

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 7 November 2018 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: D Wixley (in the Chair)
R Brookes B Cohen (from Min no RC106)
J Jogia S Murray (from Min no RC106)
A Omer (from Min no RC106) M Stubbings

Also in attendance:

Councillors: J Angold-Stephens (until Min no RC106) P Beales
C C Pond and C P Pond (until Min no RC106)

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

1 member of the public

RC102 Apologies

Apologies for lateness were received from Cllrs Murray and Omer.

RC103 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in Agenda item 5.9, EPFA, as a life member of that Association.

Cllr Murray declared a non-pecuniary interest in Agenda item 5.6, Roding Valley Recreation Ground as he lived nearby.

RC104 Confirmation of Minutes

The Minutes of the meeting held on 29 August 2018 were CONFIRMED as a correct record and signed by the Chairman.

RC105 Public Representations

None were received.

The Committee AGREED to bring forward Agenda item 6, Community Safety, as non-Committee members were interested in this item.

Cllrs Cohen, Murray and Omer arrived during the next item.

RC106 Community Safety

Members discussed the various options available and the appropriate response to be made to the public's concerns about increasing crime levels and the lack of visible policing.

Taking into account that additional police officers had been promised for this District and that a report into the effectiveness of those additional officers funded by Epping Forest District Council would not be available until January 2019, the Committee AGREED to

- i. include a £10,000 community safety budget provision to give a flexibility of solution; and
- ii. investigate whether the Neighbourhood Action Panels could be reconvened to ensure a faster response to local problems.

Cllr Angold-Stephens, C C Pond and C P Pond left the meeting.

RC107 Matters for Report

107.1 Open Spaces – Min no RC88.9

107.1.1 Hillyfields Open Space Flood Alleviation Scheme

It was reported that planning application no: CC/EPF/31/18, *‘Excavation and engineering works to form an earth embankment bund to capture, store and regulate the downstream flow of surface water at the lower section of the Hillyfields Open Space adjacent to Pyrls Lane, Loughton’* had been approved.

The Town Clerk commented that she was not satisfied with the draft Memorandum of Understanding issued by Essex County Council for those works and was in discussion with the City of London and District Council officers.

The Committee AGREED to delegate responsibility for signing this document to the Town Clerk in discussion with the Committee Chairman.

The Committee AGREED to defer Agenda item 5.2 until the end of the meeting.

107.2 Community Events – Min no RC88.2

107.2.1 Christmas events

The Committee NOTED the arrangements for the forthcoming Christmas events and expressed their thanks to Lorraine Gibson, Town and Community Development Officer, for securing sponsorship from local businesses.

107.3 Loughton Cricket Club – Min no RC88.4

The Committee RESOLVED to sign the transfer and lease documents with regard to the site and the Loughton Cricket Club.

107.4 Defibrillators – Min no RC88.5

The Committee NOTED that the installation of the equipment outside the Housing Office in The Broadway had been completed and this site added to the East of England Ambulance Service’s database. Training sessions on CPR techniques were to be arranged.

107.5 Roding Valley Recreation Ground – Min no – Min no RC88.6

107.5.1 Improvements Project

The Committee NOTED that the Working Party had met on 26 October 2018 to view the draft plans for the football changing rooms. The members’ comments and suggestions are being considered by the architect.

Final costings were still to be confirmed but anticipated to be in the region of £500,000 for external and internal works to the buildings to include an infill of a small café/meeting room and car park improvements.

The Town Clerk was currently seeking quotations for professional VAT advice in order to best address the £7,500 claim limit on exempt business activities.

The Committee NOTED that, despite the likelihood of securing grant funding for this project it would be necessary to secure a Public Works Loan to complete the funding and AGREED to make an allowance for this in the budget process.

107.5.2 Teens Unite

The Committee NOTED that the warrior race obstacle event held on the Recreation Ground on Sunday 7 October 2018 had been successful with over 100 children participating and around 200 attendees; almost £2,000 had been raised for this cancer charity.

107.5.3 Parkrun

The Committee NOTED that, in addition to the Saturday adult Parkrun sessions, the weekly Junior Parkrun events had commenced on Sunday 14 October 2018. The Service Manager reported that these events are well run with numbers at around 60 – 80 participants.

107.5.4 Loughton Athletic Club

The Committee RESOLVED to sign the lease with the Loughton Athletic Club for their use of the club house, athletics field and track facilities and the all-weather running track.

