



RECREATION COMMITTEE

Members of the Recreation Committee
are summoned to attend a Meeting at 7.45pm on
Wednesday 8 March 2017
at 1 Buckingham Court, Rectory Lane, Loughton
to transact the business shown in the agenda.

Enid K Walsh
Town Clerk
2 March 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 11 January 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 RC30.1**
The RoSPA safety inspections of all the play areas, outdoor gyms and football pitches were carried out on 26 January 2017 at a net cost of £536.85.

No major issues arose and the Services Manager is collating an order for some minor maintenance works.
 - 5.2 Community Events – Min no RC30.2**
 - 5.2.1 Park Run**
This has proved a popular new event at the Roding Valley Recreation Ground with participant numbers settling to around 100 per week. Town Council officers continue to monitor the event. It has been necessary to cancel the run on one weekend so far this year because of flooding.

The Senior Health and Wellbeing Engagement Officer at the District Council is arranging for First Aid and Safeguarding courses for Park Run volunteers. These will be free of charge.

More details of the event may be found at:
<http://www.parkrun.org.uk/rodingvalley/>
 - 5.2.2 Town Mayor’s Charity Fun Run**
As the Easter holiday period is in mid-April this year, the annual fun run has been delayed until Sunday 14 May 2017 and will be held as part of the Loughton Festival. The charities to benefit will be the Essex Air Ambulance and the Loughton Youth Project. Ticket prices and arrangements will be as in previous years, with a bouncy castle and face painting for the children, and refreshments and first aid provided.

We hope to have a fly-by from the Essex Air Ambulance if it is not involved in an emergency that morning.

5.2.3 Jessel Green Family Fun Day

A licence for this event, to be held this year on Sunday 16 July 2017, has been agreed by the District Council.

The Town and Community Development Officer is working with partners to provide a full programme of entertainment on the Green.

5.2.4 Tennis Coaching – Min no 21.2.1

Arrangements are in hand to promote tennis on the Roding Valley Recreation Ground courts. Members are reminded that the District Council is providing a grant of £400 towards this project.

During the Easter school holidays, the Town Council will be providing a professional coach with two assistants to deliver 8 x 1 hour tennis coaching sessions at a total cost of £304 on:

- Wednesday 5 April 2017
- Thursday 6 April 2017
- Wednesday 12 April, 2017
- Thursday 13 April 2017

The age groups catered for will be 4 – 8 years of age at 10.00am and 9 – 16 year olds at 11.00am. There will be a maximum of 25 participants in each session. Pre-booking is being encouraged with the fee for the 8 sessions set at £10 including VAT.

Discussions are also in hand with Health and Wellbeing Engagement Officers at the District Council to develop 'introduction to tennis' sessions for young children in conjunction with the Tennis Foundation.

The format is for small courts to be created on regular size courts with pop-up type nets for mini-tennis. They would like to run sessions, with the Town Council's agreement, on Thursdays from 4.30pm to 5.30pm, commencing after the Easter holidays, then an afternoon session in the May half-term, and running through to the summer holidays on Thursdays after school.

Other ideas discussed were sessions in the summer holidays and Saturday mornings. The proposed cost would be £3 per child per session.

The Committee is asked if it wishes to accept this proposal.

5.2.5 Basketball

The Committee is asked whether it wishes to support the hosting of a series of basketball 'drop-in' sessions on three days in June (half-term), July and August (summer holidays). These will also be provided by the District Council at no cost to the Town Council.

5.3 Community Halls – Min no RC30.3

The Community Halls Working Party met on 21 February 2017. Topics discussed included:

- Staffing;
- The use of the Youth Centre;
- Advertising;
- Income and expenditure for 2016/17;

- Hall bookings and feedback from hirers;
- Encouraging greater recycling by hirers;
- The provision of Wi-Fi at the Murray Hall.

The Working Party makes the following RECOMMENDATIONS to the Committee:

- To encourage the use of the Murray Hall as a wedding/civil partnership venue, the Council should introduce a new fee to cover the use of the hall for the ceremony only. For 2017/18 this should be £249.73 + VAT for Loughton residents and £268.77 for non-residents.
- In response to a complaint from a hirer following their event during which there was no heating in the main hall, without prejudice, a refund of fifty per cent of the hire fees (£140), is to be made by way of a donation to the Langdon charity as suggested by the hirer.

5.4 Open Spaces – Min no RC30.4

5.4.1 Hillyfields Open Space

The Town Clerk is meeting with the Head Forest Keeper from the City of London to finalise the details of the works to create a ditch and bund around the lower boundary of this site and will provide an update at the meeting.

