

**LOUGHTON TOWN COUNCIL**  
**RECREATION COMMITTEE**

**MINUTES of the meeting held on Wednesday 29 August 2018 at 7.45pm at Loughton Library & Town Hall.**

**Present:**

**Councillors:** D Wixley (in the Chair)  
B Cohen R Brookes J Jogia  
A Omer S Murray M Stubbings

**Also in attendance:**

**Councillors:** C P Pond (until Min no RC97.5.4)

**Officers:** E K Walsh (Town Clerk)  
P Bryce (Administrative Assistant)

Dave Chapman (Project Delivery Manager) )  
Charlotte Smith (Flood Investigation Engineer) ) Essex County Council

**RC92 Apologies**

No apologies for absence were received.

**RC93 Declarations of Interest**

No declarations were received.

**RC94 Confirmation of Minutes**

The Minutes of the meeting held on 13 June 2018 were CONFIRMED as a correct record and signed by the Chairman.

**RC95 Public Representations**

None were received.

The Council AGREED to bring forward agenda item 5.8.1.

**RC96 Open Spaces – Min no RC88.9**

**Hillyfields**

Following the public consultation held in Loughton Library from 4pm – 7pm on Wednesday 29 August 2018, officers from Essex County Council gave a short presentation on plans to install a flood alleviation scheme on the lower section of the Hillyfields Open Space.

In the event of a one in 20-year event, this scheme would reduce the likelihood of surface water flooding to properties in the Pyrles Lane / Colebrook Lane area of the Debden Estate.

A planning application had been submitted and was awaiting validation before further public consultation was undertaken. ECC planned to carry out the works during the current financial year. Three trees to be removed from Town Council land to facilitate the works would be replaced by substantial specimens.

The Committee thanked the officers for their presentation.

**RC97 Matters for Report**

**97.1 Playgrounds – Min no RC88**

**97.1.1 Exclusion of the Press and Public**

The Council RESOLVED to exclude the press and public for the next item only under the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to legal matters.

**97.1.1.1 Traps Hill Playground**

The Town Clerk provided an update on correspondence received from the Council's solicitor.

The Committee considered that the latest offer was still unacceptable. The Town Clerk was asked to obtain further legal advice.

**97.1.2 Safety Inspections**

The Committee NOTED that a 6-monthly inspection of all play areas had been carried out by a member of the RPII on 5 July 2018 at a net cost of £395. The Services Manager was arranging for the minor repairs identified to be carried out as soon as possible.

**97.1.3 Insurance**

The Committee NOTED that the Resources and General Services Committee had considered the insurance of play equipment. In view of the low risk of the cost of repairs resulting from vandalism exceeding the excess, the Committee had decided to take no further action at this time.

**97.2 Community Events – Min no RC88.2**

**97.2.1 Jessel Green Fun Day**

The report of this year's community fun day held on Sunday 15 July 2018 was NOTED. Members expressed their appreciation for the work of partner organisations and volunteers and thanked the councillors and officers for their help on the day.

**97.3 Loughton Cricket Club – Min no RC88.4**

The Town Clerk provided an update on the lease negotiations with the Club.

**97.4 Defibrillators – Min no RC88.5**

The Committee NOTED that the installation of the equipment outside the Housing Office in The Broadway had been delayed by the non-delivery of the equipment cabinet. CPR training would be arranged once the installation had been completed.

**97.5 Roding Valley Recreation Ground – Min no – Min no RC88.6**

**97.5.1 Improvements Project**

The Committee NOTED that the Town Clerk would be meeting with James Warwick from the Health and Well-being Team at Epping Forest District Council and Nick Emery from the Essex Football Association on 30 August 2018 to discuss how they could support this project following their discussions on the Sports Pitch Strategy for the District.

The Town Clerk had held discussions with a specialist in the redevelopment of sports facilities who had worked successfully on

large scale projects with a number of local councils in Essex, helping to secure funding from Sport England.

The Committee CONFIRMED the engagement of Alan Lamb Associates to assist in Stage 1 up to and including the submission of the planning application and tender report at a net cost of £6,000.

The use of a consultant for Stage 2 of the project, covering the tender process, preparation of detailed technical drawings, building regulations application, on site construction and contract administration through to completion would be subject to a formal tendering process.

#### **97.5.2 All-Weather Running Track**

The Committee NOTED that in addition to Parkrun, the tennis coaching sessions and walking football held on Saturday mornings, a new introductory 10-week course on athletics for children aged 4 – 11 was to commence on Saturdays from 15 September at 8.45am – 10am. The fees would be £3 per session with the first session free.

The coaching for these sessions was to be provided by the Health and Well-being Team at EFDC at a cost to the Town Council of £55 per session. This would be partially offset by the income.

