

**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the meeting held on Wednesday 14 June 2017 at 7.45pm at 1 Buckingham Court**

**Present:**

**Councillors:** D Wixley (in the Chair)  
R Brookes B Cohen S Murray  
M Stubbings S Pewsey (as substitute for Cllr Omer)

**Also in attendance:**

**Officers:** E K Walsh (Town Clerk)  
P Hoy (Services Manager)

1 member of the public

**RC42 Apologies**

Apologies for absence were received from Cllrs Girling and Omer. The Town Clerk reported that Cllr Pewsey had been nominated as Cllr Omer's substitute for this meeting.

**RC43 Declarations of Interest**

Cllr Murray declared a pecuniary interest in agenda item 5.10.2, Roding Valley High School Licence, as an employee of the school.

**RC44 Confirmation of Minutes**

The Minutes of the meeting held on 8 March 2017 were CONFIRMED as a correct record and signed by the Chairman.

**RC45 Public Representations**

None were received.

**RC46 Matters for Report**

**46.1 Playgrounds – Min no RC39.1**

**46.1.1 Maintenance**

The Committee NOTED that, apart from those at Hillyfields and Traps Hill, repairs had been carried out at all the playgrounds owned by the Town Council. The net cost of those works amounted to £5,479.10.

Members also noted that the Wicksteed voucher, awarded for the Council's success in the Essex Playing Fields 2016 competition, had been used for the installation of a new seesaw at the Newmans Lane playground.

**46.1.2 Safety Inspections**

It was reported that the next inspections would be carried out in July 2017 by Maria Cooke of Craigdene, a member of the Register of Playing Inspectors International at a cost of £395.00 net of VAT.

**46.2 Community Events – Min no RC39.2**

**46.2.1 Park Run**

The Committee discussed the Government consultation on preserving the free use of public parks which concluded on 5 July 2017. Members were invited to submit their comments to the Town Clerk who would collate the Council's response.

**46.2.2 Town Mayor's Charity Fun Run – Min no RC39.2.2**

Members NOTED that the amount raised by this year's event from entry fees totalled £760 and that this had been split equally between the Essex Air Ambulance and the Redbridge Samaritans. Sponsorship by a small group of participants had raised an additional £956.25 specifically for the Air Ambulance.

The Committee thanked the officers and staff for their work to ensure the success of this event.

**46.2.3 Jessel Green Family Fun Day – Min no RC39.2.3**

It was reported that arrangements for this year's Family Fun Day to be held on Jessel Green on Sunday 16 July 2017 from 12 noon until 4pm, were in hand and that publicity had begun. All councillors were invited to support this event.

**46.2.4 Tennis Coaching – Min no RC39.2.4**

The report of the coaching sessions held during the Easter school holidays was NOTED. The total cost of the professional coaching had been £304 with this partially offset by income of £275.11.

The Committee expressed its thanks to Cllr Omer for his support of this new project.

Officers were asked to investigate whether the sessions to be provided by the Health and Wellbeing Engagement Officers at the District Council would commence in the next two weeks. If not, officers were asked to engage a suitably qualified coach for weekly training for young children to ensure the momentum of these sessions was not lost.

**46.3 Community Halls – Min no RC39.3**

**46.3.1 Kingsley Hall**

The Committee NOTED the report of water damage to the main hall ceiling following what appeared to be vandalism to the roof of the building.

**46.3.2 Murray Hall**

The Town Clerk reported on problems with the new sound system that had impacted a hiring on Saturday 20 May 2017.

**46.4 Open Spaces – Min no RC39.6.1**

**46.4.1 Hillyfields Open Space**

The Services Manager provided a progress report on the plans to create a ditch and bund to protect the site from illegal incursions. The cost of the works had been quoted at £980 net of VAT, with an additional £490 for the supply and installation of a vehicle gate at the Hillyfields entrance at the top of the site. Following protracted

discussions with the City of London it appeared the way forward would be for the ditch and bund to be created adjacent to the boundary on the Town Council's land.

**46.4.2 School Green**

It was reported that the City of London was in dispute with Thames Water regarding the installation of concrete inspection chamber covers on this green off York Hill. Negotiations were ongoing with the preferred plan being to replace the existing with recessed tray covers that allowed for grass surfacing to grow.

**46.5 Community Initiatives Fund – Min no RC30.5**

Officers were asked to explore the costs for installing new safety surfacing at the Roding Valley Recreation Ground play area together with the cost of raising a small section of the access path, as this may be an appropriate project for this year's CIF application. Officers would provide further information to the Committee in this regard.

**46.6 Essex Police – Min no RC30.6**

The report given by the Chairman on the 2017 Police Conference organised by the EALC and held on 7 June 2017 was NOTED.

**46.7 Defibrillators – Min no RC39.10**

The Committee NOTED that once confirmation of the level of grant awards to be made by the District Council to the two town centre partnerships had been received, an application would be submitted to the Awards for All scheme to complete the finance to provide four public defibrillators at the following locations:

Brickclamps Path, Morrison's, Roding Valley Recreation Ground football changing rooms and St Mary's Church

**46.8 Staffing – Min no RC39.11**

It was reported that personal safety devices had now been obtained from Skyguard to help reduce the risks to the Council's lone working staff. A total of seven fobs would be in use at an annual net cost of £680.40 on a five-year contract.

**46.9 Tree Safety Inspections – Min no RC39.12**

A full inventory of the Council's tree stock at all the main Town Council sites including a report with health and safety recommendations had been carried out by Place Services, a traded service of Essex County Council.

The cost of the site survey, mapping and report writing had been split across ten budget cost centres and met from within existing budgets as follows:

Roding Valley Recreation Ground	665.00
Willingale Road Playing Field	665.00
Hillyfields	100.00
Murray Hall	80.00
Playgrounds – Felstead Rd	80.00
Open spaces (The Lindens, Kings Green, School Green, Standard Green and Community Orchard/Nature Reserve)	360.00
Loughton Cemetery (EHC)	665.00
Willingale Road allotments (EHC)	45.00
	£2,660.00

The Services Manager was working with the Council's contractors to address the urgent works identified in the report.

**46.10 Roding Valley Recreation Ground**

**46.10.1 Grounds Maintenance**

The Committee NOTED that the DSO grounds maintenance costs for 2017/18 had increased by 3.2%. This increase was based on the March 2017 RPI figure and gave a total annual cost for all the works carried out at various sites of £116,999.79. The Council's budget figure of £114,340 had been based on September 2016's RPI figure of 2%. The additional costs would be met through the overall budgets for the individual sites.

Cllr Murray left the meeting for the following item.

**46.10.2 Roding Valley High School Licence**

The Committee AUTHORISED the request from the school to use the tennis courts on two Thursdays, 13 and 20 July 2017, from 12.20pm to 13.20pm and for an hour per week outside of normal school hours from 3.30pm – 4.30pm on Mondays during term time. It was agreed to monitor the impact of the afternoon sessions and keep this under review.

**47 Financial Position**

The Committee NOTED the end of year financial report for 2016/17 together with details of the transfers to and from earmarked reserves.

**48 Oak View School**

The Committee NOTED that Essex County Council was proposing to enlarge the premises of Oak View School (Community Special School), from 85 places to 109 places, with effect from 1 September 2019.

Members were asked to submit their comments to the Town Clerk who would collate the Council's response, noting that the closing date for representations was Thursday 6 July 2017.

**Signed:** .....

**Date:** 6 September 2017