offer was still unacceptable. The Town Clerk was asked to obtain further legal advice.

97.1.2 Safety Inspections

The Committee NOTED that a 6-monthly inspection of all play areas had been carried out by a member of the RPII on 5 July 2018 at a net cost of £395. The Services Manager was arranging for the minor repairs identified to be carried out as soon as possible.

97.1.3 Insurance

The Committee NOTED that the Resources and General Services Committee had considered the insurance of play equipment. In view of the low risk of the cost of repairs resulting from vandalism exceeding the excess, the Committee had decided to take no further action at this time.

97.2 Community Events – Min no RC88.2

97.2.1 Jessel Green Fun Day

The report of this year's community fun day held on Sunday 15 July 2018 was NOTED. Members expressed their appreciation for the work of partner organisations and volunteers and thanked the councillors and officers for their help on the day.

97.3 Loughton Cricket Club – Min no RC88.4

The Town Clerk provided an update on the lease negotiations with the Club.

97.4 Defibrillators – Min no RC88.5

The Committee NOTED that the installation of the equipment outside the Housing Office in The Broadway had been delayed by the non-delivery of the equipment cabinet. CPR training would be arranged once the installation had been completed.

97.5 Roding Valley Recreation Ground – Min no – Min no RC88.6

97.5.1 Improvements Project

The Committee NOTED that the Town Clerk would be meeting with James Warwick from the Health and Well-being Team at Epping Forest District Council and Nick Emery from the Essex Football Association on 30 August 2018 to discuss how they could support this project following their discussions on the Sports Pitch Strategy for the District.

The Town Clerk had held discussions with a specialist in the redevelopment of sports facilities who had worked successfully on

large scale projects with a number of local councils in Essex, helping to secure funding from Sport England.

The Committee CONFIRMED the engagement of Alan Lamb Associates to assist in Stage 1 up to and including the submission of the planning application and tender report at a net cost of £6,000.

The use of a consultant for Stage 2 of the project, covering the tender process, preparation of detailed technical drawings, building regulations application, on site construction and contract administration through to completion would be subject to a formal tendering process.

97.5.2 All-Weather Running Track

The Committee NOTED that in addition to Parkrun, the tennis coaching sessions and walking football held on Saturday mornings, a new introductory 10-week course on athletics for children aged 4 – 11 was to commence on Saturdays from 15 September at 8.45am – 10am. The fees would be £3 per session with the first session free.

The coaching for these sessions was to be provided by the Health and Well-being Team at EFDC at a cost to the Town Council of £55 per session. This would be partially offset by the income.

97.5.3 South Loughton Cricket Club

The Committee NOTED that following the discussions at the last meeting, the Cricket Club had confirmed that planning permission would be sought prior to the installation of an additional storage container. Details of the winter use of the pavilion by a junior football club had been provided to enable this to be regularised by a side letter to the lease.

Members thanked the Club for the additional information provided and expressed their appreciation for the work of the Club. Details of the increased rent proposal as allowed for in the lease, had been requested from the Council's solicitor but were not available for consideration by the Committee at this meeting.

Cllr C P Pond left the meeting.

97.5.4 Grounds Maintenance

The Committee NOTED that on 19 July 2018, the Town Mayor and Chairman had made a presentation to the District Council's Parks Team who were responsible for the grounds maintenance work on the Recreation Ground.

This was in recognition of their contribution to the success of the Council in securing a number of awards from the Essex Playing Fields Association in recent years for the high standard of maintenance.

97.5.5 Fly-tipping

The Committee NOTED that following further incidents of fly-tipping in the Roding Valley Recreation Ground car park by the changing rooms, officers were investigating the practicalities and cost of installing a CCTV system in this area.

97.6 Kingsley Hall – Min no RC88.7

With regard to the proposals to replace the windows and doors at the hall to improve energy efficiency and security, the Committee CONFIRMED that a property consultant/building surveyor should be engaged to produce a specification and tender document for the works, oversee the tender process and administer the contract.

The fee for this service would be in the region of £2,500 net of VAT with additional costs to include those associated with an asbestos survey and statutory fees (Planning and Building Regulations).

