



# RECREATION COMMITTEE

Members of the Recreation Committee

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

**Wednesday 11 September 2019**

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

to transact the business shown in the agenda.

**Mark Squire**  
**Town Clerk**  
5 September 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 5 June 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 Cardiac Risk in the Young (CRY)**  
To receive a short presentation from Della Tudisca on the valuable work of CRY.
- 6 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.
  - 6.1 Open Spaces –Min no RC 131.1**
    - 6.1.1 Hillyfields Open Space Flood Alleviation Scheme**  
An onsite meeting was held on 2 July 2019 (see attached report pages 5 – 6) to finalise any outstanding technical points / other questions. The underlying lease / licence has now been signed off by all parties. A Maintenance Schedule between Loughton Town Council (LTC) and Essex County Council (ECC) will be completed soon as will an Ensuing maintenance agreement with Epping Forest District Council (EFDC) for the ongoing upkeep and checks on the works once the project is complete. Work has now started on site.
    - 6.1.2 Archaeological survey –Min no RC 131.1.1**  
There has still been no further update from either Epping Forest District Museum or ECC. The office continues to chase.
  - 6.2 Loughton Cricket Club (LCC) – Min no RC131.11**  
The Town Clerk met with the Chairman of LCC on 30 August 2019 primarily to assist in completing a 'Fields in Trust' application, to preserve the long term future of the site. The Town Clerk will provide a further verbal report.
  - 6.3 South Loughton Cricket Club (SLCC) – Min no RC131.12**  
The Town Clerk and Services Manager will have met with representatives of SLCC at the cricket ground on 5 September 2019. This will be an introductory meeting for the Town Clerk and an opportunity to discuss aspects of the lease and tenancy agreement. The Town Clerk will provide verbal report.

#### **6.4 Willingale Road Playing Fields**

LTC has been contacted by GFA Loughton FC, (the youth football club that regularly hires football pitches at Willingale Road Playing Field), and asked to give consideration to the following:

- Potential for Long term lease of Willingale Road Playing Field
- Extension of car park area to ease parking for local residents
- Installing a club house with some storage
- Improvement of pitches– Engagement with the Regional Pitch Advisor through Essex FA
- Opportunity to protect the site from anti-social behaviour e.g. motorbikes etc
- GFA supporting operation of site

#### **6.5 Playgrounds – Min no 131.3**

The annual inspection of all playgrounds was carried out on 7 August 2019. No major health and safety concerns were raised. There are invariably issues that will require the services from our maintenance contractors.

- Some of the items flagged-up in this report have now been dealt with, having already been included in a previously issued works order.
- A job specification is currently in progress and photos of all outstanding playground issues have been taken.
- Prices from our two contractors have been sought.
- A copy of the report /risk assessment is available upon request.

#### **6.6 Community Events**

##### **6.6.1 October half term Tennis Coaching**

The Town and Community Development Officer is liaising with the tennis coach regarding arrangements to hold coaching sessions during the October Half-Term Holidays. The sessions held last Easter were all very well attended and Octobers' sessions will follow the same format; age group 4 to 8 year olds 2pm to 3pm and age group 8 to 11 year olds 3pm to 4pm. Sessions are to be held on Tuesday 29 and Thursday 31 October 2019.

##### **6.6.2 Christmas Events**

The Town and Community Development Officer is currently arranging this year's Countdown to Christmas Event on 6 December 2019. She will also be attending (along with the Town Clerk) the Loughton Broadway Town Centre Partnership AGM on 12 September 2019.

##### **6.6.3 Jessel Green Fun Day-Min no 131.3.3**

The 2019 Jessel Green Fun Day on Sunday 30 June proved a successful day. The event was organised by LTC in partnership with the Epping Forest Community Church, the Red Balloon Foundation and Restore Community Church. The Day was very well attended with thousands of local residents in attendance. There was a wide variety of entertainment taking place in the arena from music, dance and a children's magic show. In addition to all the usual bouncy castles, inflatables and 18' climbing wall, there were fun fair rides for children, horse and carriage rides, bungee trampolines and a children's entertainer. A free soft play area for the under 5s was also a great success. We were pleased with the diversity of community and charity stalls which included a tombola in aid of the Town Mayors charity – CRY (Cardiac Risk in the Young) where £355.54 was raised.

