



RECREATION COMMITTEE

Members of the Recreation Committee

are summoned to attend a Meeting at **7.45pm** on

Wednesday 8 November 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
2 November 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 6 September 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 RC54.1

5.1.1 Traps Hill Playground

On Monday 16 October 2017 the surface of the trampoline was damaged beyond repair. The culprit's father called the Council to report the details of the incident.

The cost of repairs, based on those carried out in November 2016, will be in excess of £1,750 + VAT.

In discussion with the Chairman and after consultation with a user group, it is RECOMMENDED to the Committee that:

- i. the trampoline is removed and replaced with something less vulnerable to vandalism; and
- ii. officers use their best efforts to secure a contribution to the cost of these works.

For information, advice on a suitable replacement item, given the space limitations is being sought from the Project Manager. The user group have suggested a springer see-saw but would welcome a larger slide if practical.

5.2 Community Events – Min no RC54.2

5.2.1 Autumn Half Term event

For information, two one-hour tennis coaching sessions were provided at the courts on the Roding Valley Recreation Ground during the half term holidays for children aged 5 to 11 @ £2.50 per session. The total cost of coaching was £60 with income generated of £33.32 net of VAT.

5.2.2 Christmas events

Arrangements for the Countdown to Christmas event to be held on The Broadway from 3.30pm – 5.30pm on Friday 1 December 2017 are

being finalised. In addition to the usual musical entertainment, Father Christmas will arrive in a horse-drawn carriage, courtesy of T Cribb and Sons, and there will be children's fun fair rides, a magician and entertainer and craft and food stalls. As The Broadway will be closed to traffic for the duration, carriage rides will also be available, subject to the weather conditions. A street collection aims to raise funds for the Chigwell Riding Trust which plans to bring a pony to the event.

Local businesses have been approached and invited to sponsor this event.

5.3 Community Halls – Min no RC54.3

We are grateful to the Loughton, Buckhurst Hill and Chigwell Rotary Club that has donated 1,000 crocus corms for planting in the Murray Hall garden. These purple spring flowers are a symbol of the Rotary's successful 'End Polio Now' campaign.

5.4 Open Spaces – Min no RC54.4

5.4.1 Memorial Rose Garden

This Memorial Garden in Roding Road, championed by the late councillor Ken Angold-Stephens, has attracted many compliments since its creation in 2014. Sadly, this year the box hedging around the rose beds finally succumbed to disease.

We are grateful to several local residents for their generous donations amounting to £250 that helped with the cost of replacing the box with a hardy evergreen, Hedge Germander, as recommended by the Royal Horticultural Society. The net cost of the plants and planting was £390.

5.5 Essex Police – Min no RC54.6

The next local community meeting is to be held on Tuesday, 21 November 2017 from 7pm to 8pm at St Mary's Church, High Road, Loughton. As the Chairman is unavailable that evening, members are asked to volunteer to ensure that the Council is represented.

For information, future meeting dates are shown as follows:

- Thursday January 11, 2018, 7pm to 8pm, Roding Hall, 26 Station Way, Buckhurst Hill, IG9 6LN
- Wednesday April 4, 2018, 7pm to 8pm, Murray Hall, Borders Lane, Loughton

5.6 Defibrillators – Min no RC54.7

For information: The District Council again deferred a decision on whether to make an award to the two town centre partnerships for this project until its meeting on 30 October 2017. Following the required call-in period, we anticipate that an announcement will be made on these grant applications in mid-November.

5.7 Willingale Road Nature Reserve/Community Orchard – Min no RC54.9

For information: A fruit picking and volunteer day organised by Epping Forest Countrycare was held on Thursday 21 September from 10am – 4pm.

Countrycare staff also carried out routine clearance work. The cost of this event was £360 net of VAT.

Councillors and council staff also attended the site to pick the remaining apples and delivered several bags of fruit to the Loughton Food Bank and to the Restore Community Centre.

5.8 Roding Valley Recreation Ground – Min no 54.10

5.8.1 Teens Unite Event

For information: This charity event held on Sunday 1 October 2017 on the field by the lake was well organised with approximately 180 participants. £2,127 was raised for the teenage cancer charity.

5.8.2 Football Changing Rooms

Following further works to the water supply and satisfactory test results, the showers in the changing rooms were reinstated from the weekend of 14/15 October 2017.

At the last meeting, the Committee offered a ten per cent discount to teams for this disruption and the rebate will be apportioned to reflect the six missed weeks.

*** 5.8.3 Improvements Project**

The Committee is asked to consider the draft terms of reference to guide the working party in this regard (see page 5).

