



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 29 August 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 August 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 13 June 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 RC88**
 - 5.1.1 Traps Hill Playground**
The Town Clerk will provide an update at the meeting.
 - 5.1.2 Safety Inspections**
A 6-monthly inspection of all play areas was carried out by a member of the RPII on 5 July 2018 at a net cost of £395. The Services Manager will arrange for the minor repairs identified to be carried out as soon as possible.
 - 5.1.3 Insurance**
The Resources and General Services considered the insurance of play equipment as requested. In view of the low risk of the cost of repairs to rectify damage resulting from vandalism exceeding the excess, the Committee took no further action at this time.
 - 5.2 Community Events – Min no RC88.2**
 - 5.2.1 Jessel Green Fun Day**
This year's community fun day held on Sunday 15 July 2018 was well-attended and well-received. We appreciate the work of our partner organisations and volunteers who contributed to the success.

After careful consideration, event cancellation cover had been taken out at a cost of £252. This would have provided insurance protection in the event of cancellation or curtailment owing to inclement weather including high winds affecting the inflatables and heavy rainfall restricting site access.

Charities to benefit from the event included Breast Cancer Now (£353), Cancer Research (£250), Chigwell Riding Trust (£70), Epping Forest Food Bank (£120) Oak View School (£120) and St Clare Hospice (£432) – a total of £1,345.

There is currently £3,460 remaining the Community Events' budget to cover the cost of Christmas events including that in the Broadway to be held on Friday 30 November 2018.

5.3 Loughton Cricket Club – Min no RC88.4

The Town Clerk will provide an update on the Lease at the meeting.

5.4 Defibrillators – Min no RC88.5

Legal matters have been resolved to allow the installation of the equipment outside the Housing Office in The Broadway now scheduled for Wednesday 29 August 2018.

The equipment outside the Loughton Club and Morrisons store is already listed in the East of England Ambulance Service's data system for emergency calls.

5.5 Roding Valley Recreation Ground – Min no – Min no RC88.6

5.5.1 Improvements Project

The Town Clerk will be meeting with James Warwick from the Health and Well-being Team at Epping Forest District Council and Nick Emery from the Essex Football Association on 30 August 2018 to discuss how they can support this project following their discussions on the Sports Pitch Strategy for the District.

The Town Clerk has also made contact with a specialist in the redevelopment of sports facilities who has worked successfully with a number of parish and town councils in Essex on large scale projects, helping to secure funding from Sport England.

The Committee is asked to confirm the engagement of Alan Lamb Associates to assist in Stage 1 up to and including the submission of the planning application and tender report at a net cost of £6,000. His involvement would be covered by the Standard RICS short form of Consultant's Appointment for Building Surveying Services.

Full details of Mr Lamb's work in this regard have been circulated to the members of the Roding Valley Recreation Ground Improvements Project Working Group and are available from the Town Clerk on request.

Further public consultation will be required prior to the submission of a planning application.

The fees for Stage 2, covering the tender process, preparation of detailed technical drawings, building regulations application, on site construction and contract administration through to completion, are anticipated to be based on 10% of the construction costs. These would be negotiated and confirmed at the completion of Stage 1.

Members are reminded that for this project there is currently an earmarked reserve of £100,000 with significant grant funding required to complete the project.

5.5.2 All-Weather Running Track

In addition to Parkrun, the tennis coaching sessions and walking football held on Saturday mornings, a new introductory 10-week course on athletics for children aged 4 – 11 will commence on Saturdays from 15 September at 8.45am – 10am. The fees will be £3 per session with the first session free.

The coaching for these sessions will be provided by the Health and Well-being Team at EFDC at a cost of £55 per session partially offset by the income.

For information, there has been no further approach regarding the Junior Parkrun events as the applicant is presumably seeking funding.

5.5.3 South Loughton Cricket Club

Following the discussions at the last meeting, the Cricket Club has confirmed that planning permission will be sought prior to the installation of an additional storage container. They will also be providing details of the winter use of the pavilion by a junior football club to enable this to be regularised by a side letter.

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The attached information has been provided by the Club for consideration by the Committee prior to the rent review. Details of the increased rent proposal as allowed for in the lease, have been requested from the Council's solicitor but are not available at this time. (See pages 7 – 8)

5.5.4 Grounds Maintenance

On 19 July 2018, the Town Mayor and Chairman made a presentation to the District Council's Parks Team who are responsible for the grounds maintenance work on the Recreation Ground.

This was in recognition of their contribution to the success of the Council in securing a number of awards from the Essex Playing Fields Association in recent years for the high standard of maintenance.