A donation of £41.80 was also made from the proceeds of the horse and carriage rides.

Next year's Jessel Green event will be held on Sunday 28 June 2020.

## **6.7 Community Halls**

### **6.7.1 Murray Hall**

The Hall floors have been buffed and re oiled during the summer break. The E15 drama group have renewed their booking and will be resuming their activities in October 2019.

### **6.7.2 Kingsley Hall - Min no 131.7**

- i. The external consultant has not finalised his external report on the windows and doors as yet. An onsite meeting was called for 5 September 19. A verbal report will be provided at the meeting.
- ii. The Town Clerk has authorised on 26 July 2019, electrical work of £2,850. The work involved was to remove 8 no. existing light units and replace with LED lights. The order also included remedial work that was deemed necessary in the previous 5 year site electrical inspection.

The work uncovered 8 larger holes in the ceiling and the Town Clerk authorised additional costs for the new lights and structural work in and around the holes in the ceiling was £1,380 to ensure that health and safety requirements were met.

## **6.8 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 contractual information.

## **6.9 Roding Valley Recreation Ground- Min no RC 131.6**

### **6.9.1 Improvements Project- Min no RC 131.6.1**

To review and progress the project. (see attached report pages 12–15)

## **7 Request from the Loughton Rotary Club to stage a 'Wellbeing Festival' on 22 September 2019 at the Roding Valley Recreation Ground.**

To review and confirm approval of this event (see attach report page 7).

## **8 Bin Collections on the Recreation Ground during the summer months.**

At the end of July 2019, Cllr S Murray requested that during the summer months, most of the bins require a collection more than once a week. As a minimum a second collection is required on a Friday before a Bank Holiday weekend. Since then steps have been taken to alleviate this problem. The Services Manger will expand upon measures taken.

## **9 VE Day Anniversary Celebrations 8 May 2020 - Town and Parish Council involvement**

See attached e-mail from Epping Forest District Council dated 11 July 2019 (page 8). Members may also wish to consider VJ Anniversary on 2 September 2020.

**10 Financial Position**

The current financial position is attached together with details of the funds available from earmarked reserves (see pages 9 – 10).

The Town Clerk will also provide an update on future

- Budgeting reporting
- Streamlining budget codes
- Separate budget allocations for individual community events, eg Jessel Green Fun Day, Fun Run etc
- The imminent upgrade of the RBS Omega Accounting System
- Future maintenance costs of LTC assets, eg community halls, tree work

**11 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.

The Town Clerk will outline his vision for a Loughton Community Day.

**Mark Squire**  
**TOWN CLERK**  
**5 September 2019**

**Agenda item 6.1**

**Open Spaces –Min no RC 131.1**

**6.1.1 Hillyfields Open Space Flood Alleviation Scheme**

**Meeting to discuss Hillyfields Open Space Flood Alleviation Scheme 2.7.19**

Present:			
Mark Squire, Town Clerk	LTC	David Chapman	ECC
Paul Hoy, Services Manager	LTC	Charlotte Palmer	ECC
David Wixley, Councillor	LTC	Trevor Baker	EFDC
Adam Omer, Councillor (Site meeting only)	LTC	Martin Whitfield	City of London Corporation

The meeting started on site and relocated afterwards to Loughton Library. Below is a summary of the discussion points:

Hillyfields site visit

- ECC are obliged to undertake an advertising campaign to inform local residents of forthcoming works. This will entail newspaper articles, letters to residents and on-site notices.
- All present were able to view the plans and David and Charlotte pointed out key locations on the site relating to the plans.
- Background to the project, include its perceived necessity was discussed.
- Confirmed that all remedial tree work had now been carried out, and that replacement tree/new planting will take place in the Autumn. Responsibility for watering the new tree to be confirmed by ECC.
- All existing trees in the vicinity of the work to be protected for the duration.
- Councillor Omer left the meeting.

