



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 5 June 2019

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

to transact the business shown in the agenda.

Mark Squire
Town Clerk
30 May 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 6 March 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 RC124.1.1**
 - 5.1.1 Hillyfields Open Space Flood Alleviation Scheme**

Whilst agreement in principle has been given for the flood prevention works at Hillyfields, Loughton, Essex to progress, the draft Agreement and Licence between ‘the City of London, Loughton Town Council (LTC) and Essex County Council (ECC) has not yet been signed off. There are some further aspects to be clarified, in particular defining the amount and scale of maintenance costs to be provided by ECC and some technical details concerning the project itself. The Town Clerk will expand on the current situation and large scale maps and drawings will be provided at the meeting itself. It may well be prudent to hold a meeting with all relevant parties, to gain clear understandings before signing off the final Agreement.
 - 5.1.2 Archaeological survey – Min no RC124.1.2**

Officers at Essex County Council have confirmed that artefacts found during the archaeological evaluation undertaken on 21 January 2019, has been transferred to Epping Forest District Museum in Waltham Abbey.
 - 5.2 Playgrounds – Min no RC124.2.1**
 - 5.2.1 Safety Inspections**

The next 6-monthly inspections will be carried out at all play areas on 26 June 2019.
 - 5.3 Community Events – Min no RC124.3.**
 - 5.3.1 Play in the Park 2019 – Min no 124.3.1**

The two Play in the Park sessions held at Roding Valley Recreation Ground during the Easter school holidays were attended by 24 adults and 45 children on Wednesday 10 April, and 17 adults and 32 children on Wednesday 17 April.

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

Roding Valley Recreation Ground

- Monday 29 July 1.30pm to 3.30pm
- Tuesday 6 August 10.00am to 12 noon
- Monday 12 August 1.30pm to 3.30pm
- Tuesday 20 August 10.00am to 12 noon

Jessel Green

- Thursday 1 August 10.00am to 12 noon
- Thursday 8 August 1.30pm to 3.30pm
- Thursday 15 August 10.00am to 12 noon
- Thursday 22 August 1.30pm to 3.30pm
- Thursday 29 August 10.00am to 12 noon

5.3.2 Tennis Coaching – Min no RC124.3.2

The coaching sessions held during the Easter school holidays were very well received. All four sessions for 4-8 year olds were full to capacity, and the 8-11 year age group was very well attended with 31/40 places taken across the four sessions. The total cost of the professional coaching had been £240.00 with this partially offset by income of £180.00.

5.3.3 Jessel Green Fun Day – Min no RC124.3.4

The Town Clerk and Council officers met with event partners on 8 March 2019 and 24 May 2019 to conclude the final meetings before this year's event on 30 June 2019. A comprehensive action plan is being followed and preparations are on course to stage this year's event.

The Town Clerk will shortly be requesting members to run the Town Council stall and raffle during the day.

For information, the Local Plan hearing (Matter 15, Issue 2 – Policy P2 Loughton) which is particularly pertinent to Jessel Green will be held at Epping Forest District Council (EFDC) offices on the morning of Tuesday 11th June 2019.

5.3.4 Requests to hold events

The Services Manager will provide a verbal report on preparations for a forthcoming dog charity fun run, to be held at Roding Valley Recreation Ground on Sunday 14 July 2019.

A suggestion has been made to run a football 5 a side tournament to raise further funds for the Mayor's charities. The concept is favourable. However time and resources are limited currently and we do stage a wide variety of other community events. The Town Clerk would like to revisit the idea at some point in the future.

5.4 Annual Town Mayor's Charity Fun Run

The Fun Run was staged on Sunday 12 May 2019. £410 was raised for the St Clare Hospice. The general consensus was that it was a great success and well organised with some 70 participants. Following a staff debrief meeting it

was proposed to use 'Facebook' promotion and place advertising banners around Loughton to attract greater numbers of local residents to the event next year.