5.8.4 Mobile Refreshment Facility

To consider providing a temporary mobile refreshment facility under licence to better gauge the viability of including a café in the plans for the refurbishment of the changing rooms.

5.9 Essex Playing Fields Association Awards 2017

On Thursday 19 October 2017, Cllr Wixley and the Services Manager attended the AGM and Awards ceremony held at the Essex Police Sports and Social Club in Springfield, near Chelmsford. They were presented with the following awards by Lord Petre, Patron of the EPFA:

Class 1, for playing fields serving a population of 2,500 or more:

Roding Valley Recreation Ground **Winner*** (to certify it was maintained to the highest standards to the satisfaction of the Association.)

Willingale Road Playing Field – Certificate of Merit

Class 3, for Children's playgrounds whether on or off playing fields, but judged apart from any playing field on which they are situated:

Traps Hill playground **Runner Up***

Westall Road playground – Certificate of Merit **Gold Award**

Newmans Lane playground – Certificate of Merit **Gold Award**

*Gold Award certificates of merit also accompanied both winners and runners up awards.

6 Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see pages 6 – 7).

7 Sports Development Team

To receive a short presentation from members of the District Council's Sports Development Team about their work.

8 Committee Priorities for 2018/19

8.1 As part of its overall plan and to complement the budget-making process, the Committee is asked to review its priority list for 2017/18.

- * The attached priorities were last revised in November 2016 (see page 8).

8.2 The Committee is also requested to review the items proposed to the Planning and Licensing Committee last year, as being suitable for a developer's Section 106 or Community Infrastructure Levy contribution should the opportunity arise.

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

9 Estimates for 2018/19

The Committee is asked to prepare its Estimates for 2018/19.

- * See attached report (pages 9 – 10 and appendix 1).

10 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
2 November 2017

Agenda item 5.8.3

**Roding Valley Recreation Ground Improvements Project
Working Party**

TERMS OF REFERENCE (draft)

Purpose

To prepare recommendations concerning the refurbishment of the football changing rooms and adjacent car park area, for consideration by the Recreation Committee.

Membership

- At least 3 councillors to be appointed annually by the Recreation Committee;
- Quorum: a minimum of 2 councillors at each meeting.
- Support to be provided by the Town Clerk and Services Manager;

It is open to the Working Party to invite representatives from other authorities and relevant organisations to attend meetings.

Accountability and Power:

The Working Party

- will report back to the Recreation Committee at every meeting;
- cannot make decisions on behalf of the Town Council; and
- any recommendations made by the Working Party will be subject to approval by the Recreation Committee or an officer, subject to the scheme of delegation included in the Standing Orders of the Council.

NB: Meetings of the Working Party will not be open to the public; therefore Standing Orders are not applicable, although the Code of Conduct still applies.

Summary Income & Expenditure by Budget Heading 27/10/2017

Month No: 7

Recreation Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget	
Recreation								
Kingsley Hall	Expenditure	18,665	7,062	15,200	8,138	8,138	46.5 %	
	Income	34,874	28,593	36,000	-7,407		79.4 %	
The Murray Hall (1)	Expenditure	135,437	62,055	131,600	69,545	69,545	47.2 %	
	Income	68,551	73,486	64,400	9,086		114.1 %	
Other Services (Rec) (2)	Expenditure	8,247	9,069	11,000	1,931	1,931	82.4 %	
	Income	1,287	976	0	976		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	19,727	261,450	241,723	241,723	7.5 %	
	Income	11,191	13,002	11,250	1,752		115.6 %	
Open Spaces (5)	Expenditure	21,683	8,513	25,025	16,512	16,512	34.0 %	
	Income	0	200	125	75		160.0 %	
Playgrounds	Expenditure	99,506	6,296	27,857	21,561	21,561	22.6 %	
	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 %	
Willingale Road Playing Field (6)	Expenditure	10,807	9,011	16,010	6,999	6,999	56.3 %	
	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	121,733	658,142	536,409	0	536,409	18.5 %
Income		138,942	118,995	113,385	5,610			104.9 %
Net Expenditure over Income		414,052	2,737	544,757	542,020			

Notes

- 1) Murray Hall – income includes £14,031 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 31.10.17 = £78,750.
- 4) Roding Valley Recreation Ground year to date figure is £19,727. Position as at 31/10/17 including DSO grounds maintenance contract is £82,032. 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 £8,513. Position as at 31/10/17 including DSO grounds maintenance contract is £15,706.
- 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

**Agenda item 8
Committee Priorities for 2018/19**

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	Skate park facility	Monthly events during summer months whilst the search for a suitable site continues.
3	Playgrounds	New works/upgrading
4	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
5	Provision of Public Access Defibrillators	Collaboration with stakeholders
6	Roding Valley Recreation Ground	Registration as a “Field in Trust”
7	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – no action at present. EFDC assisting in monitoring the erosion
8	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
9	Solar energy installations for Council buildings	Further research and budgetary allowance
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

Agenda item 9

Estimates for 2018/19

8.1 Income – Fees and Charges

The current level of fees and charges may be viewed at <https://tinyurl.com/ycelcf23> or a paper copy can be made available on request from the Council offices.

