



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 28 March 2018

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

to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
22 March 2018

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 10 January 2018.
- 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 RC73.1

5.1.1 Traps Hill Playground

The Services Manager is finalising the order for the replacement item of equipment – a double springer seesaw, as preferred by the Loughton Mums Group.

The Town Clerk will provide an update on efforts to secure a significant contribution to the cost of the works to replace the vandalised trampoline.

5.1.2 Safety Inspections

The RoSPA inspection was carried out at all play areas, outdoor gyms, football pitches and ball courts on 30 and 31 January 2018 at a net cost of £1,133.35. The Services Manager is arranging for some minor works identified in the reports to be carried out.

5.2 Community Events – Min no RC73.2

5.2.1 Annual Town Mayor's Charity Fun Run

The 2018 Fun Run is to be held at 10.30am on Sunday 29 April on the Roding Valley Recreation Ground as in previous years. This will be part of the 2018 Loughton Festival event programme and so will be in aid of the Chigwell Riding Trust.

Registration opens at 9.30am with a warm up session at 10.15am. A bouncy castle will be provided for children (£175), face painting (£100) and hot and cold refreshments provided by volunteers from the Restore Community Centre.

Entry fees are as before, £10 for adults, £5 for children, £20 family ticket, with the additional option to raise sponsorship.

5.2.2 Play in the Park

Dates for the Play in the Park activities during the Easter and Summer school holidays have been confirmed as follows:

Easter Holidays:

Fridays 6 & 13 April, 10am–12 noon, Roding Valley Recreation Ground

Summer 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 Council's total contribution to the costs of these free events will be £780 from the Community Events budget.

5.2.3 Jessel Green Fun Day

Epping Forest District Council has now granted a licence for this event to be held from 12 noon until 4pm on Sunday 15 July 2018. The Town and Community Development Officer is working on arrangements. A programme of events on a stage and arena area is being organised.

5.2.4 “Battle’s Over” – a Hundred Years of Remembrance

Heritage matters usually fall under the Environment and Heritage Committee. However, in the absence of a specific budget for the special event to commemorate the centenary of the end of WWI, this will be funded through the Community Events budget held by this committee.

For information, plans are being finalised to light the beacon on Hillyfields at 7pm on Sunday 11 November 2018 as part of the national tribute. More details may be found at <http://brunopeek.co.uk/>

5.3 Willingale Road Playing Field

For information, the removal of the vandalised table tennis table has been delayed by the ground conditions on site which have prevented vehicle access from the Davenant School site.

5.4 Essex Police – Min no RC54.6

For information, the next local community meeting will take place on Wednesday April 4, 2018, 7pm to 8pm, Murray Hall, Borders Lane, Loughton.

The Council's nominated representatives are Cllrs Abraham, Cohen, Mahoney and Wixley. However, these meetings are open to all.

5.5 Defibrillators – Min no RC54.7

For information, the installation of three defibrillators and key code locked all weather cabinets is anticipated shortly with the locations outside the following premises:

- Housing Office, The Broadway
- Loughton Club, Station Road
- Morrisons, Loughton High Road

In addition, a defibrillator is to be made available by the Park Run group at the Roding Valley Recreation Ground changing rooms for events.

After extensive research with providers, an order has been placed with the Community Heartbeat Trust at a net cost of £5,610.

This is to provide 3 semi-automatic defibrillators and cabinets under a Managed Solution Adoption Agreement with the CHT which runs for a minimum of four years. This agreement means that the CHT remains the owner of the equipment and so provides service and full insurance and post event trauma counselling. The Town Council will be responsible for weekly visual inspections that must be reported on line, annual electrical safety checks and consumables.

The funding of this project is as follows:

	£	Paid
Loughton Town Council	1,200	✓
Broadway Town Centre Partnership	500	✓
EFDC grant (BTCP)	1,500	✓
Broadway Traders	500	✓
Loughton 1 st (Loughton TCP)	500	✓
EFDC grant (Loughton 1 st)	1,000	x
Loughton, Chigwell & Buckhurst Hill Rotary Club	600	✓
	£5,800	

Once installation is confirmed, it is intended to run a major publicity campaign to highlight both the new and the existing equipment locations and availability. It is also planned to have an 'opening ceremony' at the various locations in order to be able to thank the supporters.