5.5 Defibrillators – Min no RC124.4

Two successful training sessions have already taken place. The third session has been deferred due to a resources issue. The Town and Community Development Officer is currently investigating 'New Community Initiative Funding' and 'Lottery Funding' for an additional 3 community/mobile defibrillators in Loughton.

5.6 Roding Valley Recreation Ground – Min no RC124.5

5.6.1 Improvements Project – Min no 125.5.1

New updated and more detailed plans have been submitted by the architect which will be presented in large scale format at the meeting. The Town Clerk will also provide a verbal update.

5.7 Kingsley Hall – Min no RC124.6

A meeting has been sought with the consultant regarding the lack of progress on the refurbishment of the windows and doors. The Town Clerk will provide a further verbal update at the meeting.

5.8 Essex Police

The following request has been received from the Safer Essex Roads Partnership. Salient parts of the e-mail text are recorded below.

'I work for a road safety partnership that includes the Police and Fire service. We are looking for sites to pull vehicles into during partnership operations targeting poor driving and criminals using the road network.if the council have any sites you think would be suitable and would benefit the community with a police stop site I would be happy to take suggestions. Regards, Liam Collins, Road Safety Officer'.

Named Town Council sites and timings are suggested by the Safety Officer. The Town Clerk will provide further specific detail at the meeting.

To review and reply.

5.9 Tree Surveys

The Services Manager is arranging for a full inspection 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 to this committee will be £1,790.00 + VAT. A full inventory of all the council's trees at all sites was carried out in April 2017.

5.10 River Roding – Planting Project – Min no 124.11

We are awaiting confirmation from EFDC/Environment Agency for the proposed planting works, planned for the autumn 2019. EFDC has recently appointed a consultant to draw up plans and specifications, and drafts will be made available to the Town Council for consideration within the next two weeks.

5.11 Loughton Cricket Club (LCC) – Min 124.10

The Town Council's solicitors have confirmed that the Freehold Transfer was completed on 13 May 2019 and the lease on 15 May 2019. An application has been made to the Land Registry to register our ownership of title to this property. The Towns Council's asset register will be updated accordingly.

The Town Clerk and Services Manager will be meeting with the Chairman on Friday 7 June 2019 to discuss future working relationships and other administrative matters.

At the Planning and Licensing Committee meeting on 20 May 2019, the Committee had NO OBJECTION to the application to the siting of 2 no shipping containers to be clad and converted into a small temporary building for use of pre-school during refurbishment.

5.12 South Loughton Cricket Club – Min no 124.9

At the Planning and Licensing Committee meeting on 20 May 2019, the Committee had NO OBJECTION to the application to the addition of a storage container to stand on a concrete base subject to the following conditions.

- i) The container must be painted green and installed to the right-hand side of the pavilion and parallel to the existing 20' container; and
- ii) Suitable native hedging is planted alongside the container to provide additional camouflage – to be discussed in advance with LTC's Services Manager.

5.13 Exclusion of the Press and Public

To RESOLVE to exclude the press and public from the next item under the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to a lease.

5.13.1 South Loughton Cricket Club

- * To consider legal /rental considerations (see attached pages 10 – 11).

6 Financial Position

6.1 End of Year Report

The accounts for 2018/19 were approved by full Council on 15 May 2019 but subsequently each committee is given the opportunity to examine its income and expenditure in detail.

- * The end of year financial report for 2018/19 is attached together with details of the transfers to and from earmarked reserves (see pages 6 – 7).

6.2 Current Financial Position

- * The current financial position is attached together with details of the funds available from earmarked reserves (see pages 8 – 9).

6.3 Future Budgeting Parameters

The Town Clerk will expand on some concepts and ideas for future workings.

