



RECREATION COMMITTEE

Members of the Recreation Committee
are summoned to attend a Meeting at 7.45pm on
Wednesday 14 June 2017
at 1 Buckingham Court, Rectory Lane, Loughton
to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
8 June 2017

Membership:

Councillor D Wixley (Chairman)
Councillor A Omer (Vice Chairman)

Councillors

R Brookes
S Murray

B Cohen
M Stubbings

L Girling

Note to Councillors:
If you are unable to attend the meeting,
please phone your apologies to the office on 020 8508 4200.

A G E N D A

- 1 Apologies**
To RECEIVE any apologies for absence.
- 2 Declarations of Interest**
Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.
- 3 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 8 March 2017.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 Matters for Report**
To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.
 - 5.1 Playgrounds – Min no RC39.1**
 - 5.1.1 Maintenance**
For information, repairs have been carried out since the March meeting at all the playgrounds owned by the Town Council with the exception of those at Hillyfields and Traps Hill. The cost of the works amounted to £5,479.10 net of VAT but had been allowed for in the end of year accounts. The most expensive item on this occasion was the removal and reinstatement of the roundabout at Newmans Lane to ensure the equipment complied with EN1176 as regards to the height above the level of the safety surfacing.
 - 5.1.2 Safety Inspections**
The next inspections will be carried out in July 2017 by Maria Cooke of Craigdene, a member of the Register of Playing Inspectors International at a cost of £395.00 net of VAT.
 - 5.2 Community Events – Min no RC39.2**
 - 5.2.1 Park Run**
The following report has been received from the Society of Local Council Clerks:

Councils could be legally banned from charging runners who take part in so-called “Parkruns”. It comes after a parish council was criticised for charging organisers of a parkrun for "wear and tear".

A new Government consultation document states: “It is appropriate for the public to pay a reasonable sum for the use of a facility [in parks]... or special events... that generate a profit. However, the government does not consider it appropriate for a local authority to charge a volunteer community seeking to provide a free weekly event for the use of a public park, overturning our long standing convention of free access to parks for their everyday use.” The consultation is also

examining whether councils will be allowed to charge professional dog walkers and personal trainers to use public parks.

More information may be found on the Government website:
<https://www.gov.uk/government/consultations/running-free-consultation-on-preserving-the-free-use-of-public-parks>

The Council's current policy on charging (agreed in November 2014) is that an annual licence may be offered to commercial organisations using Council land for business related activities. The maximum fee for activities such as boot camps would be £500 per annum with officers having the discretion to offer reduced fees where appropriate.

The consultation runs until 5 July 2017 and the Committee is asked if it wishes to respond to the consultation and, if so, to prepare a response.

5.2.2 Town Mayor's Charity Fun Run – Min no RC39.2.2

The amount raised by this year's event from entry fees was £760 and this has been split equally between the Essex Air Ambulance and the Redbridge Samaritans.

In addition, sponsorship by a small group of participants raised £956.25 specifically for the Air Ambulance.

5.2.3 Jessel Green Family Fun Day – Min no RC39.2.3

Arrangements for this year's Family Fun Day to be held on Jessel Green on Sunday 16 July 2017 from 12 noon until 4pm, are in hand and publicity has begun. All councillors are invited to attend this event.

5.2.4 Tennis Coaching – Min no RC39.2.4

The coaching sessions held during the Easter school holidays on the courts on the Roding Valley Recreation Ground provided very popular with local residents. The total cost of the professional coaching was £304 and this was partially offset by income of £275.11.

The Health and Wellbeing Engagement Officers at the District Council are still working on plans to provide 'introduction to tennis' sessions for young children in conjunction with the Tennis Foundation. Confirmation of the start dates is awaited.

5.3 Community Halls – Min no RC39.3

5.3.1 Kingsley Hall

The recent heavy rain showed up a problem with the roof at the hall not visible from the ground – four roof tiles had been lifted by persons unknown allowing a considerable amount of rainwater into the main hall. It was necessary to cancel the hirings on Tuesday 6 June 2017 whilst emergency repairs and electrical safety checks were carried out. The hirers were very understanding and will be credited for the loss of the use of the hall on that occasion against their future hires. Once the extent of the damage and the cost of repairs are known it may be necessary to submit an insurance claim.

5.3.2 Murray Hall

Problems developed with the new sound system at a hiring on Saturday 20 May 2017 and a complaint was received from the hirer.

The issue is being discussed with the contractors. An update will be provided at the meeting.

