



# RECREATION COMMITTEE

Members of the Recreation Committee  
are summoned to attend a Meeting at 7.45pm on  
**Wednesday 15 June 2016**  
at 1 Buckingham Court, Rectory Lane, Loughton  
to transact the business shown in the agenda.

**Enid K Walsh**  
**Town Clerk**  
9 June 2016

**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 9 March 2016.
- 4 Public Representations**  
To adjourn the meeting 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 Children's Centres in Essex – Min no RC190**  
Cllr Girling will provide an update at the meeting following the consultation on proposed changes to Sure Start Children's Centres in Essex.
  - 5.2 Epping Forest Positive Activities Group – Min no RC191.1**  
The Town and Community Development Officer attended a meeting of the Epping Forest Youth Strategy Group (YSG) Stakeholder Meeting on Thursday 2 June 2016 from 6pm-9pm at The Box in Epping.  
  
The main aims of the YSG are:
    - to identify the key outcomes within the YSG's main priorities to commission against;
    - identify potential providers; and
    - provide an opportunity for local providers to develop partnership project proposals.  
A survey is being undertaken to consider whether the Positive Activities Group should continue.
  - 5.3 Roding Valley Recreation Ground – Min no RC191.2**
    - 5.3.1 Tennis Court Fencing**  
The repair works to the fencing and gates were carried out in March and no further problems have been experienced.
    - 5.3.2 Noticeboards**  
The five new noticeboards were installed in late April. As two of the locations were unsuitable those boards will be relocated following discussions with the Chairman. We are grateful to Cllr Owen who provided the orientation map for the displays.

**5.3.3 Graffiti problems**

The Committee is asked to confirm that Epping Forest Countrycare may be asked to undertake additional planting on the Recreation Ground to obscure graffiti on garages by Broomfield Avenue.

**5.3.4 South Loughton Cricket Club**

The Club, which holds a lease from the Town Council, is laying a new electricity supply to the pavilion. An agreement is in place with the Club to ensure the grounds are reinstated to a satisfactory standard.

**5.4 Playgrounds – Min no RC191.3**

**5.4.1 Traps Hill Play Area**

Works to refurbish this play area are almost complete with the post installation inspection held on Thursday 9 June 2016. The independent inspector has confirmed the play area is safe to open to the public, although there are minor matters still to be addressed by the installer.

Arrangements for the opening ceremony are to be confirmed.

**5.4.2 Safety Inspections**

The next six-monthly RoSPA inspections by an external inspector are scheduled for July 2016.

The Services Manager, who is a qualified operational inspector, has offered an opportunity for councillors to visit the play areas with him to see what is involved in ensuring the equipment is maintained to a high standard for users.

**5.5 Events – Min no RC191.4**

Arrangements for the annual Community fun day to be held this year on Sunday 17 July 2016 on Jessel Green are progressing well with the event opening at midday with a Rio style dance display by local school children arranged by Epping Forest District Council's Dance Engagement Officer.

The new Park Run events due to be held on Saturday mornings on the Roding Valley Recreation Ground are expected to start soon. More information on the scheme may be found at [www.parkrun.org.uk](http://www.parkrun.org.uk)

There will be another Dog's Trust event, also on the Roding Valley Recreation Ground, on Thursday 21 July 2016.

**5.6 Community Halls – Min no RC191.5**

Bookings at both the Kingsley and Murray Halls are at their usual levels with E15 Acting School confirmed as a regular hirer for the period September 2016 – June 2017.

For information, a licence to sublet the Loughton Youth Centre (the building next to the Murray Hall), leased to Essex County Council by the Town Council, has been agreed with Spark. Spark, the Loughton branch of Worth Unlimited, is a youth work charity. Sessions will be part-time until the full-time work commences in September 2016. Spark is grateful for the support of the Town Council in this matter.

ECC is also working on a licence for the Essex Girls and Boys Club to provide more activities at the Centre.

A meeting of the Community Halls Working Party is to be convened shortly.

