



RECREATION COMMITTEE

Members of the Recreation Committee

are summoned to attend a Meeting at 7.45pm on

Wednesday 6 September 2017

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD

to transact the business shown in the agenda.

Enid K Walsh

Town Clerk

31 August 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 14 June 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 RC46.1

5.1.1 Safety Inspections

For information: the Services Manager is making arrangements for the minor works identified in the July inspections to be undertaken.

5.1.2 Table Tennis Tables

For information: arrangements for the removal of the vandalised table at the Willingale Road Playing Field are in hand. The supplier has offered to undertake the removal free of charge when they are next in the area. However, this could be some months away and other options will be explored. The damaged table is inspected regularly to ensure it does not pose a safety hazard to other users of the site.

5.2 Community Events – Min no RC46.2

5.2.1 Jessel Green Family Fun Day – Min no RC46.2.3

The 2017 Family Fun Day held on Jessel Green on Sunday 16 July 2017 was very well attended and hailed by residents as the best to date.

*

We are grateful to our partner organisations, Epping Forest Community Church, Restore Community Church and the Red Balloon Family and all their volunteers for their hard work. We also thank the event sponsors who are listed on page 6 alongside the financial report.

Discussions are underway with the partner organisations regarding the 2018 event. The Committee is asked to confirm that arrangements for this may be progressed by officers.

5.2.2 Autumn Half Term event

In previous years, a skateboard event with additional activities has been held in the playground at Roding Valley High School. These

events have included for example a climbing wall, ice skating rink, cycle safety training and a caving experience.

Enquiries are being made to confirm whether Skate Loughton is still in operation.

The Committee is asked whether it wishes to hold a half term event and what form this should take. Feedback from the Easter tennis sessions on the Roding Valley Recreation Ground suggested that more tennis, football and basketball were the preferred sports.

5.2.3 Christmas events

For information: The Broadway Town Centre Partnership has asked the Town Council to take the lead on a Christmas event in the Broadway to be held on Friday 1 December 2017.

In view of the increasing numbers of families attending this event and the related safety concerns for pedestrians, the Town and Community Development Officer is seeking a temporary road closure of The Broadway from 3pm to 6pm. The Broadway Town Centre Partnership has supported this move and Ward councillors will be consulted. We are grateful to Transport for London who have agreed not to charge for the bus diversions as they are happy to work with the Town Council.

The cost of the road closure application to Epping Forest District Council is £176. However, a specialist contractor will also need to be engaged to handle the road closure and associated signage. The cost of this is to be confirmed but likely to be in the region of £400.

The event will follow a similar format to that in recent years with musical entertainment and free children's rides.

In the High Road, St Mary's will be holding 'Sing Christmas' on Thursday 30 November at 4pm and the Town Council's Light up a Life service will be on Saturday 2 December on Kings Green as usual.

5.3 Community Halls – Min no RC46.3

The Community Centres Working Party met on Tuesday 29 August 2017 to discuss a wide range of issues including staffing, recycling, maintenance work and hall bookings. A copy of the notes of that meeting is available on request from the Halls and Bookings Officer.

Also discussed were parking issues and the recommendations of the Council's Complaints Panel.

* A copy of the Working Party's recommendations is provided on pages 7 – 8 for consideration by this Committee.

5.4 Open Spaces – Min no RC

5.4.1 Hillyfields Open Space

The works to create a ditch and bund around the lower boundary of this site are partially complete but have already provided a successful barrier against two recent incursions of travellers. The caravans and vehicles remained on the City of London's land at the bottom of the site

and their officers were able to use their more extensive powers to remove the trespassers without delay.

The Services Manager is liaising with the contractor to ensure the works are completed to meet the original specification. These works include the installation of a vehicle gate off Hillyfields road.

5.5 Community Initiatives Fund – Min no RC30.5

For information: after consideration of the two suggestions for grant funding put forward by this Committee and the Environment and Heritage Committee, an application for an environmental and heritage project has been submitted as this had community support. The application has passed the first round.

5.6 Essex Police – Min no RC46.6

* A copy of the notes of the Local Community meeting held on 23 August 2017 at Limes Hall attended by Cllr Cohen are provided on page 9.

5.7 Defibrillators – Min no RC39.10

The District Council deferred a decision on whether to make an award to the two town centre partnerships for this project until its meeting on 11 September 2017. A letter of support with full details of this partnership project has been sent by the Town Clerk to Cllr Helen Kane, the portfolio holder. This has delayed the submission of an application to the Awards for All scheme to complete the finance for this project to install four defibrillators in the town.