5.5.5 Fly-tipping

Following further incidents of fly-tipping in the Roding Valley Recreation Ground car park by the changing rooms, officers are investigating the practicalities and cost of installing a CCTV system in this area.

5.6 Kingsley Hall – Min no RC88.7

As previously reported, it is proposed to replace the windows and doors at the hall to improve energy efficiency and security. Allowing for the cost of the works to the boundary wall in the rear garden, there is approximately £21,000 available from reserves.

The Committee is asked to authorise the Town Clerk to engage a property consultant /building surveyor to produce a specification and tender document for the works, oversee the tender process and administer the contract.

The fee for this service would be in the region of £2,500 net of VAT. Additional costs would include those associated with an asbestos survey and statutory fees (Planning and Building Regulations).

5.7 Murray Hall – Min no RC88.8

For information, the hall's wooden floor and skirting boards are to be refurbished at the end of September during a lull in bookings at a cost of £2,926.00 net of VAT. The work involves sanding, minor surface repairs and re-oiling. The current floor was installed in 2014 following water damage; this is the first time that work on the surface is to be carried out.

5.8 Open Spaces – Min no RC88.9

5.8.1 Hillyfields

A public consultation is to be held in Loughton Library on Wednesday 29 August 2018 from 4pm – 7pm on plans to install a flood alleviation scheme on the lower corner of this site at the junction of Pyrles Lane and Rectory Lane.

Officers from Essex County Council, Dave Chapman (Project Delivery Manager) and Charlotte Smith (Flood Investigation Engineer), have been invited to attend the Committee meeting to explain the proposals to members and answer any questions.

For information, the Town Clerk has ensured that representatives from the Fields in Trust have been kept advised; they have no objections to the proposals at this time. As the construction work also straddles land owned by City of London, its officers have been involved in the planning details to protect forest land. Land drainage engineers from Epping Forest District Council are also overseeing the proposals.

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Copies of the latest plans are provided on pages 9 – 11.

5.8.2 Standard Green

For information, tree safety works are to be carried out by the City of London on this green on Wednesday 12 September 2018. This will involve:

- i. the removal of one of the horse chestnut trees at the left hand front of the green viewed from the High Road; and
- ii. the crown lifting of another horse chestnut tree in the rear corner of the green by Smarts Lane.

The Town Clerk is working with the North Essex Parking Partnership to arrange the suspension of the parking and taxi bays to enable the work to be carried out safely. The cost of this has not yet been confirmed by NEPP.

5.9 Committee Responsibilities – Min no RC88.10

The Chairman is intending to arrange a walk for members on a Sunday in September to visit several council-owned sites. This has been delayed owing to the hot summer weather.

5.10 Great Eastern Path

Following a number of reported incidents, a social media campaign calling for the District Council to install better lighting and CCTV in Great Eastern Path was initiated in July 2018.

Cllr Murray has raised this with the District Council and will provide an update at the meeting.

5.11 Essex Police

For information, there is an opportunity to have “Coffee with Cops” on Wednesday 12 September 2018 as follows:

- 9am - 11am, St Mary’s Church, 201 High Road, Loughton, IG10 1BB
- 11:30am - 13:30pm, Costa Coffee, Queens Road, Buckhurst Hill, IG9 5BY

There are no Local Community Meetings scheduled in the Epping Forest District until at least January 2019.

6 Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see pages 12 – 13).

7 Flying of Drones on Council-owned Land

The Committee is asked to confirm that the following text, as approved by NALC, may be displayed on the noticeboards on the Roding Valley Recreation Ground and the Willingale Road Playing Field.

“Loughton Town Council draws your attention to the Civil Aviation Authority's Drone Code available at https://dronesafe.uk/wp-content/uploads/2018/06/Dronecode_2018-07-30.pdf which provides safety advice on the flying of drones for recreational purposes.

The code says that drones should not be flown within 150ft (50m) of people and properties or 500ft (150m) of crowds and built up areas.

This means that the recreation ground and other sites owned by Loughton Town Council are generally not suitable for the flying of drones because they are too close to buildings and/or too busy with visitors to make the flying of drones safe.

For the safety of our staff and other site users please follow the Drone Code. Anyone flying drones on Council sites in breach of this code will be reported to the CAA.

Please note that the flying of drones weighing more than 20kg or used for commercial purposes requires CAA permission.”

8 The Community Initiatives Fund (CIF)

This is a small grants scheme operated by Essex County Council designed to fund community projects that:

- create, procure or develop new community assets
- enhance existing community assets
- enhance or develop initiatives that strengthen a community.