**5.7 Leases – Min no RC191.6**

The licence for use of the Recreation Ground by Roding Valley High School has been completed. However, there are various outstanding legal matters including the transfer of the Loughton Cricket Club grounds to the Town Council and the new lease for the Loughton Cricket Club. An update has been sought from the Council's solicitor.

The Loughton Athletic Club has accepted the result of the rent review with the new annual rent of £1,400. The increase from £1,200 was based on RPI and further discussions on the new lease are to be held.

**5.8 Essex Playing Fields Association Awards 2016 – Min no RC191.7**

The entries for the 2016 Best Kept Playing Field competition have been submitted with the results to be announced in the autumn.

**5.9 Legal Highs – Min no RC191.8**

New legislation, the Psychoactive Substances Act, has been introduced criminalising the production, distribution, sale and supply of such materials.

The small silver canisters containing nitrous oxide are exempt when used as a food preparation (as a propellant for whipped cream), but would be considered a psychoactive substance if sold with the likelihood of being used recreationally for a psychoactive effect. The onus will be on the supplier to ensure the product was not intended for this purpose. The use of nitrous oxide as a party drug deprives the body of oxygen and can be fatal when taken in excess

A copy of the report from Services Team on the quantities of this product being left at several venues in the town has been provided to councillors. Concerns will again be raised with the Safer Communities Partnership. The police are prepared to investigate if intelligence on the suppliers can be provided to them.

**5.10 Essex County Fire & Rescue Service - Leading the way to a safer Essex – Min no RC193**

\* For information only: a copy of the report circulated to members in April is provided for reference (see page 6). The result of the consultation has not yet been published.

**5.11 Council Vehicle**

The Council vehicle, a Nissan Primastar van was purchased new in March 2013 and until recently has proved reliable. However, in April, with the vehicle just out of warranty, the clutch failed and was replaced at a net cost of £717. This issue has been raised with Nissan UK but a disappointing response received.

More recently, the vehicle has developed an oil pressure fault and been out of service, whilst the Nissan service centre at Buckhurst Hill investigates the problem. An update will be provided at the meeting and the Committee asked to confirm what action should be taken.

## **5.12 Open Spaces**

### **5.12.1 Memorial Rose Garden**

For information, in response to a request from a member of the public to install new memorial plaques in the garden, the proposal has been discussed with Revd Nina Coulthard and Cllr Jill Angold-Stephens.

Revd Coulthard has commented that the church is extremely grateful for the late Cllr Ken Angold-Stephen's amazing vision and dedication in enabling the transformation of the old garden area into such a beautiful facility for the community. It is entirely appropriate that Jill will be choosing and planting a rose in his memory there as agreed with the Town Clerk.

Whilst the garden has been named as a Memorial Garden, it was never the intention for it to become a place for the ongoing proliferation of physical memorials. There are many people who make valuable contributions to the Loughton community in different ways and it would be extremely difficult to include some and not others. Ken is an exception because of his role regarding the garden itself. To open this more widely would set a precedent.

Although currently leased to the Town Council for its maintenance as a community facility, the land still belongs to the church, and therefore comes under the Faculty jurisdiction of the Diocese of Chelmsford, who have to approve changes to church buildings and land. The Faculty permission obtained for the garden did not include additional memorials.

The Committee is asked to note this position. The resident has been offered the opportunity to consider whether they wish to donate a memorial bench at a more suitable location in the town and is satisfied with this outcome.

### **5.12.2 Willingale Road Nature Reserve and Community Orchard**

Epping Forest Countrycare are holding a free 'Mad about Moths' event on the Willingale Road Nature Reserve and Community Orchard on Friday 2 September 2016 from 8pm until late.

## **5.13 Committee Priorities**

A copy of the Committee's priorities for 2016/17 agreed in November 2015 as part of the budget process, are provided for reference and members invited to seek clarification of any of the items not covered elsewhere on this agenda.

\* See page 7.