5.6 Roding Valley Recreation Ground – Min no 54.10

5.6.1 Improvements Project

In response to concerns about the long term safety of electricity and water supplies to the football changing rooms, a short meeting of the working party was held to discuss whether it would be practical to offer football changing facilities at the Recreation Ground for the 2018/19 season. This would have a potential impact on league matches and adult teams.

Over the recent years, the Services Manager has used his best endeavours to maintain the changing rooms but advises that the time has come to undertake the major refurbishment rather than keep spending money on repairs. For information, to date over £4,000 has been spent on repairs this financial year.

Following discussions with the working party, the Services Manager has been in touch with the South Loughton Cricket Club to investigate whether it would be feasible to share their facilities for the next season to avoid having to withdraw this facility for some of the teams. Mr Hoy will provide an update at the meeting.

With regard to the major improvements project, officers are to enlist the support of Sports Development Officers at Epping Forest District Council to help progress this.

5.6.2 Mobile Refreshment Facility

Expressions of interest have been invited from operators prepared to provide hot and cold drinks and snacks from April through September. Advice on licensing has been sought from the District Council. The Town Clerk will report at the meeting.

5.6.3 Dog and Litter bins

For information, following Epping Town Council's decision to withdraw the management of the dog bin emptying contract for a number of local councils, the Services Manager has arranged a new contract with local contractor, TBS Hygiene.

During the worst of the recent winter weather, the dog bin along the river path from the lake before Cranleigh Gardens' field ended up in the river. Several complaints were received that this bin had not been emptied; this was owing to the poor ground conditions which precluded vehicle access. However, it also transpires that this particular bin attracts a considerable amount of general litter leading to regular overflowing. The Services Manager has arranged for a new dog bin to be installed at a net cost of £328. He will also arrange for the relocation of an underused general litter bin, currently hidden behind a fence near the changing rooms, to the river path to address the overflowing problem.

5.6.4 Walking Football

Thanks to the support of the Health and Wellbeing team at the District Council, this new provision at the Recreation Ground will commence on Saturday 28 April from 10.30am – 11.30am. The costs of 5-a-side pitch marking are likely to be in the region of £800 for the initial summer season and the Services Manager has asked EFDC to share these costs.

5.6.5 Tennis Coaching

One hour coaching sessions for children have been arranged for the afternoons of the two Tuesdays and Thursdays during the Easter school holidays at a cost of £120. The fees per child are £2.50 per session and all equipment is provided. The sessions are aimed at 5-11 year olds. The coach is James Biggane, a professional LTA licensed coach, who has successfully run sessions for us before.

Places are limited to 12 children per session with bookings currently standing at fifty per cent. We feel confident that sessions will fill up closer to the time as they are very much dependent on the weather.

5.6.6 Junior Park Run

Following on from the success of the Park Run sessions on a Saturday morning, the Council has been approached by a local resident who would like to start a Junior Park Run to operate on the Recreation Ground on Sunday mornings at 9am as part of the national scheme.

Initial discussions raised concerns about the potential adverse impact on local residents from the resulting additional parking given that participants in regular Sunday football matches start arriving soon after 9am. The resident was put in touch with Sports Development officers

at the District Council to see if an alternative location could be identified but this has not been progressed.

The Committee is asked to consider the matter further.

5.7 Murray Hall

For information, during the recent bout of snow despite regular salt and gritting by council staff, it was necessary to close the car park for safety reasons.

Following advance notification of this, a weekend hirer decided to reschedule her child's birthday party from Sunday 4 March 2018, but was unable to find a mutually convenient date in the forthcoming months when her entertainer was also available and so she cancelled. Following discussions with the members of the Community Halls Working Group, a full refund of hire fees was made to the hirer. The Committee is asked to NOTE this course of action.

5.8 Future Work of the Committee – Min no RC76

Unfortunately it was not possible to include the award presentations at the Annual Town Meeting but arrangements will be made to recognise the contributions of those parties.

5.9 EPFA Best Kept Playing Fields Competition 2018

To NOTE that the 2018 Awards Competition has been launched. Applications are required by 15 April 2018 with the nominal fee of £10 for the first five entries and £2 per entry thereafter.

There are seven classes:

1. Playing fields serving communities of 2,500 or more;
2. Playing fields serving communities fewer than 2,500;
3. Children's playgrounds;
4. Cricket grounds;
5. Playing fields professionally maintained and managed by large local authorities and commercial organisations;
6. Best kept football pitch; and
7. Exceptional work carried out throughout the year.

