



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 13 June 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
7 June 2018

Membership:

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

Councillors

R Brookes
S Murray

B Cohen
M Stubbings

J Jogia

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 28 March 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 RC82.1**
 - 5.1.1 Traps Hill Playground**

The 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 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 next 6-monthly inspections will be carried out at all play areas on 5 July 2018.
 - 5.1.3 Insurance**

Details of the premium for insuring all the items of play equipment have been requested from the Council's brokers. Once these are known, the Resources and General Services Committee will consider the advisability of taking out this cover.
 - 5.2 Community Events – Min no RC73.2**
 - 5.2.1 Annual Town Mayor's Charity Fun Run**

The 2018 Fun Run, held on Sunday 29 April on the Roding Valley Recreation Ground, raised £510 for the Chigwell Riding Trust.
 - 5.2.2 Play in the Park**

For information, the dates for the Play in the Park activities during the Summer school holidays are as follows:

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

5.2.3 Jessel Green Fun Day – Min no RC82.2.3

Publicity for this year's community fun day to be held from 12 noon until 4pm on Sunday 15 July 2018 is underway and we are grateful to Cllr Philip Abraham who has kindly offered to act as the official photographer.

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

Councillors are invited to volunteer to assist during the event on the Town Council stall, advising visitors and helping with the raffle. This year's charity is Oakview School, one of the Town Mayor's charities; the others being Epping Forest Foodbank and St Clare Hospice, which will have a stall at the event.

The Assistant Town Clerk is investigating the cost and advisability of obtaining event cancellation cover for this year's event.

5.3 Willingale Road Playing Field

A claim regarding possible tree root damage to a rear conservatory on a property in Willingale Road has been passed to the Council's insurance company. Their appointed Tree Root Liability Specialist has recommended that crown reduction be carried out on two Town Council trees - an oak and ash tree, to the rear of the property boundary. The Services Manager has this in hand.

For information, the pedestrian footbridge from the Willingale Road car park onto the playing field has been repaired at a net cost of £1,522. The works included clearing debris from the water course.

5.4 Loughton Cricket Club

The final draft of the lease has now been agreed and it is hoped that the transfer of the land to the Town Council from the Trust and the completion of the lease can be actioned without further delay.

5.5 Defibrillators – Min no RC82.5

For information, installation of the equipment outside the Housing Office in The Broadway has been delayed by legal matters.

Operation of the equipment outside the Loughton Club and Morrisons will commence once the East of England Ambulance Service has included them on their data system.

5.6 Roding Valley Recreation Ground – Min no – Min no RC82.6.1

5.6.1 Improvements Project

Members of the Working Party and officers are meeting with a representative from the Essex Football Association on Friday 8 June 2018 to discuss the project. A report will be given at the Committee meeting.

5.6.2 Mobile Refreshment Facility – Min no RC82.6.2

There has been a poor response to an invitation to operators prepared to provide hot and cold drinks and snacks from April through September. A contractor would be required to obtain a street trading license from Epping Forest District Council at a cost of £410. If the application was unsuccessful, only 50% of the fee would be refundable.

5.6.3 Walking Football – Min no RC82.6.4

The Chairman and Services Manager will provide an update at the meeting.

5.6.4 Tennis Coaching – Min no RC82.6.5

The Committee is asked to confirm that tennis coaching sessions for children may be arranged during the summer holidays.

5.6.5 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 is currently seeking funding.

For information, officers understand that the organiser of the main Parkrun events has made an approach to both the Loughton Athletic and South Loughton Cricket Clubs seeking storage room for their equipment. As the football changing rooms will not be in use for the foreseeable future, the Services Manager is to offer storage there to Parkrun.

5.6.6 Teens Unite Charity Event

For information: following an approach by Teens Unite (the teenage cancer charity) and discussions with the Chairman, permission has been given for them to use a section of the Roding Valley Recreation Ground on Sunday 7 October 2018 to hold another obstacle race fundraising event for young people. They used the field in front of the lake, free of charge, around the same time last year and the event was considered a success in terms of money raised and number of participants. The Service Manager reports that the group was very easy to work with and complied with all of our instructions, leaving the site in a good condition.

5.6.7 All-Weather Running Track

Following enquiries from members of the public and OHERA, the Committee is asked to consider whether to offer regular public access for running training during regular set hours over the winter months. This access would be for pre-booked sessions only. If agreed, signage to this effect would be installed.

5.6.8 South Loughton Cricket Club – Min no RC82.6.6

The Club is seeking permission from the Town Council to install a third 20' metal container by the Pavilion to provide additional storage. Committee members and officers undertook a site visit on 6 June 2018 to better gauge the potential impact of this proposal.

Advice from the Planning Authority is that whilst formal planning permission is not required as the container is deemed ancillary to the

sports clubs activities, there are concerns about the potential creeping development on the green belt. Should the Committee be agreeable to the additional container being installed, the Planning Officer suggests that in order to properly address the matter, the SLCC should be required to apply for a Certificate of Lawfulness for their proposal. This will enable the Planning Authority to consider the lawfulness. The Committee is asked for its comments.