97.7 Murray Hall – Min no RC88.8

The Committee NOTED that the hall's wooden floor and skirting boards were to be refurbished at the end of September during a lull in bookings at a cost of £2,926.00 net of VAT.

97.8 Standard Green

It was reported that tree safety works were to be carried out by the City of London on this green on Wednesday 12 September 2018.

As the Town Council was responsible for the maintenance of the green, the Town Clerk had made arrangements for the suspension of the parking and taxi bays with the North Essex Parking Partnership to enable the work to be carried out safely. This would be at a net cost to the Council of £393.16.

97.9 Committee Responsibilities – Min no RC88.10

The Committee NOTED that the Chairman was finalising arrangements for a walk for members during September to visit several council-owned sites.

97.10 Great Eastern Path

Following a social media campaign and petition concerning a number of incidents on this path, Cllr Murray and the Chairman reported on their approaches to the District Council asking for public safety concerns to be addressed.

The District Council had since arranged for vegetation along the path to be cut back to improve sight lines, but the Committee considered this to be only routine maintenance which had not addressed the concerns.

97.11 Essex Police

The Committee NOTED the forthcoming informal police meetings to be held on Wednesday 12 September 2018 from 9am - 11am in St Mary's Church, High Road, and from 11:30am - 13:30pm in Costa Coffee, Queens Road, Buckhurst Hill. The Chairman confirmed he would be able to attend the meeting in St Mary's.

Cllr Murray updated members on the public meeting to be held in the Loughton Club on Thursday 30 August. This had been arranged by the manager of the Club in response to increasing concerns about anti-social behaviour in the town. A Town Council officer would be present to take notes.

RC98 Financial Position

The current financial position was NOTED.

RC99 Flying of Drones on Council-owned Land

The Committee CONFIRMED that the following text should be displayed on the noticeboards on the Roding Valley Recreation Ground and the Willingale Road Playing Field.

“Loughton Town Council draws your attention to the Civil Aviation Authority's Drone Code available at

https://dronesafe.uk/wp-content/uploads/2018/06/Dronecode_2018-07-30.pdf

which provides safety advice on the flying of drones for recreational purposes.

The code says that drones should not be flown within 150ft (50m) of people and properties or 500ft (150m) of crowds and built up areas.

This means that the recreation ground and other sites owned by Loughton Town Council are generally not suitable for the flying of drones because they are too close to buildings and/or too busy with visitors to make the flying of drones safe.

For the safety of our staff and other site users please follow the Drone Code. Anyone flying drones on Council sites in breach of this code will be reported to the CAA.

Please note that the flying of drones weighing more than 20kg or used for commercial purposes requires CAA permission.”

Officers would also consider whether it was practical to install a new noticeboard on Hillyfields in order to display this advice.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.35pm.

RC100 The Community Initiatives Fund (CIF)

The Committee asked the Town Clerk to progress an application to this fund for financial assistance with the project to refurbish the windows and doors at Kingsley Hall.

RC101 Future Work of the Committee

101.1 Byelaws

The Town Clerk would provide a report on the process to adopt byelaws for Town Council-owned land.

Signed:

Date: 7 November 2018

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 7 November 2018 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: D Wixley (in the Chair)
R Brookes B Cohen (from Min no RC106)
J Jogia S Murray (from Min no RC106)
A Omer (from Min no RC106) M Stubbings

Also in attendance:

Councillors: J Angold-Stephens (until Min no RC106) P Beales
C C Pond and C P Pond (until Min no RC106)

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

1 member of the public

RC102 Apologies

Apologies for lateness were received from Cllrs Murray and Omer.

RC103 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in Agenda item 5.9, EPFA, as a life member of that Association.

Cllr Murray declared a non-pecuniary interest in Agenda item 5.6, Roding Valley Recreation Ground as he lived nearby.

RC104 Confirmation of Minutes

The Minutes of the meeting held on 29 August 2018 were CONFIRMED as a correct record and signed by the Chairman.

RC105 Public Representations

None were received.

The Committee AGREED to bring forward Agenda item 6, Community Safety, as non-Committee members were interested in this item.

