

**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the meeting held on Wednesday 8 November 2017 at 7.45pm at Loughton Library & Town Hall.**

**Present:**

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

**Also in attendance:**

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

Fabrizio Ferrari, Senior Community Health & Wellbeing Engagement Officer, EFDC  
James Warwick, Assistant Community Health & Wellbeing Manager, EFDC

**RC59 Apologies**

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

**RC60 Declarations of Interest**

No declarations of interest were received.

**RC61 Confirmation of Minutes**

The Minutes of the meeting held on 6 September 2017 were CONFIRMED as a correct record and signed by the Chairman.

**RC62 Public Representations**

No public representations were received.

The Committee AGREED to bring forward Agenda item 7, Sports Development Team, as Fabrizio Ferrari and James Warwick from the District Council had been invited to give a presentation.

**RC63 Community Health and Wellbeing**

The District Council officers provided a most informative talk on the wide range of community activities and support currently provided for the residents of Epping Forest.

There had been a move away from the traditional sports development to a more holistic approach to health and wellbeing. Key activities included Active Living, Cycling for Health and Life Walks, the Dementia Action Alliance, Stay Well this Winter and Senior Safety Days, a youth project in Oakwood Hill and holiday activities including Play in the Park.

The activities were targeting the more deprived neighbourhoods and officers were meeting with local GPs to promote the schemes. Future plans included growing the capacity and securing more external funding.

The Committee thanked the officers for their presentation.

**RC64 Matters for Report**

**64.1 Playgrounds – Min no RC54.1**

**64.1.1 Traps Hill Playground**

The Committee NOTED that on 16 October 2017 the surface of the trampoline had again been damaged beyond repair. A local resident had provided the Council with full details of the incident and accepted responsibility.

It was also reported that the cost of repairs, based on those carried out in November 2016, would be in excess of £1,750 + VAT.

The Committee AGREED that:

- i. the trampoline should be removed and replaced with something less vulnerable to vandalism; and
- ii. officers were asked to use their best efforts to secure a contribution to the cost of these works.

**64.2 Community Events – Min no RC54.2**

**64.2.1 Autumn Half Term event**

The Committee NOTED that two one-hour tennis coaching sessions had been provided at the courts on the Roding Valley Recreation Ground during the half term holidays for children aged 5 to 11 @ £2.50 per session. The total cost of coaching was £60 with income generated of £33.32 net of VAT.

**64.2.2 Christmas events**

The Committee NOTED that arrangements for the Countdown to Christmas event to be held on The Broadway from 3.30pm – 5.30pm on Friday 1 December 2017 were being finalised. In addition to the usual musical entertainment, Father Christmas was expected to arrive in a horse-drawn carriage, courtesy of T Cribb and Sons, and there would be children's fun fair rides, a magician and entertainer and craft and food stalls. As The Broadway would be closed to traffic for the duration, carriage rides would also be available, subject to the weather conditions. A street collection licence had been obtained to allow charity fund raising for the Chigwell Riding Trust.

Local businesses had been approached and invited to sponsor this event.

**64.3 Community Halls – Min no RC54.3**

The Committee expressed its thanks to the Loughton, Buckhurst Hill and Chigwell Rotary Club that had donated 1,000 crocus corms for planting in the Murray Hall garden. These purple spring flowers were a symbol of the Rotary's successful 'End Polio Now' campaign.

**64.4 Open Spaces – Min no RC54.4**

**64.4.1 Memorial Rose Garden**

The Committee NOTED that the diseased box hedging in the Memorial Garden in Roding Road championed by the late councillor Ken Angold-Stephens, had been replaced with a hardy evergreen, Hedge Germander, as recommended by the Royal Horticultural Society.

Members expressed their gratitude to local residents for their donations amounting to £250 that helped reduce the net cost of these works to £390.