5.8 Tree Safety Inspections

Orders for the priority works on various sites are in hand. The Committee is asked to NOTE that in future, a budgetary allowance will need to be made for the cost of the ongoing inspection regime as recommended in the survey report.

5.9 Willingale Road Nature Reserve/Community Orchard

For information: A fruit picking and volunteer day arranged by Epping Forest Countrycare is to be held on Thursday 21 September from 10am – 4pm. Countrycare staff will also carry out routine clearance work. The cost of this event is £360 net of VAT.

5.10 Roding Valley Recreation Ground

5.10.1 Tennis Coaching – Min no RC46.2.4

Epping Forest District Council's Sports Development and Health Team ran several tennis and basketball sessions during the summer holidays. Confirmation of the arrangements for the Autumn term have been requested from the Team.

5.10.2 Teens Unite Event

For information: following email correspondence with Committee members, permission has been given for a charity event on Sunday 1 October 2017 to be held on the field by the lake. This Junior Warrior Race event is aimed at under 16s to encourage youngsters to get active and raise funds for the charity.

All the necessary risk assessments have been carried out with the organiser. The event will have limited publicity targeting local schools which includes the advice that there is no parking at the venue to encourage people to walk or use public transport. Advance signage

will be posted around the Recreation Ground to warn other casual users, and nearby properties in Greensted Road will be mail shot.

5.10.3 Chigwell and Epping Forest Orienteering Club

The Committee is asked to NOTE that this Club has been granted permission to stage a small introductory and training event on Saturday 16 September 2017. They expect about twenty participants. This will be held in the morning starting at 10.30am so as not to clash with the Park Run event.

5.10.4 Gas Pipeline

For information, a high pressure gas pipeline runs across the Recreation Ground. Earlier this year a large marker post was installed by National Grid near the Greensted Road entrance without prior notification. Following complaints made by the Town Council, this post has been removed. This incident was useful in as much as National Grid have provided a plan of the pipeline route and safety instructions that require the Council to contact them in advance of any works involving ground disturbance. These include for example fencing, ditch or drainage works, tree planting or the installation of a new path or play equipment on or near the route.

5.10.5 Football Changing Rooms

The 2017/18 football season commences this weekend. Over the summer the routine water and electrical safety checks have been carried out to ensure the buildings are ready for use. Unfortunately, there is now an ongoing problem with the water supplies to the showers which officers are endeavouring to resolve at the earliest possible opportunity.

This means that for at least the first 3/4 weeks of the season no showers will be available for players. However there will still be access to changing rooms and toilets. All the teams have been informed and received an apology. Officers are considering all options available to resolve this situation and the Services Manager will provide an update at the meeting.

5.10.6 Improvements Project

In view of the above agenda item, the Committee is asked to form a small working party in order to help progress the major improvement project for the changing rooms' area. If the Committee are in agreement, terms of reference will be drawn up for approval at the next meeting to guide the working parties in this regard.

6 Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see pages 10 – 11).

7 NHS Consultation

The Committee is asked if it wishes to respond to the following consultation and, if so, to prepare its comments.

People in West Essex are being asked for their views on a proposal designed to make best use of the money available to the local NHS, while helping as many people as possible to live healthier, longer lives and avoid preventable illnesses.

This proposal is being put forward by West Essex Clinical Commissioning Group (WECCG) and comes as the CCG faces a number of challenges. The number of people who need health service support is increasing and many people are living longer, often with complex conditions. A limited budget, care that is expensive and national and local shortages of NHS staff mean that the CCG has to make sure that doctors', nurses' and other specialists' time is used wisely.

The proposal is about limiting the routine prescription of medicines and products that can be bought without prescription for short-term conditions and minor ailments.

More information may be found at:

<https://westessexccg.nhs.uk/news/1156-clinical-commissioning-group-ccg-announce-public-consultation-on-proposal-for-service-changes>

and a copy of the questionnaire at <https://surveys.essexinsight.org.uk/Overthecounter#> for individual responses.

8 Training and Conferences

The Committee is asked to approve the attendance of

- i) Cllrs Angold-Stephens and Pewsey at the EALC's "Preparing for the General Data Protection Regulation" briefing on Thursday 9 November 2017; and
- ii) Cllr Omer at the EALC's Councillor Training Day on Tuesday 14 November 2017

to enable them to claim travel expenses if they wish.

9 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.

Members are reminded that as part of its overall plan and to complement the budget-making process, at its next meeting the Committee will be asked to review its priority list and agree Estimates for 2018/19.