Cllrs Cohen, Murray and Omer arrived during the next item.

RC106 Community Safety

Members discussed the various options available and the appropriate response to be made to the public's concerns about increasing crime levels and the lack of visible policing.

Taking into account that additional police officers had been promised for this District and that a report into the effectiveness of those additional officers funded by Epping Forest District Council would not be available until January 2019, the Committee AGREED to

- i. include a £10,000 community safety budget provision to give a flexibility of solution; and
- ii. investigate whether the Neighbourhood Action Panels could be reconvened to ensure a faster response to local problems.

Cllr Angold-Stephens, C C Pond and C P Pond left the meeting.

RC107 Matters for Report

107.1 Open Spaces – Min no RC88.9

107.1.1 Hillyfields Open Space Flood Alleviation Scheme

It was reported that planning application no: CC/EPF/31/18, *'Excavation and engineering works to form an earth embankment bund to capture, store and regulate the downstream flow of surface water at the lower section of the Hillyfields Open Space adjacent to Pyrles Lane, Loughton'* had been approved.

The Town Clerk commented that she was not satisfied with the draft Memorandum of Understanding issued by Essex County Council for those works and was in discussion with the City of London and District Council officers.

The Committee AGREED to delegate responsibility for signing this document to the Town Clerk in discussion with the Committee Chairman.

The Committee AGREED to defer Agenda item 5.2 until the end of the meeting.

107.2 Community Events – Min no RC88.2

107.2.1 Christmas events

The Committee NOTED the arrangements for the forthcoming Christmas events and expressed their thanks to Lorraine Gibson, Town and Community Development Officer, for securing sponsorship from local businesses.

107.3 Loughton Cricket Club – Min no RC88.4

The Committee RESOLVED to sign the transfer and lease documents with regard to the site and the Loughton Cricket Club.

107.4 Defibrillators – Min no RC88.5

The Committee NOTED that the installation of the equipment outside the Housing Office in The Broadway had been completed and this site added to the East of England Ambulance Service's database. Training sessions on CPR techniques were to be arranged.

107.5 Roding Valley Recreation Ground – Min no – Min no RC88.6

107.5.1 Improvements Project

The Committee NOTED that the Working Party had met on 26 October 2018 to view the draft plans for the football changing rooms. The members' comments and suggestions are being considered by the architect.

Final costings were still to be confirmed but anticipated to be in the region of £500,000 for external and internal works to the buildings to include an infill of a small café/meeting room and car park improvements.

The Town Clerk was currently seeking quotations for professional VAT advice in order to best address the £7,500 claim limit on exempt business activities.

The Committee NOTED that, despite the likelihood of securing grant funding for this project it would be necessary to secure a Public Works Loan to complete the funding and AGREED to make an allowance for this in the budget process.

107.5.2 Teens Unite

The Committee NOTED that the warrior race obstacle event held on the Recreation Ground on Sunday 7 October 2018 had been successful with over 100 children participating and around 200 attendees; almost £2,000 had been raised for this cancer charity.

107.5.3 Parkrun

The Committee NOTED that, in addition to the Saturday adult Parkrun sessions, the weekly Junior Parkrun events had commenced on Sunday 14 October 2018. The Service Manager reported that these events are well run with numbers at around 60 – 80 participants.

107.5.4 Loughton Athletic Club

The Committee RESOLVED to sign the lease with the Loughton Athletic Club for their use of the club house, athletics field and track facilities and the all-weather running track.

107.5.5 South Loughton Cricket Club – Min no RC97.5.3

The Town Clerk reported that the Council's solicitor had been reminded of the information required to regularise the use of the Pavilion and storage by others together with the details of the proposed rent review.

107.5.6 River Roding – Planting Project – Min no RC73.6.1

The Committee NOTED for information, that the Town Clerk and Services Manager had met recently with officers from the Environment Agency and District Council regarding a proposal to undertake tree/vegetation planting on the current scrub/grass areas between the path and the river to help stabilise the banks.

The funds available from the EA at present only extend to biodiversity and flood risk reduction measures. Trees were to be sourced from the Woodland Trust.