**64.5 Essex Police – Min no RC54.6**

The Committee thanked Cllr Murray for offering to attend the next local community meeting at 7pm on Tuesday, 21 November 2017 at St Mary's Church, High Road, as the Council's representative.

**64.6 Defibrillators – Min no RC54.7**

The Committee NOTED that the District Council had again deferred a decision on whether to make an award to the two town centre partnerships for this project. However, following the required call-in period, an announcement was now anticipated in mid-November.

**64.7 Willingale Road Nature Reserve/Community Orchard – Min no RC54.9**

The Committee NOTED that a fruit picking and volunteer day organised by Epping Forest Countrycare had been held on 21 September 2017. Countrycare staff had also carried out routine clearance work with the net cost of this event being £360.

Councillors and council staff had also attended the site to pick the remaining apples and delivered several bags of fruit to the Loughton Food Bank and to the Restore Community Centre.

**64.8 Roding Valley Recreation Ground – Min no 54.10**

**64.8.1 Teens Unite Event**

This charity event held on Sunday 1 October 2017 on the field by the lake had been well organised with approximately 180 participants. £2,127 was raised for the teenage cancer charity.

**64.8.2 Football Changing Rooms**

The Committee NOTED that following further works to the water supply and satisfactory test results, the showers in the changing rooms were reinstated from the weekend of 14/15 October 2017.

At the last meeting, the Committee offered a ten per cent discount to teams for this disruption with the rebate to be apportioned to reflect the six missed weeks.

**64.8.3 Improvements Project**

The Committee AGREED the Terms of Reference to guide the working party as follows:

**Roding Valley Recreation Ground  
Improvements Project Working Party**

**TERMS OF REFERENCE**

**Purpose**

To prepare recommendations concerning the refurbishment of the football changing rooms and adjacent car park area, for consideration by the Recreation Committee.

**Membership**

- At least 3 councillors to be appointed annually by the Recreation Committee;

- Quorum: a minimum of 2 councillors at each meeting.
- Support to be provided by the Town Clerk and Services Manager;  
It is open to the Working Party to invite representatives from other authorities and relevant organisations to attend meetings.

**Accountability and Power:**

The Working Party

- will report back to the Recreation Committee at every meeting;
- cannot make decisions on behalf of the Town Council; and
- any recommendations made by the Working Party would be subject to approval by the Recreation Committee or an officer, subject to the scheme of delegation included in the Standing Orders of the Council.

**NB:** Meetings of the Working Party would not be open to the public; therefore Standing Orders are not applicable, although the Code of Conduct still applies.

**64.8.4 Mobile Refreshment Facility**

The Committee supported the Chairman’s suggestion of providing a temporary mobile refreshment facility under licence to better gauge the viability of including a café in the plans for the refurbishment of the changing rooms. Officers would investigate this further.

**64.9 Essex Playing Fields Association Awards 2017**

The Committee NOTED the following awards presented to the Chairman and Services Manager by Lord Petre, Patron of the EPFA, and Cllr John Aldridge, Chairman of Essex County Council, at the Essex Police Sports and Social Club in Springfield, near Chelmsford on 19 October 2017.

**Class 1**, for playing fields serving a population of 2,500 or more:

- Winner – Roding Valley Recreation Ground
- Certificate of Merit – Willingale Road Playing Field

**Class 3**, for children’s playgrounds whether on or off playing fields, but judged apart from any playing field on which they are situated:

- Runner Up – Traps Hill playground
- Certificate of Merit Gold Award – Westall Road playground
- Certificate of Merit Gold Award – Newmans Lane playground

**RC65 Financial Position**

The Committee NOTED the report.