5.4 Open Spaces – Min no RC39.6.1

5.4.1 Hillyfields Open Space

Details of the works to create a ditch and bund around the lower boundary of this site are still to be finalised with the City of London. The cost of the works has been quoted at £980 net of VAT, with an additional £490 for the supply and installation of a vehicle gate at the Hillyfields entrance at the top of the site.

The Services Manager will provide an update at the meeting.

5.4.2 School Green

The City of London is in dispute with Thames Water regarding the installation of concrete inspection chamber covers on this green off York Hill. Negotiations are ongoing with the preferred plan being to replace the existing with recessed tray covers that allow for grass surfacing to grow. A copy of the relevant correspondence has been previously circulated to members of this Committee.

5.5 Community Initiatives Fund – Min no RC30.5

The installation of two new outdoor table tennis tables was completed in April at a total net cost of £3,900 assisted by CIF funding of £3,000.

Essex County Council's CIF small grants scheme continues this year and enables community groups, sports clubs, youth groups, parish councils and other voluntary or charitable organisations in Essex (excluding Southend and Thurrock), to bid for up to £20,000 to turn their community project dreams into reality.

The Committee is asked to suggest projects that may be suitable for submission to the Community Initiatives Fund bearing in mind that the other committees will also be asked for their suggestions. Members are reminded that evidence of community support for the projects is required. The deadline for submissions of expressions of interest is 25 August 2017.

Full details of this grant fund may be found at:

<http://www.essex.gov.uk/Business-Partners/Partners/Community-initiatives-fund/Pages/How-to-apply.aspx>

5.6 Essex Police – Min no RC30.6

The Chairman and the Town Clerk attended the 2017 Police Conference organised by the EALC and held in Great Dunmow on 7 June 2017.

The theme for this year's event was "Local Visible Accessible Policing". Following presentations by the Police and Crime Commissioner for Essex, Roger Hirst, and Chief Constable, Stephen Kavanagh, other topics included Operation Buzzard (the use of drones by the police), Gypsy and Traveller Update (the new protocol for unlawful encampment) and fly tipping.

The Chairman will provide more information at the meeting.

For information, the next two Local Community Meetings for the Epping and Brentwood District shown on Essex Police's website are to be held on

Wednesday June 28, 2017, from 7pm - 8pm at St Francis Church (Christobella Wing), Thorndon Avenue, West Horndon CM13 3TR and on Monday August 21, 2017, 7pm to 8pm, at Pilgrims Hatch Parish Room, Orchard Lane/Ongar Road corner, Pilgrims Hatch, Brentwood, CM15 9RS.

5.7 Defibrillators – Min no RC39.10

Once confirmation of the level of grant awards to be made by the District Council to the two town centre partnerships has been received, an application will be submitted to the Awards for All scheme to complete the finance to provide four public defibrillators at the following locations:

Brickclamps Path, Morrison's, Roding Valley Recreation Ground football changing rooms and St Mary's Church

5.8 Staffing

For information, personal safety devices have now been obtained from Skyguard to help reduce the risks to the Council's lone working staff. A total of seven fobs will be in use at an annual net cost of £680.40 on a five-year contract.

5.9 Tree Safety Inspections

A full inventory of the Council's tree stock at all the main Town Council sites including a report with health and safety recommendations has been carried out by Place Services, a traded service of Essex County Council.

The cost of the site survey, mapping and report writing has been split across ten budget cost centres and met from within existing budgets as follows:

Roding Valley Recreation Ground	665.00
Willingale Road Playing Field	665.00
Hillyfields	100.00
Murray Hall	80.00
Playgrounds – Felstead Rd	80.00
Open spaces (The Lindens, Kings Green, School Green, Standard Green and Community Orchard/Nature Reserve)	360.00
Loughton Cemetery (EHC)	665.00
Willingale Road allotments (EHC)	45.00
	£2,660.00

The Services Manager is working with the Council's contractors to address the urgent works identified in the report and will provide an update at the meeting.

5.10 Roding Valley Recreation Ground

5.10.1 Grounds Maintenance

For information, the DSO grounds maintenance costs have increased for 2017/18 by 3.2% whilst the Committee's budget prepared last Autumn allowed only for a 2% increase.

5.10.2 Roding Valley High School Licence

Under the Licence granted to the school for use of the sporting facilities, the school has asked for permission to use the tennis courts on two Thursdays, 13 and 20 July 2017, from 12.20pm to 13.20pm and for an hour per week outside of normal school hours from 3.30pm – 4.30pm on Mondays during term time. The Committee is asked to

authorise this additional use. Notices will be displayed to advise the public that the school has priority during these times.