Some limited and localised natural reinforcement of the banks was also proposed. Officers were asked to check that the plans did not include any creation of meanders in The Brook.

107.6 Kingsley Hall – Min nos RC88.7 and RC100

The Committee NOTED that an application had been submitted to the Community Initiatives Fund (CIF) and would be considered by the judging panel on 15 November 2018.

The fencing works had been carried out during the half term holiday at a net cost of £3,750. An asbestos survey was carried out on 26 October 2018 at a net cost of £425. Building Regulations would be required for the window and door works with fees of £275.

Members' attention was also drawn to the comments regarding VAT reclaim provided in Min no RC107.5.1 above.

107.7 Essex Police – Min no RC97.11

The Chairman reported that he had attended two recent "Coffee with Cops" events at St Mary's Church in the High Road. Topics raised included reports of drug taking in Great Eastern Path and speeding in Valley Hill.

107.8 EPFA Awards

The Committee NOTED that the Town Council had received the following awards for the high standard of maintenance at its open spaces and play areas.

- Overall winner of the Best Kept Playing Field for the Roding Valley Recreation Ground;
- Gold awards for both the Newmans Lane and Westall Road play areas; and
- Silver award for the Traps Hill play area.

These awards recognised the hard work of the council staff, its contractors and the volunteers who assisted with the daily litter pickings. Members also AGREED to present an award to the volunteers at the Annual Town Meeting.

107.9 Skate Park

The Committee AGREED to respond positively to the expression of interest from the recently re-formed Loughton Youth Project in purchasing the Council's skateboarding equipment and trailer currently stored at the Roding Valley High School. Responsibility for obtaining the best prices was delegated to officers.

107.10 Essex Fire Service

The Committee NOTED details of Essex County Fire & Rescue Service's new project, 'Firefighters Delivering Differently' (FFDD) which aimed to work in closer collaboration with local partners in different target communities across the county.

Members were invited to attend a community engagement meeting with Green Watch Loughton at the Fire Station on 4 December 2018.

RC108 Financial Position

The Committee NOTED the report.

RC109 Committee Priorities for 2019/20

109.1 As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list for 2019/20 as follows:

Current Priority	Main Function	Greater Detail (current position)
Current Activities		
1	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include a refreshment facility and toilets	Planning application to be submitted. Internal works to be included. External funding TBC
2	Playgrounds	New works/upgrading
3	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
4	Roding Valley Recreation Ground	Registration as a “Field in Trust”
5	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – no action at present. EFDC assisting in monitoring the erosion
6	Solar energy installations for Council buildings	Further research and budgetary allowance
7	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
8	Skate park facility	Monthly events during summer months whilst the search for a suitable site continues.
9	Byelaws for Town Council land	To be researched
10	Renaming of the Roding Valley Recreation Ground	Under consideration
11	Youth Forum	No action at present. Collaboration with Epping Forest Youth Council
On-going Activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance
High	Open spaces including the Memorial Garden in Roding Road	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works
High	Playgrounds/outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee’s terms of reference	As detailed in the Standing Orders
High	Provision of Public Access Defibrillators	Maintenance

109.2 The Committee AGREED the following items as being suitable for a developer’s Section 106 or Community Infrastructure Levy contribution should the opportunity arise.

- i. Play areas (new works/upgrading)
- ii. Major improvements to the Roding Valley Recreation Ground changing rooms and car park area

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

RC110 Estimates for 2019/20

The Committee considered its Estimates for 2019/20.

110.1 Income – Fees and Charges

The Committee AGREED that fees for:

- i. hire of the Kingsley and Murray Halls and football facilities would be increased by 3.3 per cent with effect from 1 April 2019 in accordance with September's RPI;
- ii. clubs using Council land for football training would not currently be charged (unless reserving a pitch for training);
- iii. fees for the use of Council land by television/film crews:
 - 1) News stories, small scale regional programmes, small scale documentaries – no charge
 - 2) Major documentaries, large scale investigative programmes - £265 a day
 - 3) Dramas, films, advertisements - £548 a day

Subject to:

- a) officers may negotiate other fees if required
- b) users agreeing to the Council's conditions 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. the maximum annual licence for commercial organisations using Council land for business related activities would be £548 per annum for 2019/20 with officers having the discretion to offer reduced fees where appropriate;
- v. fees for fun fairs and any other activities not included above would be referred to the Committee for further consideration.