#### **97.5.3 South Loughton Cricket Club**

The Committee NOTED that following the discussions at the last meeting, the Cricket Club had confirmed that planning permission would be sought prior to the installation of an additional storage container. Details of the winter use of the pavilion by a junior football club had been provided to enable this to be regularised by a side letter to the lease.

Members thanked the Club for the additional information provided and expressed their appreciation for the work of the Club. Details of the increased rent proposal as allowed for in the lease, had been requested from the Council's solicitor but were not available for consideration by the Committee at this meeting.

Cllr C P Pond left the meeting.

#### **97.5.4 Grounds Maintenance**

The Committee NOTED that on 19 July 2018, the Town Mayor and Chairman had made a presentation to the District Council's Parks Team who were responsible for the grounds maintenance work on the Recreation Ground.

This was in recognition of their contribution to the success of the Council in securing a number of awards from the Essex Playing Fields Association in recent years for the high standard of maintenance.

#### **97.5.5 Fly-tipping**

The Committee NOTED that following further incidents of fly-tipping in the Roding Valley Recreation Ground car park by the changing rooms, officers were investigating the practicalities and cost of installing a CCTV system in this area.

**97.6 Kingsley Hall – Min no RC88.7**

With regard to the proposals to replace the windows and doors at the hall to improve energy efficiency and security, the Committee CONFIRMED that a property consultant/building surveyor should be engaged to produce a specification and tender document for the works, oversee the tender process and administer the contract.

The fee for this service would be in the region of £2,500 net of VAT with additional costs to include those associated with an asbestos survey and statutory fees (Planning and Building Regulations).

**97.7 Murray Hall – Min no RC88.8**

The Committee NOTED that the hall's wooden floor and skirting boards were to be refurbished at the end of September during a lull in bookings at a cost of £2,926.00 net of VAT.

**97.8 Standard Green**

It was reported that tree safety works were to be carried out by the City of London on this green on Wednesday 12 September 2018.

As the Town Council was responsible for the maintenance of the green, the Town Clerk had made arrangements for the suspension of the parking and taxi bays with the North Essex Parking Partnership to enable the work to be carried out safely. This would be at a net cost to the Council of £393.16.

**97.9 Committee Responsibilities – Min no RC88.10**

The Committee NOTED that the Chairman was finalising arrangements for a walk for members during September to visit several council-owned sites.

**97.10 Great Eastern Path**

Following a social media campaign and petition concerning a number of incidents on this path, Cllr Murray and the Chairman reported on their approaches to the District Council asking for public safety concerns to be addressed.

The District Council had since arranged for vegetation along the path to be cut back to improve sight lines, but the Committee considered this to be only routine maintenance which had not addressed the concerns.

**97.11 Essex Police**

The Committee NOTED the forthcoming informal police meetings to be held on Wednesday 12 September 2018 from 9am - 11am in St Mary's Church, High Road, and from 11:30am - 13:30pm in Costa Coffee, Queens Road, Buckhurst Hill. The Chairman confirmed he would be able to attend the meeting in St Mary's.

Cllr Murray updated members on the public meeting to be held in the Loughton Club on Thursday 30 August. This had been arranged by the manager of the Club in response to increasing concerns about anti-social behaviour in the town. A Town Council officer would be present to take notes.

**RC98 Financial Position**

The current financial position was NOTED.

**RC99 Flying of Drones on Council-owned Land**

The Committee CONFIRMED that the following text should be displayed on the noticeboards on the Roding Valley Recreation Ground and the Willingale Road Playing Field.

*“Loughton Town Council draws your attention to the Civil Aviation Authority's Drone Code available at*

*[https://dronesafe.uk/wp-content/uploads/2018/06/Dronecode\\_2018-07-30.pdf](https://dronesafe.uk/wp-content/uploads/2018/06/Dronecode_2018-07-30.pdf)*

*which provides safety advice on the flying of drones for recreational purposes.*

*The code says that drones should not be flown within 150ft (50m) of people and properties or 500ft (150m) of crowds and built up areas.*

*This means that the recreation ground and other sites owned by Loughton Town Council are generally not suitable for the flying of drones because they are too close to buildings and/or too busy with visitors to make the flying of drones safe.*

*For the safety of our staff and other site users please follow the Drone Code. Anyone flying drones on Council sites in breach of this code will be reported to the CAA.*

*Please note that the flying of drones weighing more than 20kg or used for commercial purposes requires CAA permission.”*

Officers would also consider whether it was practical to install a new noticeboard on Hillyfields in order to display this advice.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.35pm.

**RC100 The Community Initiatives Fund (CIF)**

The Committee asked the Town Clerk to progress an application to this fund for financial assistance with the project to refurbish the windows and doors at Kingsley Hall.

**RC101 Future Work of the Committee**

**101.1 Byelaws**

The Town Clerk would provide a report on the process to adopt byelaws for Town Council-owned land.

**Signed:** .....

**Date:** 7 November 2018