## **6 Financial Position**

The accounts for 2015/16 were approved by full Council on 18 April 2016. However, each committee is given the opportunity to examine its income and expenditure in detail.

\* The end of year financial report for 2015/16 is attached together with details of the transfers to and from earmarked reserves (see pages 8 – 9).

## **7 Community Initiatives Fund**

The Committee is asked to suggest projects that may be suitable for submission to the Community Initiatives Fund bearing in mind that the other committees will also be

asked for their suggestions. Members are reminded that evidence of community support for the projects is required.

- \* Full details of this grant fund operated by Essex County Council are provided on page 10.

**8 The Lindens**

A request from a resident in The Lindens has been received asking for the wooden bollards installed in 2009 to be removed. A copy of the correspondence regarding her complaint has been circulated to members under separate cover.

- \* Photographs of the scene are provided on page 11.

The Committee is asked to confirm a way forward.

**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.

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**  
9 June 2016

**Agenda item 5.10**

**Essex County Fire & Rescue Service - Leading the way to a safer Essex consultation**

In Essex, there has been a 45% reduction in fire related incidents over the last decade although road traffic incidents requiring Fire Service attendance have increased. This has taken place alongside a rising population (7%) and increased traffic (9%). The situation largely reflects the national trend.

As part of this review, the Service are consulting on 3 possible options, all of which mean that Loughton will lose its second whole time fire appliance. The report suggests that this will have a minimal impact on the response times: 90% of all incidents within 15 minutes and **potentially life threatening calls attended within an average of 10 minutes.**

In summary, the 3 options are as follows:

Option 1 – a 0.8% increase (about £0.55 on a Band D property per year) in the fire service portion of council tax and a reduction in response resources.

Option 2 – a 2% increase (about £1.35 on a Band D property per year) in the fire service portion of council tax and a smaller reduction in response resources than option 1.

Option 3 – no increase in council tax and a larger reduction in response resources than option 1 and 2.

The consultation closed on 25 April 2016 but the document is still available at:  
[http://www.ors.org.uk/docs/ECFRS\\_Consultation\\_document\\_1.pdf](http://www.ors.org.uk/docs/ECFRS_Consultation_document_1.pdf)

13 April 2016

**Agenda item 5.13**  
**Committee Priorities 2016/17**

<b>Current Priority</b>	<b>Main Function</b>	<b>Greater Detail (current position)</b>
<b>Current Activities</b>		
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	RVRG noticeboards	To be completed in 2015/16
6	Provision of Public Access Defibrillators	Collaboration with stakeholders
7	Roding Valley Recreation Ground	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
<b>On-going Activities</b>		
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	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



## Summary Income &amp; Expenditure by Budget Heading 31/03/2016

Month No: 12

## Recreation Committee Report

		Actual 14/15	Actual End of Year	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Recreation</u></b>							
Kingsley Hall (1)	Expenditure	15,016	13,473	29,800	16,327	16,327	45.2 %
	Income	38,538	35,583	36,000	-417		98.8 %
The Murray Hall	Expenditure	44,264	136,367	138,600	2,233	2,233	98.4 %
	Income	77,304	65,223	63,000	2,223		103.5 %
Other Services (2)	Expenditure	7,672	7,756	8,200	444	444	94.6 %
	Income	662	1,767	0	1,767		0.0 %
Service Re-charge	Expenditure	40,000	140,000	140,000	0	0	100.0 %
Roding Valley Rec Grd (3)	Expenditure	67,420	140,690	257,628	116,938	116,938	54.6 %
	Income	31,057	9,900	11,870	-1,970		83.4 %
Open Spaces	Expenditure	19,901	19,900	21,600	1,700	1,700	92.1 %
	Income	500	0	0	0		0.0 %
Playgrounds (4)	Expenditure	21,715	20,491	35,350	14,859	14,859	58.0 %
Skateboard Facility	Expenditure	4,095	11,201	43,000	31,799	31,799	26.0 %
	Income	500	250	0	250		0.0 %
Will. Rd. Playing Field (5)	Expenditure	13,766	6,955	15,800	8,845	8,845	44.0 %
	Income	1,556	291	1,690	-1,399		17.2 %
Van replacement fund	Expenditure	0	0	2,000	2,000	2,000	0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
	Expenditure	533,848	<b>496,833</b>	<b>691,978</b>	<b>195,145</b>	<b>195,145</b>	<b>71.8 %</b>
	Income	150,117	<b>113,012</b>	<b>112,560</b>	<b>452</b>		<b>100.4 %</b>
	Net Expenditure over Income	<b>383,730</b>	<b>383,821</b>	<b>579,418</b>	<b>195,597</b>		