110.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the addition of £10,000 for Community Safety and £30,000 towards the Roding Valley Recreation Ground improvements project, allowing for Public Works Loan repayment project.

This brought the Committee's proposed total expenditure to £588,800, excluding the service re-charge figure.

110.3 Estimates for 2019/20

The Estimates for 2019/20 as presented in the Agenda together with the two amendments referred to in Min no 110.2 were AGREED such that the net figures were as follows:

Recreation Committee	£
Total budget expenditure**	726,800
Income	<u>-127,778</u>
Net expenditure	599,022
Transfers from earmarked reserves*	<u>-122,750</u>
Total net expenditure**	476,272
* Details of transfers from earmarked reserves:	
<i>Charlie Moules Bridge repair fund</i>	15,000
<i>Roding Valley Recreation Ground improvements</i>	100,000
<i>Defibrillators</i>	250
<i>Murray Hall</i>	<u>7,500</u>
	£122,750

** **NB:** The total budget expenditure currently included a service recharge of £138,000 (the 2018/19 figure). The 2019/20 figure would be confirmed by the Resources and General Services Committee at its meeting on 9 January 2019 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 10pm.

RC111 Future Work of the Committee

The Committee AGREED to consider additional signage on the Roding Valley Recreation Ground to discourage the feeding of wildlife. Cllr Murray would prepare a report.

RC112 Playgrounds – Min no RC88

112.1 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the next item under the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to a legal claim.

112.2 Traps Hill Playground

The Committee considered the documents concerning the trampoline incident and advised the Town Clerk on the course of action.

Signed:

Date: 9 January 2019

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 9 January 2019 at 7.45pm at Loughton Library & Town Hall.

Present:

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

Also in attendance:

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

1 member of the public

RC113 Apologies

No apologies for absence were received.

RC114 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in Agenda item 5.5, Roding Valley Recreation Ground as he lived in the vicinity.

Cllr Wixley declared a non-pecuniary interest in Agenda item 5.10, Willingale Road Playing Field, as he had provided details of a potential new tree contractor to the Services Manager.

RC115 Confirmation of Minutes

The Minutes of the meeting held on 7 November 2018, amended from those circulated at Min no RC109 to include the table of ongoing activities, were CONFIRMED as a correct record and signed by the Chairman.

RC116 Public Representations

None were received.

RC117 Matters for Report

117.1 Open Spaces – Min no RC88.9

117.1.1 Hillyfields Open Space Flood Alleviation Scheme

The Committee NOTED that the Town Clerk had been in contact with the City of London to ensure that ongoing management and maintenance responsibilities for the works remained with Essex County Council. This was likely to be handled by way of a licence.

117.2 Playgrounds – Min no RC88

117.2.1 Exclusion of the Press and Public

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

117.2.2 Traps Hill Playground

The Committee NOTED that the claim regarding the damage to the trampoline had now been settled.

117.2.3 Newman's Lane Playground

The Committee NOTED that urgent repairs to the safety surfacing under and around the basket swing, following underground subsidence, were to be carried out at a net cost of £3,457.25.

117.2.4 Safety Inspections

The Committee NOTED that the next 6-monthly inspections were scheduled for end of January 2019 and would be carried out by RoSPA.

117.3 Community Events – Min no RC88.2

The Committee NOTED that following the successful 2018 Christmas events, officers were working on plans for events in 2019. For information, the provisional dates for the annual charity fun run were Sunday 12 May 2019 and for Jessel Green, Sunday 30 June 2019.

117.3.1 Play in the Park 2019

The Committee CONFIRMED that it wished to continue to support this scheme with 2 sessions at the Roding Valley Recreation Ground during the Easter holidays and 10 sessions (5 each at Jessel Green and the Roding Valley Recreation Ground) during the Summer holidays at a net cost of £1,020.

117.3.2 Tennis Coaching

The Committee NOTED that the Town and Community Development Officer was in discussion with the tennis coach regarding arrangements to hold coaching sessions during the Easter Holidays. This would be at a net cost of £240.