It is further noted that the Club has had an informal arrangement with a football club allowing them access to the Pavilion and storage facilities. This is contrary to the lease which states the SLCC premises are intended only *“for the purpose of practising and playing cricket and activities associated with cricket only and not to allow the Premises to be used for any other purpose without the consent of the Council in writing”*. The Committee is asked to CONFIRM that this may be regularised by a ‘side letter’.

The Committee may also wish to take this opportunity to undertake a rent review as allowed for by the lease – the annual rent has been £850 per annum since 2008. The Lease allows for the revised rent to be agreed between the Council and the Club or (in the absence of agreement) determined by an independent expert.

5.6.9 Grounds Maintenance

For information: Residents have commented on the length of grass left alongside the river on the Recreation Ground. A conscious decision was taken some years ago as 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 is 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.

Additionally, the gang mowers cannot be safely driven too close to the river bank meaning the grass would have to be cut using a powered lawn mower guided by an operative. This would increase the costs considerably.

The Chairman recalls that, when he was a child, the unmown strip was actually much wider. People created a footpath in the middle of it and no doubt enjoyed views of the river and the sight of butterflies on the wild flowers.

5.6.10 Fly-tipping

Officers are concerned that there have now been four incidents of fly-tipped lounge furniture in the changing rooms' car park since the start of the year. We are grateful for the assistance of Epping Forest District Council in ensuring that this is removed at the earliest opportunity and at a reasonable cost.

The security of the car park is an issue that will need careful consideration during the design stage of the improvement project.

5.6.11 Royal Oak Sign

For information, arrangements had been made for the Town Council to receive the large post and pub sign from the contractors. Whilst it had been planned to store the sign in the Cemetery, owing to the size of the delivery vehicle and sign it was decided at short notice to store the sign by the Roding Valley Recreation car park.

5.7 Kingsley Hall

The Services Manager has sought quotations for the removal of a section of the damaged brick wall at the rear of the property showing cracking from nearby tree root activity. It is proposed to replace the bricks with a double-sided close-boarded fence at the same height to avoid a repeat of the problem. This has the approval of the neighbour. The net cost is £3,750 and includes the removal of the small brick flower bed and installation of pavers. The hall's regular hirer, Kingsley Pre-School, has been advised and is supportive of this course of action.

The double-sided close boarded fencing panels are wooden fencing panels formed from vertical feather edge boards, each partially overlapped. The panels look the same on both sides.

The Committee is asked to CONFIRM this course of action.

For information, the two wooden-slatted benches in the yard have already been removed as they were beyond repair. Hirers are able to take the plastic hall chairs outside if required. This has also increased the external area available.

The next project for this building will be the replacement of the windows and doors.

5.8 Murray Hall

For information, E15 Acting School, the Hall's regular weekday hirers, have re-booked for the academic year 2018/19. The net rental income will be £36,130 for the period September 2018 – May 2019.

5.9 Open Spaces

5.9.1 Hillyfields – Min no RC82.10.1

Further to the report to the last meeting, the Town Clerk and Services Manager will be meeting with a Flood Investigation Engineer from Essex County Council on Tuesday 12 June 2018 to discuss a proposal to install a flood alleviation scheme on the lower corner of this site at the junction of Pyrles Lane and Rectory Lane. A report will be provided at the Committee meeting.

5.10 Committee Responsibilities

The Chairman asks if members would like to join him on a tour of the sites that fall under the Committee's responsibilities.

6 Financial Position

*** 6.1 End of Year Report**

The accounts for 2017/18 were approved by full Council on 9 May 2018 but subsequently each committee is given the opportunity to examine its income and expenditure in detail.

- * The end of year financial report for 2017/18 is attached together with details of the transfers to and from earmarked reserves (see pages 7 – 8).

6.2 Current Financial Position

The current financial position is attached together with details of the funds available from earmarked reserves (see pages 9 – 10).

7 Loughton Centre for Young People

The Committee is asked to consider a proposal regarding the sub-letting of part of this building next to the Murray Hall to Voluntary Action Epping Forest.

Essex County Council will also need to consider this and, if it supports this proposal, will need to apply to the Town Council for consent to change the “Permitted Use”; the consent is not to be unreasonably withheld.

Subject to that consent being given, ECC will then need to issue a “Licence to Occupy on Short-Term Basis” to VAEF.

For information, the Lease for this Centre currently restricts use to the “provision of youth services or services ancillary thereto”.

For information, VAEF normally operates on Mondays through Fridays with hours from 8 to 6. The maximum parking required by them is given to be seven cars, but more usually it’s about five.

The Committee is asked for its comments.

