



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 6 March 2019

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

to transact the business shown in the agenda.

**Mark Squire
Town Clerk**

28 February 2019

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 9 January 2019.
- 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 Open Spaces – Min no RC117.1**
 - 5.1.1 Hillyfields Open Space Flood Alleviation Scheme**

For information, the Town Clerk has been in contact with the City of London and District Council officers to ensure that the Memorandum of Understanding with Essex County Council regarding the works associated with this scheme and the ongoing maintenance is satisfactory.

The City of London has granted permission to the contractors for minor works to trees on the outskirts of the site. This is to allow clear access for plant and machinery. The Town Clerk has agreed a draft Agreement and Licence between ‘the City of London, Loughton Town Council (LTC) and Essex County Council (ECC) for flood prevention works at Hillyfields, Loughton, Essex and for their continuing maintenance, which has now gone to ECC for approval.
 - 5.1.2 Archaeological survey**

An archaeological evaluation was carried out by Archaeology South-East on 21 January 2019. The fieldwork was commissioned by Essex County Council in advance of the planned flood relief scheme. During the archaeological investigations a piece of pottery was found which we have allowed to be transferred to a local museum, in case of need. A further update will be provided when the pottery is formally identified.
 - 5.2 Playgrounds – Min no RC117.2.4**
 - 5.2.1 Safety Inspections**

The RoSPA inspection was undertaken at all play areas, outdoor gyms, football pitches and ball courts on 15 January 2019 at a net cost of £1,166.60. The Services Manager is arranging for some minor works identified in the reports to be carried out.

5.3 Community Events – Min no RC117.3

5.3.1 Play in the Park 2019 – Min no 117.3.1

Two sessions are to be held at the Roding Valley Recreation Ground during the Easter holidays on Wednesday 10 and 17 April. Ten further sessions (5 each at Jessel Green and the Roding Valley Recreation Ground) are to be held during the summer holidays; dates to be confirmed.

5.3.2 Tennis Coaching

Two one-hour coaching sessions at Roding Valley Recreation Ground for children have been arranged for the afternoons of the two Tuesdays and Thursdays during the Easter school holidays, at a cost of £240. The fees per child are £2.50 per session and all equipment is provided. The sessions are aimed at 4-11 year olds (4-8 year olds 2pm to 3pm and 8-11 year olds 3pm to 4pm). The coach is James Biggane, a professional LTA licensed coach, who has successfully run sessions on our behalf previously.

5.3.3 Athletics sessions

Sessions aimed at introducing children from four years of age to athletics are held at Roding Valley Recreation Ground each Saturday between 8.45am and 10.00am. The sessions are run by officers of Epping Forest District Council at a cost of £3.00 per session, with the first session free of charge.

5.3.4 Jessel Green

Council officers will be meeting with event partners on 8 March to begin planning this year's event, which is taking place on 30 June. This year's draft licence to stage the event has now been agreed with Epping Forest District Council (EFDC).

5.3.5 Requests to hold events

The council has received requests from three organisations (youth theatre, dog shelter charity and a circus) to hold events on the Roding Valley Recreation Ground. The Services Manager will provide a verbal report at the meeting.

5.4 Defibrillators – Min no RC117.4

The second training session on CPR techniques and using the equipment is to be held at Murray Hall on Thursday 28 February 2019 at 5.30pm. A report will be given at the meeting.

5.5 Roding Valley Recreation Ground – Min no RC117.5

5.5.1 Improvements Project – Min no 117.5.1

The Working Party met on Tuesday 19th February 2019 to discuss the way forward. It was felt that the existing plans needed to be expanded upon in greater detail (e.g. internal and external décor and materials to be used) before proceeding with public consultation and planning application. The Town Clerk would continue to liaise with the architect to refine the plans and also validate potential bid partners to raise potential partnership funding for the project.

A further update will be provided at the meeting.

5.6 Wildlife – Min no RC117.6

Posters that could help discourage the feeding of wildlife on and by the lake in the Recreation Ground are now displayed on the Town Council's noticeboards and also by the feeding platforms at the lake. A copy of the poster has also been sent to all schools in Loughton.

5.7 Kingsley Hall – Min no RC117.7

The architect had previously been asked to provide the drawings and detailed specification for the windows and doors. An update will be provided at the meeting.