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

9.1 Sports Development Team

The Committee is asked to consider the Chairman's suggestion that a member of the District Council's Sports Development Team be invited to address the Committee about their work.

Enid K Walsh
TOWN CLERK
31 August 2017

Agenda item 5.2.1**Jessel Green Fun Day**

The Town Council thanks the following charities and businesses who supported this year's Community Fun Day:

Charity stalls:	£ (raised at the event)
Breast Cancer Now	355.00
Essex & Herts Air Ambulance	274.39
St Clare Hospice	526.30
Teens Unite	298.70

Local organisations:
Epping Forest Guides and Scouts
Lopping Endowment

Raffle prizes provided by:
Bababoom
Barnards Jeweller's
Benefit Boutique
Broadway Off License
Cranbrooks Electrics
Forest Casual Wear
Geraldine's Hair Fashions
Homebase
iINFLUENCE Boutique
Morrisons
Nandos
Pie & Mash
Stuarts

Sponsorship:
Cottage Loaf Pub

Horse and carriage rides:
T Cribbs & Son Funeral Directors (£150 for Chigwell Riding Trust)

Financial Report (interim):

Item	Income	Expenditure	Totals
Security		450	
First Aid		233	
Portaloos		185	
Insurance (add premium)		55	
Marquee/tables/chairs		530	
Rubbish collection		60	
Misc including publicity		141	
Activities / entertainment		3,583	
			5,237
Donations / sponsorship	2,100		
Food / local business stalls	333		
			2,433
Net expenditure			£2,804

Agenda item 5.3

Community Halls – Min no RC46.3

The Committee is asked to consider the following RECOMMENDATIONS:

1. Renewal of Wedding Licence for Murray Hall

For information, the current cost of a 3-year licence is £1,750 with renewal next due in May 2018. Whilst many receptions have been held in the Hall, in the absence of any bookings for a wedding ceremony, it is RECOMMENDED that the licence is not renewed.

2. Kingsley Hall Complaint

In April this year, a resident raised several complaints regarding the alleged inconsiderate behaviour of hall hirers and their use of the car park. After considerable correspondence with the resident, this resulted in a formal meeting of the Complaints Panel being convened in late July. The recommendations of the Panel are shown below together with the comments of the Community Centres Working Party.

1. Review the management arrangements/booking procedures of Kingsley Hall as a matter of urgency.

As the Terms and Conditions for the hire of this hall already confirm that “there is no parking on site for hall hirers”, the booking letters reinforce this and potential hirers are made aware of this in person it is RECOMMENDED that no further action is necessary at this time.

2. As part of the booking process Loughton Town Council should ensure that hirers understand clearly that no parking facilities whatsoever are available in the Kingsley Hall car park and that this information should be passed onto their users. Also, that the parking bays outside the premises are for the use of residents only, as is sign posted.

Attention is drawn to the comments for item 1 above. The Committee is also asked to NOTE that the new sign provided by the Town Council and installed on the brick wall outside the hall entrance (as shown below) reinforces the ‘Residents Only’ use of the car park and the disabled bay.



3. Priority should be given to the concerns of the residents.

The Town Council always listens to residents’ concerns and takes what action it can to resolve situations. The Committee is advised that the car park in Austen Close outside the Kingsley Hall is actually owned by Housing Services at Epping Forest District Council; it should also be NOTED that there are regular hall hirers

who have used the building for the past 21 years who also have disabled blue badges and have written to the Town Council requesting additional disabled parking bays for their use.

4. *Hirers should be held responsible for any anti-social activities by any of their users of the Kingsley Hall.*

Whilst hall hirers are always responsible for the activities of their group whilst they are actually in the hall, this is not practical outside of the hall as in similar situations with schools and school children.

5. *The use of CCTV to monitor anti-social activities outside the hall was considered, but it was acknowledged that the area of concern is within the remit of Epping Forest District Council Housing Department.*

For noting only.

6. *It was suggested as a matter of urgency that both EFDC housing department and Essex Police be invited to a meeting to discuss both the antisocial behaviour experienced, and what can happen in future with reference to enforcement action.*

A date for this is to be arranged.

For additional information the Committee is asked to NOTE that

- only 4 of the 12 parking spaces are allocated to specific residents and this does not include the disabled bay.
- parking issues will only be resolved with the assistance and cooperation of the District Council, the car park owner.
- the Town Council is not able to provide an out of hours service for residents to deal with parking problems. Any confrontations are a matter for the police.