117.4 Defibrillators – Min no RC88.5

The Committee NOTED that the first training session on CPR techniques and using the equipment was to be held at the Loughton Club on Tuesday 29 January 2019. Pre-booking was required through the Town Council. (*Since the meeting it has been confirmed that the training session will commence at 5pm.*)

117.5 Roding Valley Recreation Ground – Min no – Min no RC88.6

117.5.1 Improvements Project

The report of the Working Party was NOTED, and the latest detailed drawings provided for members' consideration.

Arrangements for public consultation prior to the submission of a planning application were to be made.

The Committee also NOTED that, in discussion with the Chairman, the Town Clerk had recently appointed a VAT consultant to carry out an appraisal in connection with this project and that for the Kingsley Hall replacement windows and doors. The cost for this was £1,140.80 net. Should partial exemption calculations also be required the additional charges were £195 per financial year.

- 117.6 Wildlife – Min no RC111**
 The Committee thanked Cllr Murray for providing examples of posters that could help encourage the most appropriate feeding of wildlife on and by the lake in the Recreation Ground. It was AGREED to display posters on the Town Council’s noticeboards and by the feeding platforms on the lake. An article on this was to be included in the next edition of Think Loughton and information circulated to schools.
- 117.7 Kingsley Hall – Min nos RC107.6**
 The Committee NOTED that the Architect has been asked to provide the drawings and detailed specification for the windows and doors without further delay.

 The application to the Community Initiatives Fund (CIF) had been unsuccessful on this occasion but other funding sources would be explored if necessary.
- 117.8 Essex Police – Min no RC107.7**
 The Chairman reported on his visit to the “Coffee with Cops” event held on 7 January 2019, at St Mary’s Church. Cllr Wixley had continued to press for vehicle speed checks in Valley Hill.
- 117.9 Skate Park – Min no RC107.9**
 The Committee NOTED that there has been no response to date from the Loughton Youth Project to the Council’s initial proposals for the sale of the skateboarding equipment and trailer.
- 117.10 Willingale Road Playing Field**
 The Committee NOTED that further to the tree safety inspection, the Services Manager had sought quotations for priority works to the trees behind properties nos 1 – 31 Willingale Road. As the cost of those works was likely to be around £5,000 and this was likely to be over budget for 2018/19, the Committee AGREED that the £1,000 contingency figure may be used if required.
- 117.11 Loughton Athletic Club – Min no RC107.5.4**
 The Town Clerk reported that the 12 year lease, commencing on 1 May 2016 for the Club’s use of the club house, athletics field and track facilities and the all-weather running track, had been completed on 7 January 2019.
- 117.12 South Loughton Cricket Club – Min no RC107.5.5**
 The Town Clerk confirmed that the Council’s solicitor was still to provide advice in order for the Council to regularise the use of the Pavilion and storage by others and supply calculations to enable the rent review to be undertaken.
- 117.13 Loughton Cricket Club – Min no RC107.3**
 The Town Clerk reported that the transfer of the land and the lease for the cricket club were in the hands of the solicitor. She also advised the Committee that she had received official notice of the National Jazz Archive’s intention to submit a planning application to install a storage container on the site.

117.14 River Roding – Planting Project – Min no RC73.6.1
The Town Clerk confirmed that the plans she had viewed had not included any creation of meanders in The Brook.

117.15 Essex Fire and Rescue Service – Min no RC107.10
The Chairman gave a brief report on the meeting held at Loughton Fire Station on 4 December 2018 regarding proposals to reduce the risk of domestic fires particularly in St Mary’s ward.

RC118 Financial Position
The Committee NOTED the report.

RC119 Future Work of the Committee
No items were raised.

Signed:
Date: 6 March 2019

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

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

Present:

Councillors:

D Wixley (in the Chair)

R Brookes

B Cohen

J Jogia (from Min no 124.1.1)

S Murray

A Omer

M Stubbings

Also in attendance:

Officers:

M Squire (Town Clerk)

P Hoy (Services Manager)

RC120 Apologies

No apologies for absence were received.