The application to the Community Initiatives Fund (CIF) was unsuccessful on this occasion, but there is a further opportunity to apply to the CIF Response Fund once costings are finalised. Other funding sources will be considered if necessary.

5.8 Essex Police – Min no RC117.8

The Chairman will report on recent "Coffee with Cops" events.

5.9 Willingale Road Playing Field – Min no 117.10

Priority works to trees behind properties nos 1 – 31 Willingale Road have now been completed at a cost of £5,200.00.

5.10 South Loughton Cricket Club – Min no 117.12

An update will be provided at the meeting.

5.11 Loughton Cricket Club – Min 88.4

A verbal update will be provided at the meeting.

5.12 River Roding – Planting Project – Min no 117.14

Officers from Epping Forest District Council are in talks with the Environment Agency and it is hoped that a timeline for the works will be agreed in the coming weeks, resulting in the planting being planned for the autumn 2019.

5.13 Epping Forest Youth Council (EFYC) Drugs Project Report

To receive and comment on the report. Hardcopies will be distributed at the meeting.

5.14 Contractor charges

5.14.1 Memorial Rose Garden and Murray Hall

The Committee is asked to note that the gardening contractor that carries out maintenance works at both sites will be increasing his hourly rate by 25% from April 2019.

5.14.2 Dog waste bin collections

The Committee is asked to note that the contractor that carries out this service at Willingale Road Playing Field and Roding Valley Recreation Ground will be doubling its weekly rate from April 2019. Alternative quotes are currently being sought.

6 Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see pages 5 - 6).

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.

Mark Squire
TOWN CLERK
28 February 2019

Summary Income & Expenditure by Budget Heading - 25/02/2019

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	14,042	16,539	35,280	18,741	18,741	46.9 %
		Income	36,498	41,145	37,000	4,145		111.2 %
The Murray Hall	(2)	Expenditure	125,445	105,761	132,840	27,079	27,079	79.6 %
		Income	73,186	97,344	66,620	30,724		146.1 %
Other Services (Rec)	(3)	Expenditure	14,875	15,180	12,200	-2,980	-2,980	124.4 %
		Income	8,129	6,223	0	6,223		0.0 %
Service Re-charge (Rec)	(4)	Expenditure	135,000	0	138,000	138,000	138,000	0.0 %
Roding Valley Recreation Ground	(5)	Expenditure	37,888	26,188	264,900	238,712	238,712	9.9 %
		Income	14,019	9,449	4,750	4,699		198.9 %
Open Spaces	(6)	Expenditure	23,488	8,561	26,790	18,229	18,229	32.0 %
		Income	225	0	0	0		0.0 %
Playgrounds	(7)	Expenditure	17,034	18,611	39,990	21,379	21,379	46.5 %
		Income	0	1,000	0	1,000		0.0 %
Skateboard Facility		Expenditure	0	0	10,000	10,000	10,000	0.0 %
Will. Rd. Playing Field		Expenditure	15,286	18,872	18,990	118	118	99.4 %
		Income	2,912	1,039	1,510	-471		68.8 %
Van replacement fund		Expenditure	0	0	1,000	1,000	1,000	0.0 %
<u>INCOME - EXPENDITURE TOTALS</u>								
		Recreation Expenditure	483,058	209,713	679,990	470,277	470,277	30.8 %
		Income	134,969	156,200	109,880	46,320		142.2 %
		Net Expenditure over Income	348,089	53,513	570,110	516,597		

Notes

- Income forecast to be higher as there are new regular hirers for three evenings a week. Expenditure is low as the budget includes £25,000 for improvements to windows and doors.
- Income includes £22,100 for 2019/20 paid in advance.
- Budget includes £10,000 for community events, £1,200 for defibrillators and £1,000 contingency. Income from donations and sponsorship will offset the additional costs of the 2018 events.
- The annual service recharge is £138,000. Position as at 31/01/19 is £126,500.
- RVRG year to date figure is £26,188. Position as at 31/01/19 including the DSO grounds maintenance contract is £111,400. The budget includes £100,000 for the changing room improvements and £15,000 for the Charlie Moules bridge repair fund. Income includes football fees & licence fees.
- Open Spaces year to date figure is £8,561. Position as at 31/01/19 including DSO grounds maintenance contract is £17,812.
- Playgrounds – budget includes £15,000 for major playground works at RVRG. Expenditure currently low but there are a number of repairs still to be invoiced.

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