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
7 June 2018

Summary Income & Expenditure by Budget Heading 31/03/2018

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	18,665	14,042	15,200	1,158	1,158	92.4 %
	Income	34,874	36,498	36,000	498		101.4 %
The Murray Hall	Expenditure	35,437	125,445	131,600	6,155	6,155	95.3 %
	Income	68,551	73,186	64,400	8,786		113.6 %
Other Services (Rec)	Expenditure	8,247	14,875	11,000	-3,875	-3,875	135.2 %
	Income	1,287	8,129	0	8,129		0.0 %
Service Re-charge (Rec)	Expenditure	31,000	135,000	135,000	0	0	100.0 %
Roding Valley Recreation Ground	Expenditure	125,660	137,888	261,450	123,562	123,562	52.7 %
	Income	11,191	14,019	11,250	2,769		124.6 %
Open Spaces	Expenditure	21,683	23,488	25,025	1,537	1,537	93.9 %
	Income	0	225	125	100		180.0 %
Playgrounds	Expenditure	99,506	17,034	27,857	10,823	10,823	61.1 %
	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	Expenditure	10,807	15,286	16,010	724	724	95.5 %
	Income	1,619	2,912	1,610	1,302		180.9 %
Van replacement fund	Expenditure	0	0	1,000	1,000	1,000	0.0 %

INCOME - EXPENDITURE TOTALS

Recreation Expenditure	552,994	483,058	658,142	175,084	175,084	73.4 %
Income	138,942	134,969	113,385	21,584		
Net Expenditure over Income		414,052	348,089	544,757	196,668	

Agenda item 6.1 cont'd**Earmarked Reserves:**

A summary of the Committee's reserves showing the end of year transfers is provided below:

	1.4.17	Net transfers to/from reserves	31.3.18
Recreation Committee			
Murray Hall	40,500	0	40,500
Kingsley Hall	25,000	0	25,000
Roding Valley Recreation Ground	122,200	0	122,200
Skateboarding	30,000	-20,000	10,000
Playgrounds	12,800	6,200	19,000
Open Spaces	1,000	1,500	2,500
WRPF	6,500	1,500	8,000
Community events	2,000	-2,000	0
Defibrillators	1,200	-1,200	0
Van replacement	6,000	1,000	7,000
Total	247,200	-13,000	234,200

Summary Income & Expenditure by Budget Heading 31/05/2018

Month No: 2

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	14,042	1,433	35,280	33,847	33,847	4.1 %	
	Income	36,498	12,332	37,000	-24,668		33.3 %	
The Murray Hall	Expenditure	125,445	6,412	132,840	126,428	126,428	4.8 %	
	Income	73,186	28,664	66,620	-37,956		43.0 %	
Other Services (1)	Expenditure	14,875	630	12,200	11,570	11,570	5.2 %	
	Income	8,129	35	0	35		0.0 %	
Service Re-charge (2)	Expenditure	135,000	0	138,000	138,000	138,000	0.0 %	
Roding Valley Recreation Ground (3)	Expenditure	137,888	2,752	264,900	262,148	262,148	1.0 %	
	Income	14,019	2,922	4,750	-1,828		61.5 %	
Open Spaces (4)	Expenditure	23,488	496	26,790	26,294	26,294	1.9 %	
	Income	225	0	0	0		0.0 %	
Playgrounds	Expenditure	17,034	514	39,990	39,476	39,476	1.3 %	
Skateboard Facility	Expenditure	0	0	10,000	10,000	10,000	0.0 %	
Will. Rd. Playing Field	Expenditure	15,286	369	18,990	18,621	18,621	1.9 %	
	Income	2,912	0	1,510	-1,510		0.0 %	
Van replacement fund	Expenditure	0	0	1,000	1,000	1,000	0.0 %	
<u>INCOME - EXPENDITURE TOTALS</u>								
	Expenditure	483,058	12,606	679,990	667,384	0	667,384	1.9 %
	Income	134,969	43,954	109,880	-65,926			40.0 %
	Net Expenditure over Income	348,089	-31,349	570,110	601,459			

Notes

- 1) Other Services budget includes £10,000 for community events, £1,200 for defibrillators and £1,000 contingency.
- 2) The annual service recharge is £138,000. Position as at 31/05/18 = £23,000.
- 3) Roding Valley Recreation Ground year to date figure is £2,752. Position as at 31/05/18 including the DSO grounds maintenance contract is £18,266. The budget includes £100,000 for the changing room improvements and £15,000 for the Charlie Moules bridge repair fund.
- 4) Open Spaces year to date figure is £496. Position as at 31/05/18 including DSO grounds maintenance contract is £2,222.

Agenda item 6.2 cont'd**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	01.04.18
Murray Hall	40,500
Kingsley Hall	25,000
Roding Valley Recreation Ground	122,200
Skateboarding	10,000
Playgrounds	19,000
Open Spaces	2,500
WRPF	8,000
Community events	0
Defibrillators	0
Van replacement	7,000
Total	234,200