The closing date for applications is Friday 26 October 2018. More information may be found at <https://www.essex.gov.uk/Business-Partners/Partners/Community-initiatives-fund/Pages/Default.aspx>

The Committee is asked if it wishes to submit an application to the fund.

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 2019/20.

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

- i Byelaws for Town Council-owned land

Enid K Walsh
TOWN CLERK
22 August 2018

Agenda item 5.5.3



SOUTH LOUGHTON CRICKET CLUB

Founded 1938

*Affiliated to the Club Cricket Conference,
Metropolitan Essex District Cricket Board, Essex County Cricket Board
and the England & Wales Cricket Board*

MEMBER OF THE TEES HERTS & ESSEX CRICKET LEAGUE

Ground: Roding Road, Loughton, Essex Club colours: Pale blue and gold

www.southloughton.org.uk @southloughtoncc

2018 RENT REVIEW

Our club has been a valued part of the Loughton community since 1938. Our commitment to provide healthy recreation within a club setting for local people is enshrined in our mission statement:

'Our aim is to provide club members with coaching and matchplay of the highest possible quality, to build strong links with schools, disability groups, other sports clubs and the local community, and to create an environment in which everyone is encouraged to develop their skills and interests.'

Voluntary effort is at the heart of our club, which is a registered Community Amateur Sports Club (CASC). Our officers, management team, coaches and volunteer helpers give their services without charge, and our players pay annual membership and match fees. The club is active in seeking external sponsorship and funding, but this is generally small in scale. The aim each year is to deliver a small profit on activities, which is invested in our facilities and equipment, while building a modest contingency fund.

The club currently has around 35 active adult playing members, 90 active junior members aged from five to 15, and 20 non-playing members. The parents/guardians of junior members are automatically made associate members of the club, a requirement for the club to receive the national quality assurance 'Clubmark'. Around 80 per cent of our total membership live in Loughton, Buckhurst Hill and Chigwell, with around 40 per cent in Loughton itself.

The club has strong partnerships with a number of organisations in Loughton, including:

- The 41st Epping Forest Scout Group, which uses our ground and pavilion for cricket and other activities;
- The West Essex School Sport Partnership, which for the last two years has staged the finals of its Primary Girls Kwik Cricket competition at the club;
- Roding Valley High School, which uses our ground and pavilion for inter-school matches;
- Oak View School, in which a disability-trained club coach has delivered sessions; and
- The South Loughton Old Walkers Group (SLOWS), which has raised more than £7,000 for St Clare Hospice in Hastingwood through five annual sponsored walks.



Services to all these organisations are provided without charge.

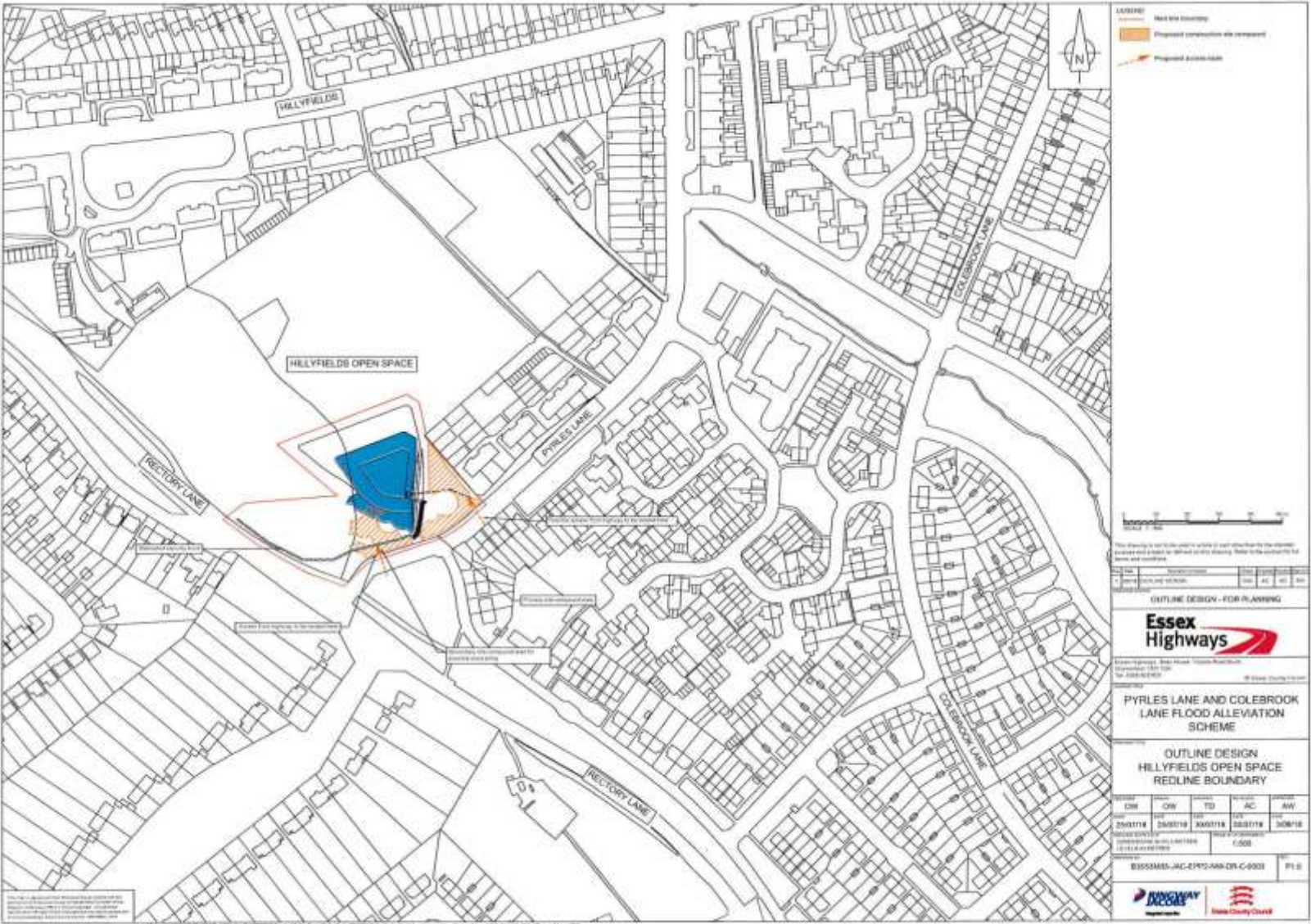
In addition, during 2018 the club has offered its facilities to the London Schools Cricket Association to stage games against a touring California team, and to Essex County Cricket Board to stage a very successful women's soft ball cricket festival with the aim of encouraging more women and girls to play cricket. The latter event attracted eight teams, all drawn from Loughton and the surrounding area.