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
30 May 2019

Summary Income & Expenditure by Budget Heading 31/03/2019

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	14,042	18,436	35,280	16,844	16,844	52.3 %
	Income	36,498	39,162	37,000	2,162		105.8 %
The Murray Hall	Expenditure	25,445	132,636	132,840	204	204	99.8 %
	Income	73,186	84,399	66,620	17,779		126.7 %
Other Services (Rec)	Expenditure	14,875	15,595	12,200	-3,395	-3,395	127.8 %
	Income	8,129	6,223	0	6,223		0.0 %
Service Re-charge (Rec)	Expenditure	35,000	138,000	138,000	0	0	100.0 %
Roding Valley Recreation Ground	Expenditure	37,888	128,202	264,900	136,698	136,698	48.4 %
	Income	14,019	10,012	4,750	5,262		210.8 %
Open Spaces	Expenditure	23,488	20,701	26,790	6,089	6,089	77.3 %
	Income	225	0	0	0		0.0 %
Playgrounds	Expenditure	17,034	22,019	39,990	17,971	17,971	55.1 %
	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	20,034	18,990	-1,044	-1,044	105.5 %
	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	495,623	679,990	184,367	184,367	72.9 %
	Income	134,969	141,835	109,880	31,955		129.1 %
	Net Expenditure over Income	8,089	353,788	570,110	216,322		

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

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

Schedule of Earmarked Reserves	2018/19		
	1.4.18	Net transfers to/from reserves	31.3.19
Recreation Committee			
Murray Hall	40,500	0	40,500
Kingsley Hall	25,000	-25,000	0
Roding Valley Recreation Ground	122,200	1,000	123,200
Skateboarding	10,000	-10,000	0
Playgrounds	19,000	15,000	34,000
Open Spaces	2,500	-420	2,080
Willingale Road Playing Fields	8,000	-1,000	7,000
Defibrillators	0	250	250
Van replacement	7,000	1,000	8,000
Total	234,200	-19,170	215,030

Summary Income & Expenditure by Budget Heading 24/05/2019

Month No : 1

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	18,436	1,635	35,280	33,645	33,645	4.6 %
	Income	39,162	13,100	37,000	-23,900		35.4 %
The Murray Hall	Expenditure	32,636	5,496	132,840	127,344	127,344	4.1 %
	Income	84,399	23,274	66,620	-43,346		34.9 %
Other Services	(1) Expenditure	15,595	1,397	12,200	10,803	10,803	11.5 %
	Income	6,223	0	0	0		0.0 %
Service Re-charge	(2) Expenditure	138,000	0	138,000	138,000	138,000	0.0 %
Roding Valley Recreation Ground	(3) Expenditure	28,202	3,046	264,900	261,854	261,854	1.2 %
	Income	10,012	775	4,750	-3,975		16.3 %
Open Spaces	(4) Expenditure	20,701	4,053	26,790	22,737	22,737	15.1 %
Playgrounds	Expenditure	22,019	856	39,990	39,134	39,134	2.1 %
	Income	1,000	0	0	0		0.0 %
Skateboard Facility	Expenditure	0	0	10,000	10,000	10,000	0.0 %
Will. Rd. Playing Field	Expenditure	20,034	694	18,990	18,296	18,296	3.7 %
	Income	1,039	101	1,510	-1,409		6.7 %
Van replacement fund	Expenditure	0	0	1,000	1,000	1,000	0.0 %

INCOME - EXPENDITURE TOTALS

Recreation Expenditure	495,623	17,178	679,990	662,812	662,812	2.5 %
Income	141,835	37,250	109,880	-72,630		33.9 %
Net Expenditure over Income	3,788	-20,072	570,110	590,182		

Notes

- 1) Other Services budget includes £10,000 for community events.
- 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 £3,046. Position as at 24/05/18 including the DSO grounds maintenance contract is £18,327. 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 £4,053. Position as at 24/05/18 including DSO grounds maintenance contract is £5,821.
- 5) * Further work is required by the Town Clerk to establish this year' budget headings. An updated report will follow in due course.

Agenda item 6.2 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.

Schedule of Earmarked Reserves	
	1.4.19
Recreation Committee	
Murray Hall	40,500
Roding Valley Recreation Ground	123,200
Playgrounds	34,000
Open Spaces	2,080
Willingale Road Playing Fields	7,000
Defibrillators	250
Van replacement	8,000
Total	215,030