5.5 Community Initiatives Fund – Min no RC30.5

- * A report on the new project to install two outdoor table tennis tables is provided on page 5.

5.6 Essex Police – Min no RC30.6

For information, the next Local Community Meeting for the Epping and Brentwood District will be held in Buckhurst Hill on 22 March 2017 between 6pm - 7pm at the Roding Valley Hall, Station Way, Buckhurst Hill, IG9 6LN.

A copy of the Essex Police Performance Summary to January 2017 has been previously circulated to members.

5.7 Council Vehicle – Min no RC30.7

Following a minor incident, the van has been away for body repairs for over two weeks and so it has not been possible to progress research into the options and costs for replacing the current van and leasing a petrol or electric vehicle. A £100 excess charge has also been incurred.

5.8 Defibrillators – Min no RC30.8

- * See attached report on pages 6 – 7.

5.9 Staffing

Following the Council's adoption of a Lone Working Policy, officers have been investigating measures to reduce the risks particularly to external staff working in remote locations on their own.

- * See attached report on pages 8 – 9.

5.10 Tree Safety Inspections

The Services Manager is arranging for a full inventory of the Council's tree stock including a report with health and safety recommendations, to be carried out by Place Services, a traded service of Essex County Council, at all the main Town Council sites.

The cost of the site survey, mapping and report writing amounts to £2,580 net of VAT. This expenditure will be split across the ten cost centres and met from within existing budgets.

For information, a copy of the Council's Tree Safety Management Policy may be viewed at <http://tinyurl.com/hntbced>

6 Loughton Youth Centre

Louisa Stirling, District Youth and Community Commissioner (West Epping Forest), has accepted an invitation to address the Committee and provide an update on the current activities at the Centre.

7 Financial Position

* The current financial position is attached together with details of the funds available from earmarked reserves (see pages 10 – 11).

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
2 March 2017

Agenda item 5.5

Community Initiatives Fund

The Committee is referred to the successful application to the Community Initiatives Fund in which the Town Council was awarded £3,000 towards the supply and installation of two outdoor table tennis tables.

Enquiries with other local councils confirm that the preferred choice is for a concrete table in preference to one with a resin playing surface but with galvanised steel framing and legs, although both reportedly suffer from only minimal vandalism.

Concrete tables provide a playing surface using a special mix of reinforced polymer concrete which has the dual benefit of being good for playing table tennis as well as maintaining the quality of the top for many years.

Quotations have been obtained from a number of manufacturers offering similar prices and products.

The preferred company offers tables which:

- are made from steel reinforced pre-cast concrete;
- have rounded edges;
- are supplied in red, grey or green concrete. (The tables can also be in painted versions of green, blue, red and black.)
- have a 25-year guarantee;
- a playing area of approximately 8m x 4m and a standard height of 76cm;
- a hole punched net made of aluminium; and
- meet the requirements set by the English Table Tennis Association

Rubber safety matting would also be installed to enhance the playing experience and protect the grass around the tables.

This company has installed a number of such tables around the country and references are being obtained from several local councils to check the durability.

Exact locations for the installation on the Roding Valley Recreation Ground and the Willingale Road Playing Field are still under consideration to find a relatively wind sheltered area that is close to existing facilities but not susceptible to drainage problems.

The Committee is asked:

- i. if it has any comments on the locations; and
- ii. to confirm that the order for the supply and installation of two tables and safety matting may be placed at a cost of £3,900 plus VAT.



Agenda item 5.8

Defibrillators

This report provides an update on progress since the meeting on 11 January 2017.

Defibrillators are currently located in the Police Station, Loughton Leisure Centre, Marks and Spencer, the Fire Station, Loughton Tube Station and Epping Forest College. However, there are currently no Community Automated External Defibrillators (CAEDs), in Loughton. These are the external machines that would show up on a map to emergency service operators dealing with 999 calls.

In discussion with the Rotary Club of Loughton, Buckhurst Hill & Chigwell, who have already raised £500 for the provision of a CAED, the wall outside Morrisons has been identified as a possible location. Discussions are currently underway with the Estates and Store Managers to secure permission to install the equipment and confirm whether they can contribute to the project.

The Town Centre Partnerships in the Broadway and High Road have been approached and the Community and Town Centre Officer is providing assistance with their applications for grant funding for CAEDs to Epping Forest District Council. A wall by the side of a restaurant in Brickclamps Path, The Broadway has been identified as a possible location and further enquiries are currently being undertaken. Investigations are also being made to identify an additional location in the High Road.