**RC66 Committee Priorities for 2018/19**

**66.1** As part of its overall plan and to complement the budget-making process, the Committee review its priority list for 2018/19 as follows:

Current Priority	Main Function	Greater Detail (current position)
<b>Current Activities</b>		
1	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include a refreshment facility and toilets	Planning application to be submitted. Internal works to be included. External funding TBC

2	Playgrounds	New works/upgrading
3	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
4	Provision of Public Access Defibrillators	Collaboration with stakeholders
5	Roding Valley Recreation Ground	Registration as a "Field in Trust"
6	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – no action at present. EFDC assisting in monitoring the erosion
7	Solar energy installations for Council buildings	Further research and budgetary allowance
8	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
9	Skate park facility	Monthly events during summer months whilst the search for a suitable site continues.
10	Renaming of the Roding Valley Recreation Ground	Under consideration
11	Youth Forum	No action at present. Collaboration with Epping Forest Youth Council
<b>On-going Activities</b>		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance
High	Open spaces including the Memorial Garden in Roding Road	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works
High	Playgrounds/outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	As detailed in the Standing Orders
High		
High		

**66.2** The Committee AGREED the following items as being suitable for a developer's Section 106 or Community Infrastructure Levy contribution should the opportunity arise.

- i. Play areas (new works/upgrading)
- ii. Major improvements to the Roding Valley Recreation Ground changing rooms and car park area;
- iii. Outdoor gym facilities
- iv. Skate Park facility

**RC67 Estimates for 2018/19**

The Committee considered its Estimates for 2018/19.

**67.1 Income – Fees and Charges**

The Committee AGREED that fees for:

- i. hire of the Kingsley and Murray Halls and football facilities would be increased by 3.9 per cent with effect from 1 April 2018 in accordance with September's RPI;
- ii. clubs using Council land for football training would not currently be charged (unless reserving a pitch for training);
- iii. fees for the use of Council land by television/film crews:
  - 1) News stories, small scale regional programmes, small scale documentaries – no charge
  - 2) Major documentaries, large scale investigative programmes - £265 a day
  - 3) Dramas, films, advertisements - £530 a day  
Subject to:
    - a) officers may negotiate other fees if required.
    - b) users agreeing to the Council's condition of use
    - c) additional fees may be charged if vehicles are to be taken on to the ground
    - d) users are responsible for the reinstatement of any damage caused to the open spaces, playing fields or recreation ground and their appurtenances
    - e) users indemnifying the Council against any claims arising from their use of the open spaces, playing fields or recreation ground
- iv. the maximum annual licence for commercial organisations using Council land for business related activities would be £530 per annum for 2018/19 with officers having the discretion to offer reduced fees where appropriate.
- v. fees for fun fairs and any other activities not included above would be referred to the Committee for further consideration.

**RC67.2 Rolling Programme**

The Committee AGREED to the Rolling Programme as presented in the Agenda with the addition of a £2,000 additional budget sum towards energy efficiency measures bringing the Committee's proposed total expenditure to £607,990, excluding the service re-charge figure.

**RC67.3 Estimates for 2018/19**

The Estimates for 2018/19 as presented in the Agenda were AGREED such that the net figures were as follows:

<b>Recreation Committee</b>	<b>£</b>
Total budget expenditure**	742,990
Income	109,880
Net expenditure	633,110
Transfers from earmarked reserves*	-182,700

<b>Total net expenditure**</b>	<b>450,410</b>
* Details of transfers from earmarked reserves:	
<i>Kingsley Hall repairs</i>	<i>20,000</i>
<i>Charlie Moules Bridge repair fund</i>	<i>20,000</i>
<i>Skate park facility</i>	<i>34,000</i>
<i>Roding Valley Recreation Ground improvements</i>	<i>100,000</i>
<i>Defibrillators</i>	<i>1,200</i>
<i>Murray Hall</i>	<i>7,500</i>
	<i>£182,700</i>

\*\* **NB:** The total budget expenditure currently included a service recharge of £135,000 (the 2017/18 figure). The 2018/19 figure would be confirmed by the Resources and General Services Committee at its meeting on 10 January 2018 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

#### **RC68 Future Work of the Committee**

No items were raised for future discussion.

**Signed:** .....

**Date:** 10 January 2018