Awards are announced in October at the EPFA AGM.

The Committee is asked to confirm that an application may be submitted.

5.10 Open Spaces

5.10.1 Hillyfields

The Town Council was contacted by a Flood Investigation Engineer at Essex County Council regarding a proposal to install a flood alleviation scheme on the lower corner of this site at the junction of Pyrles Lane and Rectory Lane. This was in response to the identification of Pyrles Brook as an area warranting further investigation as surface flooding could affect a significant number of residential properties.

The proposal was to create an attenuation area, to allow water to be stored at times of flood before reaching those at risk. The design would also allow a controlled flow into the existing drainage network to ensure that it does not become overwhelmed. As with other schemes the storage area would only become wet during times of flood flows and water would be stored for no more than 48 hours.

Before a site meeting could be arranged, it was pointed out to ECC that most of the area concerned was owned by the City of London and as there are a number of significant trees their original proposal scheme has been halted for further investigation.

5.10.2 Memorial Garden

For information, the maintenance contract for 2018/19 has been awarded to Greenhill Gardening Services at a net cost of £1,240.00. Additional mulching and summer geraniums for the containers will also be arranged.

5.10.3 Willingale Road Nature Reserve and Community Orchard

The Services Manager has met with the Epping Forest Countrycare Team to discuss the maintenance for 2018/19. They plan to undertake three clearance visits at £420 a day and as well as staying on top of the bramble growth it is hoped to create a pathway through the site close to the two old oak trees. Mr Hoy is to arrange for the repair of the notice board near the entrance which has been vandalised.

6 Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see pages 7 – 8). Please note that this is not the end of year position.

7 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
22 March 2018

Agenda item 6

Loughton Town Council

Summary Income & Expenditure by Budget Heading 28/02/2018

Month No: 11

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 (1)	Expenditure	18,665	12,546	15,200	2,654	2,654	82.5 %
	Income	34,874	39,956	36,000	3,956		111.0 %
The Murray Hall (2)	Expenditure	35,437	120,049	131,600	11,551	11,551	91.2 %
	Income	68,551	88,695	64,400	24,295		137.7 %
Other Services (3)	Expenditure	8,247	9,199	11,000	1,801	1,801	83.6 %
	Income	1,287	7,129	0	7,129		0.0 %
Service Re-charge (4)	Expenditure	31,000	0	135,000	135,000	135,000	0.0 %
Roding Valley Recreation Ground (5)	Expenditure	25,660	32,248	261,450	229,202	229,202	12.3 %
	Income	11,191	13,973	11,250	2,723		124.2 %
Open Spaces (6)	Expenditure	21,683	13,932	25,025	11,093	11,093	55.7 %
	Income	0	225	125	100		180.0 %
Playgrounds (7)	Expenditure	99,506	12,233	27,857	15,624	15,624	43.9 %
	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 (8)	Expenditure	10,807	12,858	16,010	3,152	3,152	80.3 %
	Income	1,619	2,858	1,610	1,248		177.5 %
Van replacement fund	Expenditure	0	0	1,000	1,000	1,000	0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>							
	Recreation Expenditure	552,994	213,065	658,142	445,077	445,077	32.4 %
	Income	138,942	152,836	113,385	39,451		134.8 %
	Net Expenditure over Income	414,052	60,229	544,757	484,528		

Notes

- 1) Kingsley Hall – income includes £3,516 for 2018/19 paid in advance.
- 2) Murray Hall – income includes £15,406 for 2018/19 paid in advance.
- 3) Other Services budget includes £10,000 for community events and £1,000 contingency.
- 4) The annual service recharge is £135,000. Position as at 28/02/18 = £123,750.
- 5) Roding Valley Recreation Ground year to date figure is £32,248. Position as at 28/02/18 including DSO grounds maintenance contract is £120,290. The budget includes £100,000 for the changing room improvements and £20,000 for the Charlie Moules bridge repair fund.
- 6) Open Spaces year to date figure is £13,932. Position as at 28/02/18 including DSO grounds maintenance contract is £22,932.
- 7) Playgrounds – although this appears an underspend, a significant sum will be transferred to earmarked reserves at the end of the financial year towards the refurbishment of the RVRG play area.
- 8) 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	01/04/17
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