RC121 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.

Councillor Murray declared a non-pecuniary interest in Agenda item 5.5.1, Roding Valley Recreation Ground, as he lived nearby.

Councillor Omer declared a non-pecuniary interest in Agenda item 5.3.2, Tennis Coaching, as he is acquainted with the tennis coach.

RC122 Confirmation of Minutes

The Minutes of the meeting held on 9 January 2019 were CONFIRMED as a correct record and signed by the Chairman.

RC123 Public Representations

None were received.

RC124 Matters for Report

124.1 Open Spaces – Min no RC117.1

124.1.1 Hillyfields Open Space Flood Alleviation Scheme

The Committee NOTED the report given by the Town Clerk on the draft Agreement and Licence.

124.1.2 Archaeological survey

The Committee NOTED the report given by the Town Clerk on the pieces of pottery that had been found on the site during the recent archaeological survey. The Committee AGREED that the artefacts should be returned to the council as soon as analysis was complete. The Town Clerk was asked to contact Essex County Council in this regard to ensure the return of the pottery and to arrange for them to be displayed at the Epping Forest District Museum.

124.2 Playgrounds – Min no RC117.2.4

124.2.1 Safety Inspections – Min no 117.2.4

The Committee NOTED that the RoSPA inspection had been undertaken at all play areas, outdoor gyms, football pitches and ball courts. The Services Manager reported that no major works had been identified in the report, and that quotes for minor works were being sought from contractors.

124.3 Community Events – Min no RC117.3

124.3.1 Play in the Park 2019 – Min no 117.3.1

The Committee NOTED that two sessions were to be held at the Roding Valley Recreation Ground during the Easter holidays on Wednesday 10 and 17 April. Ten further sessions (5 each at Jessel Green and the Roding Valley Recreation Ground) were to be held during the summer holidays; dates to be confirmed.

124.3.2 Tennis Coaching – Min no 117.3.2

The Committee NOTED that two one-hour coaching sessions at Roding Valley Recreation Ground for children had been arranged for the afternoons of the two Tuesdays and Thursdays during the Easter school holidays, at a cost of £240. The fees per child would be £2.50 per session with all equipment provided. The sessions are aimed at 4-11 year olds (4-8 year olds 2pm to 3pm and 8-11 year olds 3pm to 4pm). The coach James Biggane, is a professional LTA licensed coach, who has successfully run sessions on our behalf previously.

124.3.3 Athletics sessions

The Committee NOTED that Athletics and Street Tennis sessions, held at Roding Valley Recreation Ground each Saturday between 8.45am and 10.00am, were both attracting between six and ten participants each week. The Committee AGREED that the Services Manager should contact the EFDC Officers running the sessions to ascertain how many of the participants were Loughton residents.

124.3.4 Jessel Green

The Committee NOTED that council officers would be meeting with event partners on 8 March 2019 at the Grosvenor Hall to begin planning this year's event, which is taking place on 30 June 2019.

124.3.5 Requests to hold events

The Services Manager reported on requests from three organisations (youth theatre, dog shelter charity and a circus) to hold events on the Roding Valley Recreation Ground. The Committee AGREED that a circus was an unsuitable event for the Roding Valley Recreation Ground, due to the thin and linear site area, limitations with parking - on-site and off-site, and poor vehicle access and ingress on the approaches to the site via neighbouring roads. The Committee also AGREED that further information was required from the organisers of the two other events before a decision could be made. The Services

Manager would report back when more information had been received.

124.4 Defibrillators – Min no RC117.4

The Committee NOTED that the second training session on CPR techniques and using the equipment had been held at Murray Hall on Thursday 28 February 2019. The Services Manager reported that a total of 12 staff, four councillors, and 15 representatives from partner agencies had attended the two sessions held so far, and that a further session would be arranged during May 2019.