Library

- David Chapman stated that the ‘Memorandum of Understanding’ had been superseded by the legal agreement, and was not to be referred to going forward.
- Liability – David Chapman stated that the designers of the project would be liable if there was a technical failure, and if a failure occurred in relation to the construction, liability will fall on the contractors – ‘Top Bond’.
- Top Bond are subcontractors that won the tender for this project, and will be working on behalf of Ringway Jacobs.
- Once the project is complete it will go on ECC’s asset register, and because of this the annual inspection will become the responsibility of ECC.
- Time frames – 10 weeks construction, 50 year life span (‘design life!’) – both figures approximate.
- Similar projects already in operation – All projects are bespoke so no two are the same. Advised that nearest to this one is in Witham (Forest Road) – Charlotte to forward details to LTC. Aims always the same though – to store surface water in upper catchment areas in order to protect lower lying areas, and to utilise each site’s natural topography.
- Project designed so that engineering and ongoing maintenance are made simple.
- Trevor Baker stated that EFDC staff would carry out visual inspections and remove any leaves or plant debris that gather around the grill, particularly in the Autumn.

David Chapman advised to check for any build-up of grass cuttings throughout the summer months.

- Size of the grill – concerns raised about litter being forced into the pipework, and whether the design could be changed in this regard. David Chapman stated that the design was already approved and that any alterations would see liability being transferred to LTC. Details of grill design to be forwarded to LTC.
- Erosion to the bund – not anticipated as will be similar in construction to previously effective designs.
- City of London to advise on correct ‘grass mix’ to be used in reinstatement works.
- Start date to be advised as soon as agreement signed.
- A1 sized plans requested by LTC.
- Suggested by Cllr Wixley that a 10 year review be included in the agreement. David Chapman stated that the £7,600.00 set aside by ECC for this project, to be awarded to LTC, could not be guaranteed if this point was to be pursued.

Paul Hoy  
Services Manager  
3/07/19

**Agenda item 7**

**Request from the Loughton Rotary Club (LRC) to stage a 'Wellbeing Festival' on 22 September 2019 at the Roding Valley Recreation Ground.**

In the summer this year, the Rotary Club, Loughton, Buckhurst Hill and Chigwell approached Loughton Town Council (LTC) to stage a 'Family Feel Good Day' near Oakwood Hill at the Recreation Ground.

Their aim is to gather community groups in the area and to promote healthier lifestyle and living with various stalls and low key attractions actions.

Unfortunately the timing of this request meant that the next Recreation Committee meeting was not until 11<sup>th</sup> September 2019 (only 11 days) before the event itself.

In the meantime an ongoing dialogue has been maintained with LRC who have produced a detailed event management plan. The LTC office has received reassurances on specific areas of concern such as parking, insurance and stewarding which have now been covered. In view of the short time scale, this request was discussed in more detail at a Recreation Committee Working Party on 5<sup>th</sup> August, involving Cllrs D.Wixley and J.Jogia, the Services Manager and the Town Clerk, whereby verbal approval for the staging of the event was granted.

The Committee is now asked to give its formal consent.

MS 3.9.19



**Agenda item 9**

**VE Day Anniversary Celebrations 8 May 2020 - Town and Parish Council involvement**

**To All Epping Forest District Town and Parish Councils**

Dear Colleagues,

Following the Government decision to move next year's early May Bank Holiday from Monday 4 to Friday 8 May, a preliminary meeting was called by the Chairman of Epping Forest District Council with officers to discuss the implications for the VE Day anniversary celebrations which follow Parish/Town, District and Police, Crime and Fire Commissioner elections on Thursday 7 May.

The government has published some initial [guidance here](#) around the kind of events being planned at national and local level including:

- the Nation's Toast, where over 20,000 pubs will encourage patrons to raise a glass to the Heroes of World War II
- bagpipers playing the traditional Battle's O'er at the top of the 4 highest peaks in the UK – Ben Nevis in Scotland, Scafell Pike in England, Mount Snowdon in Wales, and Slieve Donard in Northern Ireland
- bells in churches and cathedrals across the country joining forces in a special Ringing Out for Peace
- local street parties and celebrations across the 3-day weekend

Other elements are likely to include religious services on Sunday, proclamations by town criers and local bagpipers.