The Committee is asked to:

- i. consider the matters outlined above but await the outcome of the formal meeting of the Town Council with Epping Forest District Council and the police, which will be reported to the next meeting of this Committee: and
- ii. confirm that the Town Council should be represented at this meeting by the Town Mayor and the Chairman of this Committee.

Agenda item 5.6
Essex Police

A report of the Local Community meeting held on 23 August 2017 at Limes Hall.

Neighbourhood Police Sergeant Lisa Cooke took the meeting.

The posters were only distributed the day before.

There have been some serious incidents recently with five significant arrests. There was a successful plain clothed drug investigation at The Broadway.

I asked about the speeding issue at Valley Hill. There are tiny cameras filming there. Afterwards volunteers (school children or scout members) will receive training and will hold speed cameras to record speed of traffic. This used to be performed by the fire brigade. We can expect an update on the speeding situation at Valley Hill by the end of October.

There has been much less night crime in Loughton since the closure of Luxe.

I asked about lighting or speed bumps to be put in Traps Hill car park as residents have complained about the noise of cars late at night, especially at weekends. The police officer was not sure who owned the car park. (*This is owned by EFDC and well covered by the new CCTV system.*)

There used to be twenty police officers in the Epping Forest district (110 sq. m) but currently there are only five full-time officers due to cuts. There are also five community support officers, but they do not have the power to make arrests. In addition to the CID teams and drug teams, there are also around fifteen 'Specials'; they work a minimum of sixteen hours per month and are volunteers. They wear full uniform and can make arrests. There are also seven 'active citizens' who are vetted and trained; they wear a jacket saying active citizens and do a variety of tasks depending on their skills, either mobile patrol, drive, walk or office work. At present there is a marketing drive to recruit more of these.

Cllr Barbara Cohen

Loughton Town Council

Summary Income & Expenditure by Budget Heading 31/08/2017

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	18,665	4,882	15,200	10,318	10,318	32.1 %
	Income	34,874	18,937	36,000	-17,064		52.6 %
The Murray Hall (1)	Expenditure	35,437	35,732	131,600	95,868	95,868	27.2 %
	Income	68,551	63,851	64,400	-549		99.1 %
Other Services (2)	Expenditure	8,247	8,243	11,000	2,757	2,757	74.9 %
	Income	1,287	933	0	933		0.0 %
Service Re-charge (3)	Expenditure	131,000	0	135,000	135,000	135,000	0.0 %
Roding Valley Recreation Ground (4)	Expenditure	125,660	13,416	261,450	248,034	248,034	5.1 %
	Income	11,191	12,377	11,250	1,127		110.0 %
Open Spaces (5)	Expenditure	21,683	5,124	25,025	19,901	19,901	20.5 %
	Income	0	0	125	-125		0.0 %
Playgrounds	Expenditure	99,506	4,782	27,857	23,075	23,075	17.2 %
	Income	20,920	0	0	0		0.0 %
Skateboard Facility	Expenditure	1,990	0	34,000	34,000	34,000	0.0 %
	Income	500	0	0	0		0.0 %
Will. Rd. Playing Field (6)	Expenditure	10,807	7,259	16,010	8,751	8,751	45.3 %
	Income	1,619	2,738	1,610	1,128		170.1 %
Van replacement fund	Expenditure	0	0	1,000	1,000	1,000	0.0 %
	Recreation Expenditure	552,994	79,439	658,142	578,703	578,703	12.1 %
	Income	138,942	98,837	113,385	-14,548		87.2 %
	Net Expenditure over Income	414,052	-19,398	544,757	564,155		

Notes

- 1) Murray Hall – income includes £12,000 for 2018/19 paid in advance.
- 2) Other Services – this budget includes £10,000 for community events and £1,000 contingency.
- 3) The annual service recharge is £135,000. Position as at 31.08.17 = £56,250.
- 4) Roding Valley Recreation Ground year to date figure is £13,416. Position as at 31/08/17 including DSO grounds maintenance contract is £57,583. The budget includes £100,000 for the changing room improvements and £20,000 for the Charlie Moules bridge repair fund.
- 5) Open Spaces year to date figure is £5,124. Position as at 31/08/17 including DSO grounds maintenance contract is £10,112.
- 6) The income for the WRPf includes the £1,500 CIF grant for the table tennis table.

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	31.3.17
Murray Hall	40,500
Kingsley Hall	25,000
Roding Valley Recreation Ground	122,200
Skateboarding	30,000
Playgrounds	12,800
Open Spaces	1,000
WRPF	6,500
Community events	2,000
Defibrillators	1,200
Van replacement	6,000
Total	247,200