**Notes**

- 1) Kingsley Hall – the budget includes reserve funds for the cost of replacement windows and doors.
- 2) Other Services – this budget includes £6,000 for community events, £1,200 for a defibrillator and £1,000 contingency. The income relates to money from community events.
- 3) Roding Valley Recreation Ground – the income is under budget by £1,970 due to a decrease in the number of football teams playing during the year. The budget includes £100,000 for the major changing room improvements and £20,000 for the Charlie Moules bridge repairs.
- 4) Playgrounds – expenditure is under budget pending the Traps Hill refurbishment.
- 5) Skateboard Facility income of £250 relates to a grant from Epping Forest District Council towards the event in October 2016.
- 6) Willingale Road Playing Field income and expenditure is under budget as there was no football pitch hire in the 2015/16 season.

**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:

	<b>1.4.15</b>	<b>Net transfers to/from reserves</b>	<b>31.3.16</b>
<b>Recreation Committee</b>			
Murray Hall	51,681	-11,681	40,000
Kingsley Hall	15,000	15,000	30,000
Roding Valley Recreation Ground	134,850	400	135,250
Skate Park	41,000	-9,000	32,000
Playgrounds	34,700	18,100	52,800
Open Spaces	4,000	-1,000	3,000
Willingale Road Playing Field	11,500	-700	10,800
Community events	2,000		2,000
Van replacement	4,000	2,000	6,000
<b>Total</b>	<b>298,731</b>	<b>13,119</b>	<b>311,850</b>

**Agenda item 7**

**Community Initiatives Fund 2016/17**

Community groups are invited to bid for a share of £1.5 million from Essex County Council's Community Initiatives Fund – and have until the end of this summer to apply.

Grants of up to £20,000 are available for parish councils, local charities and other community associations to spend on projects that improve people's lives in their local area, sustaining community life.

"Last year's funds made a huge difference to the various diverse communities across the county," said John Gili-Ross, Chairman of the Essex Association of Local Councils, which represents parish and town councils.

"As well as helping parish and town councils, we know from direct experience that many voluntary and charitable groups' community projects could not have been delivered without the forethought and generosity displayed by Essex County Council by making funding available.

"I am pleased and relieved that the Council, despite ever increasing budget pressures, is able to continue to provide funding for community projects, which is helping to maintain a vibrant county for both Essex residents and the many visitors to our county."

Cllr Kay Twitchen, Essex County Council Deputy Cabinet Member responsible for CIF, said: "It's good to see that our work is making such a positive impact on communities around the county. These grants, which are up to £20,000, can be the difference between a project succeeding or failing in a community. I would urge people to look up our criteria and apply for a grant."

To qualify for funding, projects must:

- Create, procure or develop new community assets
- Enhance existing community assets
- Enhance or develop initiatives that strengthen a community

Applications will be judged on their merits by a local panel and should have evidence of strong community support.

Grants are available for capital spending such as community, social and recreational facilities, village/church halls, community shops, community transport, land purchases, playground equipment and environmental works. Last year the fund helped over 160 community groups.

The closing date for completed expressions of interest is Friday 26 August, and then completed application forms must be submitted by Friday 23 September. Local judging panels will meet in November to allocate grants.

For more information visit: [www.essex.gov.uk/cif](http://www.essex.gov.uk/cif)

**Agenda item 8**  
**The Lindens**