As you would expect, from a District Council perspective, we are planning to focus on North Weald Airfield and its military heritage. Taking account of the requirements to deliver the elections over the same Bank Holiday weekend, we are planning to involve local groups on, around and associated with the airfield in as much of the VE Day celebrations as we can.

However, VE Day celebrations are expected to reach across the district as part of the national events and we anticipate that Town and Parish Councils will wish to hold your own events along with other organisations and community groups.

The Chairman of Epping Forest District Council is anxious that all of us should share our plans and aspirations as they develop so that we may cooperate and coordinate our various activities as much as possible. I would therefore be most grateful if you could let me know whether your Council intends to participate in the VE Day celebrations, and if so, what plans such as street parties or other community events you are developing.

Next May seems quite a long way off, but as all of us with experience know, time will slip by far too quickly.

Thank you for your patience and I look forward to hearing from you in due course.

Regards

**Thomas Carne**  
**Corporate Communications Manager**

## Summary Income &amp; Expenditure by Budget Heading 14/08/2019

Month No : 5

## Recreation Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Recreation</u></b>							
Kingsley Hall	Expenditure	18,436	5,653	20,550	14,897	14,897	27.5 %
	Income	39,162	21,313	41,000	-19,687		52.0 %
The Murray Hall	(1) Expenditure	132,636	38,899	136,200	97,301	97,301	28.6 %
	Income	84,399	73,104	76,428	-3,324		95.7 %
Other Services	(2) Expenditure	15,595	4,604	21,250	16,646	16,646	21.7 %
	Income	6,223	0	0	0		0.0 %
Service Re-charge	(3) Expenditure	38,000	0	146,000	146,000	146,000	0.0 %
Roding Valley Recreation Ground	(4) Expenditure	28,202	12,012	258,900	246,888	246,888	4.6 %
	Income	10,012	7,038	9,450	-2,412		74.5 %
Open Spaces	(5) Expenditure	20,701	8,896	23,800	14,904	14,904	37.4 %
Playgrounds	Expenditure	22,019	7,341	46,800	39,459	39,459	15.7 %
	Income	1,000	0	0	0		0.0 %
Will. Rd. Playing Field	(6) Expenditure	20,034	5,955	19,500	13,545	13,545	30.5 %
	Income	1,039	1,071	900	171		119.0 %
Van replacement fund	Expenditure	0	0	1,000	1,000	1,000	0.0 %
<b><u>INCOME - EXPENDITURE TOTALS</u></b>							
Recreation Expenditure		495,623	<b>83,359</b>	<b>674,000</b>	<b>590,641</b>	<b>590,641</b>	<b>12.4 %</b>
Income		141,835	<b>102,527</b>	<b>127,778</b>	<b>-25,251</b>		<b>80.2 %</b>
Net Expenditure over Income		<b>353,788</b>	<b>-19,168</b>	<b>546,222</b>	<b>565,390</b>		

**Notes**

- 1) Murray Hall income appears over budget but this total includes £9,008.00 advance fees for 2020/21
- 2) Other Services budget includes £10,000 for community events and £1,000 contingency. Income will offset some of the costs with the balance spent on Christmas 2019 events
- 3) The annual service recharge is £146,000. Position as at 31/08/19 = £60,833.
- 4) Roding Valley Recreation Ground year to date figure is £12,012. Position as at 31/08/19 including the DSO grounds maintenance contract is £55,695. The budget includes £100,000 for the changing room improvements and £15,000 for the Charlie Moules bridge repair fund.  
Income includes £7,038 football pitch hire fees
- 5) Open Spaces year to date figure is £8,896. Position as at 31/08/19 including DSO grounds maintenance contract is £14,179.
- 6) Willingale Road Playing Fields Income includes £846.00 football pitch fees.

**Agenda item 10 /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.

<b>Schedule of Earmarked Reserves</b>	
	<b>1.4.19</b>
<b>Recreation Committee</b>	
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
<b>Total</b>	<b>215,030</b>

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