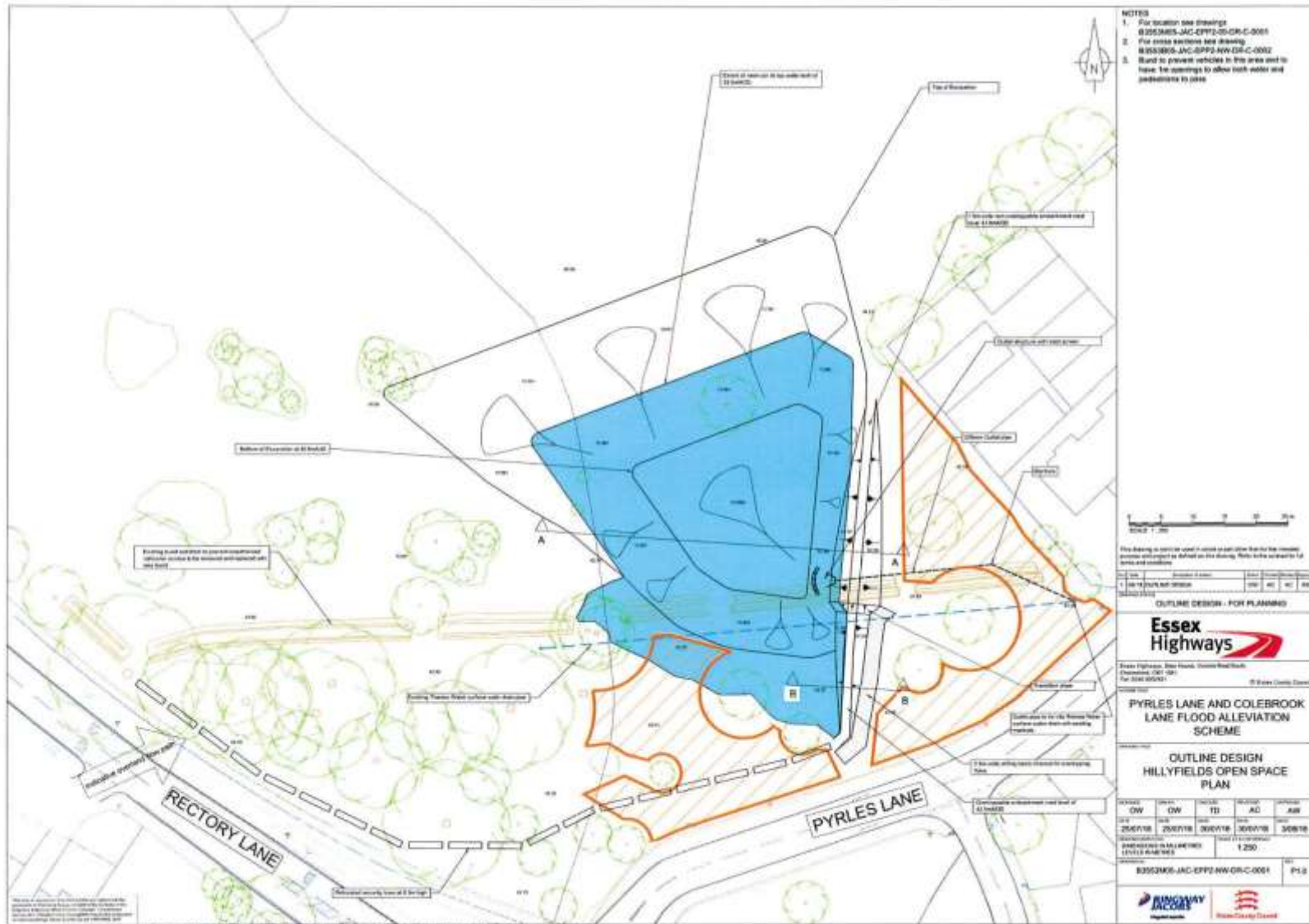
The club is a member of the Jack Petchey Foundation and in 2015 received a special Crystal Award as one of the 40 'most inspirational youth organisations' across London and Essex.