The annual increases are historically based on September's Retail Price Index. The September 2017 RPI figure was 3.9 per cent.

The Committee is asked to review the fees and charges as follows:

- i. Kingsley Hall
- ii. Murray Hall
- iii. Football and changing rooms
- iv. Use of Roding Valley Recreation Ground by television/film crews
- v. Funfairs on Roding Valley Recreation Ground (subject to council approval)

RECOMMENDATION that fees and charges are increased by 3.9 per cent.

8.2 The Committee's Rolling Programme (see page 10)

The first of the three columns for each financial year provides details of the cost of running the core services. The second column shows expenditure items already agreed in principle by the Committee that provide enhanced services and the final column additional items to be confirmed or amended by the Committee. This layout provides data to assist with the precept process and helps ensure that the level of general reserves held continues to meet the Council's reserves policy. Three years' forecasting where appropriate is included to allow forward planning. Where no figures are shown against core running costs, inflation increases will be applied.

The Committee is asked if it wishes to make any amendments and confirm any budgets marked 'to be confirmed' for the financial year 2018/19.

8.3 Expenditure (see Appendix 1 under separate cover)

The Budget Summary document from the Council's accounts software package provides details of:

- last year's budget and actual income and expenditure excluding monies transferred to earmarked reserves (Last Year 16/17).
- the revised budget and actual figures of income and expenditure to date for the current financial year (Current Year 2017/18).
- a forecast of the figures for the whole year (Projected Actual).
- a draft budget for 2018/19 (Next Year 2018/19 - Budget) to be confirmed by the Committee. NB: The total budget expenditure for 2018/19 includes an unconfirmed figure of £135,000 as the recharge amount.

The Committee is asked to consider the following reports and confirm the Estimates for 2018/19.

Recreation Committee Rolling Programme Expenditure		2017/18			2018/19			2019/20		
		Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)	Core running costs	Enhanced services	Additional items (desired)
Function	Activity									
Kingsley Hall	Operate small hall as community facility; basic standard but maintained in good condition	15,200			15,280			16,000		
	Replacement windows and doors*					20,000				
	Replacement tables									TBC
	Interior redecoration						5,000			
	Energy efficiency measures						TBC			
Murray Hall	Operate and maintain quality community venue	59,300			58,540			60,000		
	Loan repayments	72,300			72,300			72,300		
	Energy efficiency measures*									TBC
Other services	Contingency	1,000			1,000			1,000		
	Community events		10,000			10,000	2,000		TBC	TBC
	Defibrillators*				1,200					
Roding Valley Rec. Gd.	To manage a recreation ground and its associated sporting activities	141,450			148,900	6,000		150,000		
	Major improvements (grant funding required)*		100,000			100,000	20,000		TBC	
	Charlie Moules Bridge repair fund*		20,000			20,000				
Open Spaces	Maintenance of various grassed areas in the town including land adj to WRd Allotments	21,025			23,350			24,000		
	Land adj to WRd Allotments		1,500			840			900	
	Memorial Rose Garden		2,500			2,600			2,650	
Playgrounds	Maintenance and rolling programme of improvements of 8 playgrounds	24,560		3,297	24,990			26,000		
	Upgrading works (RVRG play area)						20,000			
Skateboarding facility - Capital	To provide a skateboarding facility*		33,000			33,000			TBC	
Skateboarding facility - Revenue	To provide skateboarding events		1,000			1,000			TBC	
Willingale Road Playing Field	To operate and maintain a playing field offering informal public leisure and football pitches	13,010			13,990			15,000		
	Tree inspection and works	3,000			5,000			5,000		
Vehicle replacement			1,000			1,000			1,000	
TOTALS		350,845	169,000	3,297	364,550	194,440	47,000	369,300	4,550	-
* Money from earmarked reserves		Grand total				605,990			373,850	
	Service recharge		135,000			135,000	TBC			
	Net expenditure		658,142			740,990				