124.5 Roding Valley Recreation Ground – Min no RC117.5

124.5.1 Improvements Project – Min no 117.5.1

- The Town Clerk reported on the recent Working Party meeting and showed members the latest plans.
- The Town Clerk reported on discussions that he had held with the architect, Essex FA and the Football Foundation, regarding refinements to the initial design.
- The latest technical information on the stairwells were reviewed. The removal of one stairway had been mooted by various external parties. The general consensus amongst members was to keep all existing stairways.
- He reported on recommendations made by Essex FA suggesting that a consultant be sought to oversee the project and to enhance grant funding. The Committee AGREED to this proposal and the Town Clerk would obtain costings, in accordance with Standing Order provisions.
- He would speak to the Town Clerk at Epping as their Town Council had recently completed a similar project.
- He would also register an interest for potential funding with the Essex Local Delivery Pilot (Essex LDP) and investigate whether any other additional funding sources are available.

124.5.2 Wildlife – Min no RC117.6

The Committee NOTED that posters were now on display on the Town Council's noticeboards, and that an electronic copy of the poster had been sent to all schools in Loughton. The Services Manager would ensure that posters were strategically displayed around the lake.

124.6 Kingsley Hall – Min no RC117.7

The Town Clerk reported that he and the Services Manager were to visit the hall on 7 March 2019. Following the site visit, contact would be re-established with the consultant and the matter progressed.

124.7 Essex Police – Min no RC117.8

The Chairman reported that he had missed the last "Coffee with Cops" meeting on 7 January 2019, notice from the Essex Police website that the timing of the meeting had been changed was too late. The next "Coffee with Cops" meeting would be held at St Mary's from 10am to 11am on Monday 18 March 2019. The next local police event was a question and

answer session with Chief Inspector Basford, to be held at Buckhurst Hill Library on Wednesday 13 March 2019 from 6.30pm to 8.30pm.

124.8 Willingale Road Playing Field – Min no 117.10

The Committee NOTED that priority works to trees behind property no's 1 – 31 Willingale Road had been completed at a cost of £5,200.00. The Services Manager gave a report on the nature of the work carried out at this largely inaccessible part of the site, and informed the Committee that further follow-up works would be carried out in the coming months.

124.9 South Loughton Cricket Club – Min no 117.12

The Town Clerk reported that he had spoken to the Chairman of the Cricket Club and a planning application had been put forward for the secure storage container. The Chairman was grateful for the support received from Loughton Town Council.

**At the Planning and Licensing Committee Meeting on 4 March 2019, a deemed permission application was provided for the committee's information only.*

124.10 Loughton Cricket Club – Min 117.13

The Town Clerk reported he had been notified by the solicitor that the transfer of land and lease had been finalised, bar a few last searches.

124.11 River Roding – Planting Project – Min no 117.14

The Committee NOTED the report.

124.12 Epping Forest Youth Council (EFYC) Drugs Project Report

The Chairman reported that he had seen the Epping Forest Youth Council Drugs Project Report presentation. Hardcopies of the project report were distributed to all Committee members.

124.13 Contractor charges

124.13.1 Memorial Rose Garden and Murray Hall

The Committee NOTED the report given by the Services Manager, and AGREED that comparison quotes be sought for financial year 2020/21.

124.13.2 Dog waste bin collections

The Committee NOTED the report given by the Services Manager, who stated that although alternative quotes were actively being sought, the process was proving difficult due to a lack of contractors willing to undertake the work.

RC125 Financial Position

The Committee NOTED the report and asked for the circulation of an updated summary of the councils Earmarked Reserves.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting at 9.35pm.

RC126 Future Work of the Committee

No items were raised. However the Town Clerk and Services Manager highlighted a number of areas that would need to be brought back to a future committee.

126.1 Foodbank

The Town Clerk reported on a meeting held with Heather Schooler, the Manager of Epping Forest Foodbank. Assistance was required to find a suitable new site to consider the future good work of the Foodbank.

126.2 Roding Valley Recreation Ground Footpaths

The Services Manager reported on a complaint from a resident regarding the poor condition of sections of the footpath. The Committee would look towards reviewing a rolling programme of works in the future.

126.3 Loughton Brook Litter

The Services Manager reported that he would be meeting with an officer from Epping Forest District Council on 12 March 2019 to discuss the commercial litter that had accumulated on the bank of Loughton Brook, behind the garages in Broomfield Avenue.

Signed:
Date: 5 June 2019