With the ever increasing use of the Roding Road Recreation Ground, the views of some of the frequent users have been sought. The South Loughton Cricket Club fully supports the provision of a defibrillator but kept inside their pavilion. They would not support an external device attached to their building owing to possible vandalism which could make the fabric of their building vulnerable. They would be prepared to make a contribution once the costs are known.

The Loughton Athletic Club has confirmed an initial interest and will report back after its committee meeting later this month.

Officers are reconsidering the outside wall of the Town Council's changing rooms as a possible location. Waltham Abbey Town Council has reported no vandalism issues with a CAED located near the football pitches at the Town Mead Leisure Park. If the CAED was located on the wall facing the car park, this will provide good visibility to members of the public.

Hillford Football Club, who regularly hires a football pitch from the Council, fully supports the proposal of a defibrillator at the Recreation Ground.

An offer is available at the moment to purchase a complete Public Access Package at £1,366 + VAT. There would also be installation costs of approximately £250. Training in the use of a defibrillator and CPR would be an extra cost. However, this may be obtained free of charge through a contact at the Rotary Club.

On costs per unit include electricity supply (minimal), replacement pads (£56 per year or per use), batteries (replacement costs – every four years approx. £130/£200). Alternatively ten-year service packages are available for a £610 outlay for each unit covering all spares and replacement parts during this period.

There is £1,200 in the Committee's budget for this project and £500 from the Rotary Club, plus possible donations from Morrisons, and the South Loughton Cricket Club. Haslers has

indicated that it would be prepared to cover the ongoing costs for such equipment in the High Road area.

The Committee is asked to CONFIRM the following:

1. That officers continue to work with the Rotary Club to progress plans to purchase and install a Community Automated External Defibrillator outside Morrisons in the High Road, Loughton.
2. The Broadway and High Road Town Centre Partnerships continue to be assisted by officers to secure grant funding for a CAED in the Broadway and at a location in the High Road.
3. A CAED is purchased and installed on the outside of the wall of the Town Council's building at the Roding Road Recreation Ground facing the car park with appropriate signposting in the area.
4. The Town Council applies for grant funding from Awards for All to complete the project to install a minimum of four CAEDs as detailed above in partnership with the Rotary Club and Town Centre Partnerships.

Report by Shirley Haynes, Deputy Town Clerk.

Agenda item 5.9

Staffing

Many of the Council’s employees experience lone working on either a regular or occasional basis. The Council has a duty of care to its staff in this regard. It must consider the risks and take reasonable action to mitigate that risk.

There are a number of personal safety equipment options available on the market, from pepper sprays and portable audio alarms designed to give the person affected time to get away from a difficult situation through to mobile phone apps with full GPS monitoring.

The system used and recommended by a number of parish and town councils is known as Skyguard. This system is also used by a number of larger local authorities including Harlow Council and commercial companies including the NHS and the police. Councillors were invited to attend a presentation by this company on 14 February 2017, to find out about its services and suitability for this council.

Their lone worker alarms incorporate GSM 2-way audio as well as GPS technology to provide the employee’s precise location. The equipment is ‘Secured by Design’ accredited as is the service provided by the Incident Management Centre and all meet the relevant British Standards.

Members of staff would be issued with a small rechargeable key fob with GPS locator which can be attached to an existing set of keys and kept in a pocket, held in a belt clip or integrated into a name badge. There are two options:

1. MySOS Emergency

In the event of a situation developing, this fob provides the staff member with the ability to make an SOS call by a simple push of the button on the fob. This alerts the central control room staff who have the ability to listen into the situation and take appropriate action. This may be to speak to the member of staff to check all is OK or to put out an emergency call directly to the police via a dedicated unique reference number (URN) which gives direct access to the local police control room. Once the SOS call is activated, an audio recording will also be made automatically and can be used as evidence. The recordings are kept for six years. The call centre will also alert the employee’s line manager. The service operates 24/7, 365 days a year.

2. MySOS Mandown

As above but with the addition of a ‘man down’ facility that reacts to any sudden change of position of the fob. For example a car accident or a fall resulting from a trip or heart attack. In the event of no response from the wearer, the call centre will contact the emergency services and the line manager.

Access to an online portal enables the fobs to be associated with any member of staff whose profile has been set up.