Our club maintains positive and mutually beneficial relationships with Loughton Town Council and Epping Forest District Council. We trust that our status as a long-standing voluntary sports club serving the people of Loughton and the surrounding area, and supporting other local organisations, will be considered when deciding the club's rent for the forthcoming period.

Andrew Shields
Chairman

Agenda item 5.8.1 Hillyfields





Loughton Town Council

Agenda item 6

Summary Income & Expenditure by Budget Heading – 21/08/2018

Month No: 5

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	4,021	35,280	31,259	31,259	11.4 %	
	Income	36,498	21,563	37,000	-15,437		58.3 %	
The Murray Hall (1)	Expenditure	25,445	38,522	132,840	94,318	94,318	29.0 %	
	Income	73,186	73,449	66,620	6,829		110.3 %	
Other Services (2)	Expenditure	14,875	11,044	12,200	1,156	1,156	90.5 %	
	Income	8,129	4,507	0	4,507		0.0 %	
Service Re-charge (3)	Expenditure	35,000	0	138,000	138,000	138,000	0.0 %	
Roding Valley Recreation Ground (4)	Expenditure	37,888	10,736	264,900	254,164	254,164	4.1 %	
	Income	14,019	7,700	4,750	2,950		162.1 %	
Open Spaces (5)	Expenditure	23,488	3,257	26,790	23,533	23,533	12.2 %	
	Income	225	0	0	0		0.0 %	
Playgrounds	Expenditure	17,034	6,699	39,990	33,291	33,291	16.8 %	
Skateboard Facility	Expenditure	0	0	10,000	10,000	10,000	0.0 %	
Will. Rd. Playing Field	Expenditure	15,286	9,111	18,990	9,879	9,879	48.0 %	
	Income	2,912	903	1,510	-607		59.8 %	
Van replacement fund	Expenditure	0	0	1,000	1,000	1,000	0.0 %	
<u>INCOME - EXPENDITURE TOTALS</u>								
	Recreation Expenditure	483,058	83,390	679,990	596,600	0	596,600	12.3 %
	Income	134,969	108,121	109,880	-1,759			98.4 %
	Net Expenditure over Income	348,089	-24,731	570,110	594,841			

Notes

- 1) Murray Hall income appears over budget but this total includes £11,836 advance fees for 2019/20.
- 2) Other Services budget includes £10,000 for community events, £1,200 for defibrillators and £1,000 contingency. Income will offset some of the costs with the balance spent on Christmas 2018 events.
- 3) The annual service recharge is £138,000. Position as at 31/08/18 will be £57,500.
- 4) Roding Valley Recreation Ground year to date figure is £10,736. Position as at 31/08/18 including the DSO grounds maintenance contract is £57,593. The budget includes £100,000 for the changing room improvements and £15,000 for the Charlie Moules bridge repair fund. Income includes £4,087 football pitch hire fees.
- 5) Open Spaces year to date figure is £3,257. Position as at 31/08/18 including DSO grounds maintenance contract will be £8,910.

Agenda item 6 cont'd**Earmarked Reserves:**

A summary of the Committee's reserves showing 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