6 Financial Position

The accounts for 2016/17 were approved by full Council on 3 May 2017 but subsequently each committee is given the opportunity to examine its income and expenditure in detail.

- * The end of year financial report for 2016/17 is attached together with details of the transfers to and from earmarked reserves (see pages 6 – 7).

7 Oak View School

Arising from a recent public consultation, Essex County Council has published a Statutory Notice proposing to enlarge the premises of Oak View School (Community Special School), from 85 places to 109 places, with effect from 1 September 2019.

The additional accommodation for the 24 places would be constructed on the existing school site at Whitehills Road, Loughton, IG1 1TS.

The official Notice appears in the Epping Forest Guardian published on 8 June 2017 and the related full proposal document may be viewed at <http://tinyurl.com/EssexCCStatProps>

The Committee is asked if it wishes to respond to the consultation noting that the closing date for representations is Thursday 6 July 2017.

8 Future Work of the Committee

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

Enid K Walsh
TOWN CLERK
8 June 2017

Agenda item 6

Loughton Town Council 2016/17 EOY

Summary Income & Expenditure by Budget Heading 31/03/2017

Month No : 12

Recreation Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<u>Recreation</u>							
Kingsley Hall	Expenditure	13,473	18,665	40,500	21,835	21,835	46.1 %
	Income	35,583	34,874	36,000	-1,126		96.9 %
The Murray Hall	Expenditure	36,367	135,437	136,700	1,263	1,263	99.1 %
	Income	65,223	68,551	63,000	5,551		108.8 %
Other Services (Rec)	Expenditure	7,756	8,247	11,200	2,953	2,953	73.6 %
	Income	1,767	1,287	0	1,287		0.0 %
Service Re-charge (Rec)	Expenditure	40,000	131,000	131,000	0	0	100.0 %
Roding Valley Recreation Ground	Expenditure	40,690	125,660	259,700	134,040	134,040	48.4 %
	Income	9,900	11,191	12,750	-1,559		87.8 %
Open Spaces	Expenditure	19,900	21,683	22,300	617	617	97.2 %
	Income	0	0	125	-125		0.0 %
Playgrounds	Expenditure	20,491	99,506	115,950	16,444	16,444	85.8 %
	Income	0	20,920	20,000	920		104.6 %
Skateboard Facility	Expenditure	11,201	1,990	36,410	34,420	34,420	5.5 %
	Income	250	500	0	500		0.0 %
Will. Rd. Playing Field	Expenditure	6,955	10,807	13,000	2,193	2,193	83.1 %
	Income	291	1,619	305	1,314		530.8 %
Van replacement fund	Expenditure	0	0	1,000	1,000	1,000	0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>							
	Recreation Expenditure	496,833	552,994	767,760	214,766	214,766	72.0 %
	Income	113,012	138,942	132,180	6,762		105.1 %
	Net Expenditure over Income	383,821	414,052	635,580	221,528		

Notes

1. The Kingsley Hall budget includes £25,000 for replacement windows and doors.
2. Other Services budget includes £9,000 for community events, £1,200 for a defibrillator and £1,000 contingency. The £1,287 income relates to donations received for the Jessel Green community event.
3. Roding Valley Recreation Ground budget includes £100,000 for the changing room improvements project and £20,000 for the Charlie Moules bridge repair fund.
4. Playground expenditure includes £79,560 for the new equipment at the Traps Hill site. Income includes £20,000 from the Community Initiative Fund, a donation of £420 for a memorial bench and £500 from the Essex Playing Fields for Traps Hill playground.
5. Willingale Road Playing Field income relates to football pitch hire.
6. No transfer to the van replacement fund was made at the end of 2016/17.

Agenda item 6**Earmarked Reserves:**

A summary of the Committee's reserves showing the end of year transfers and the amounts available from reserves in this current financial year is provided below:

Recreation Committee	1.4.16	Net transfers to/from reserves	31.3.17
Murray Hall	47,500	7,000	40,500
Kingsley Hall	30,000	5,000	25,000
Roding Valley Recreation Ground	135,250	13,050	122,200
Skateboarding	32,000	2,000	30,000
Playgrounds	52,800	40,000	12,800
Open Spaces	3,000	2,000	1,000
WRPF	10,800	4,300	6,500
Community events	2,000	0	2,000
Defibrillators	0	1,200	1,200
Van replacement	6,000	0	6,000
Total	319,350	72,150	247,200