Monthly costs per unit (net of VAT) are shown below and depend on the length of the contract in years:

	1	2	3	4	5
Option 1 (SOS)	15	12	10	9	8
Option 2 (Mandown)	16	13	11	10	9

This is an all-inclusive cost which includes GPS location down to 10 metres, two way audio, 24/7 access to the alarm receiving centre (ARC). All emergency calls, airtime and GPS usage are free of charge.

Optional extras include:

Belt holster - £10 each. Available with clip or loop. Essential for Option 2.

ID Badge - £5 each

Automated Tracking - £1 per device per month. Allows the device to update its GPS location every 15 minutes automatically.

Car Charger - £10 each

Roaming sim card - £5 per device per month.

1 month's free trial.

All devices are shipped with a mains charger, user guide, and O2 sim card.

The annual net cost for nine fobs for option 2 (with the Mandown service) would be £1,728 for a one-year contract. This cost would reduce to £972 for a five-year contract. Two, three and four year contracts are also available. This would provide for six fobs for external staff and three unallocated fobs for line managers and office staff. The costs of this would be met from within existing budgets.

Should the Council not wish to commit to a five-year contract an alternative would be to trial five fobs on option 2 for one year at a cost of £960 and review the service at the end of the period.

Additional costs would be a one-off payment for belt holsters at £10 each.

RECOMMENDED:

The Council takes advantage of the month's free trial and, subject to a satisfactory outcome, takes out a five-year contract with Skyguard @ £972 per annum to provide nine fobs with the 'man down' service.

Summary Income & Expenditure by Budget Heading 28/02/2017

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	13,473	15,668	40,500	24,832	24,832	38.7 %
	Income	35,583	36,247	36,000	247		100.7 %
The Murray Hall	Expenditure	136,367	103,314	136,700	33,386	33,386	75.6 %
	Income	65,223	74,702	63,000	11,702		118.6 %
Other Services (2)	Expenditure	7,756	8,229	11,200	2,971	2,971	73.5 %
	Income	1,767	1,287	0	1,287		0.0 %
Service Re-charge (3)	Expenditure	140,000	0	131,000	131,000	131,000	0.0 %
Roding Valley Rec Grd (4)	Expenditure	140,690	26,710	259,700	232,990	232,990	10.3 %
	Income	9,900	11,191	12,750	-1,559		87.8 %
Open Spaces (5)	Expenditure	19,900	9,113	22,300	13,187	13,187	40.9 %
	Income	0	0	125	-125		0.0 %
Playgrounds (6)	Expenditure	20,491	87,264	115,950	28,686	28,686	75.3 %
	Income	0	20,920	20,000	920		104.6 %
Skateboard Facility	Expenditure	11,201	1,990	36,410	34,420	34,420	5.5 %
	Income	250	500	0	500		0.0 %
Will. Rd. Playing Field (7)	Expenditure	6,955	9,418	13,000	3,582	3,582	72.4 %
	Income	291	1,565	305	1,260		513.2 %
Van replacement fund	Expenditure	0	0	1,000	1,000	1,000	0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>							
	Expenditure	496,833	261,706	767,760	506,054	506,054	34.1 %
	Income	113,012	146,411	132,180	14,231		110.8 %
	Net Expenditure over Income	383,821	115,295	635,580	520,285		

Notes

- 1) The Kingsley Hall budget includes £25,000 for replacement windows and doors.
- 2) Other Services – this includes £9,000 for community events, £1,200 for a defibrillator and £1,000 contingency. The £1,287 income relates to donations received for the Jessel Green community event.
- 3) The annual service recharge is £131,000; position as at 28.02.17 = £120,083.
- 4) Roding Valley Recreation Ground year to date figure is £26,710. Position as at 28/02/17 including DSO grounds maintenance contract is £113,873. The budget includes £100,000 for the changing room improvements project and £20,000 for the Charlie Moules bridge repair fund.
- 5) Open Spaces year to date figure is £9,113. Position as at 28/02/17 including DSO grounds maintenance contract is £17,952.
- 6) Playground expenditure includes £75,582 for the new equipment at the Traps Hill site retention of £3,978 outstanding). Income includes £20,000 from the Community Initiative Fund, a donation of £420 for a memorial bench and £500 from the Essex Playing Fields for Traps Hill playground.
- 7) Willingale Road Playing Field income relates to football pitch hire.

Agenda item 7**Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below:

	31.3.16
Recreation Committee	
Murray Hall	40,000
Kingsley Hall	30,000
Roding Valley Recreation Ground	135,250
Skate Park	32,000
Playgrounds	52,800
Open Spaces	3,000
Willingale Road Playing Field	10,800
Community events	2,000
Van replacement	6,000
Total	311,850