107.5.5 South Loughton Cricket Club – Min no RC97.5.3

The Town Clerk reported that the Council's solicitor had been reminded of the information required to regularise the use of the Pavilion and storage by others together with the details of the proposed rent review.

107.5.6 River Roding – Planting Project – Min no RC73.6.1

The Committee NOTED for information, that the Town Clerk and Services Manager had met recently with officers from the Environment Agency and District Council regarding a proposal to undertake tree/vegetation planting on the current scrub/grass areas between the path and the river to help stabilise the banks.

The funds available from the EA at present only extend to biodiversity and flood risk reduction measures. Trees were to be sourced from the Woodland Trust.

Some limited and localised natural reinforcement of the banks was also proposed. Officers were asked to check that the plans did not include any creation of meanders in The Brook.

107.6 Kingsley Hall – Min nos RC88.7 and RC100

The Committee NOTED that an application had been submitted to the Community Initiatives Fund (CIF) and would be considered by the judging panel on 15 November 2018.

The fencing works had been carried out during the half term holiday at a net cost of £3,750. An asbestos survey was carried out on 26 October 2018 at a net cost of £425. Building Regulations would be required for the window and door works with fees of £275.

Members' attention was also drawn to the comments regarding VAT reclaim provided in Min no RC107.5.1 above.

107.7 Essex Police – Min no RC97.11

The Chairman reported that he had attended two recent "Coffee with Cops" events at St Mary's Church in the High Road. Topics raised included reports of drug taking in Great Eastern Path and speeding in Valley Hill.

107.8 EPFA Awards

The Committee NOTED that the Town Council had received the following awards for the high standard of maintenance at its open spaces and play areas.

- Overall winner of the Best Kept Playing Field for the Roding Valley Recreation Ground;
- Gold awards for both the Newmans Lane and Westall Road play areas; and
- Silver award for the Traps Hill play area.

These awards recognised the hard work of the council staff, its contractors and the volunteers who assisted with the daily litter pickings. Members also AGREED to present an award to the volunteers at the Annual Town Meeting.

107.9 Skate Park

The Committee AGREED to respond positively to the expression of interest from the recently re-formed Loughton Youth Project in purchasing the Council's skateboarding equipment and trailer currently stored at the Roding Valley High School. Responsibility for obtaining the best prices was delegated to officers.

107.10 Essex Fire Service

The Committee NOTED details of Essex County Fire & Rescue Service's new project, 'Firefighters Delivering Differently' (FFDD) which aimed to work in closer collaboration with local partners in different target communities across the county.

Members were invited to attend a community engagement meeting with Green Watch Loughton at the Fire Station on 4 December 2018.

RC108 Financial Position

The Committee NOTED the report.

RC109 Committee Priorities for 2019/20

109.1 As part of its overall plan and to complement the budget-making process, the Committee reviewed its priority list for 2019/20 as follows:

Current Priority	Main Function	Greater Detail (current position)
Current Activities		
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	Roding Valley Recreation Ground	Registration as a “Field in Trust”
5	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – no action at present. EFDC assisting in monitoring the erosion
6	Solar energy installations for Council buildings	Further research and budgetary allowance
7	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
8	Skate park facility	Monthly events during summer months whilst the search for a suitable site continues.
9	Byelaws for Town Council land	To be researched
10	Renaming of the Roding Valley Recreation Ground	Under consideration
11	Youth Forum	No action at present. Collaboration with Epping Forest Youth Council

109.2 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

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.40pm.

RC110 Estimates for 2019/20

The Committee considered its Estimates for 2019/20.

110.1 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 3.3 per cent with effect from 1 April 2019 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 - £548 a day

Subject to:

- a) officers may negotiate other fees if required
 - b) users agreeing to the Council's conditions 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 £548 per annum for 2019/20 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.

110.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented in the Agenda with the addition of £10,000 for Community Safety and £30,000 towards the Roding Valley Recreation Ground improvements project, allowing for Public Works Loan repayment project.

This brought the Committee's proposed total expenditure to £588,800, excluding the service re-charge figure.

110.3 Estimates for 2019/20

The Estimates for 2019/20 as presented in the Agenda together with the two amendments referred to in Min no 110.2 were AGREED such that the net figures were as follows:

Recreation Committee	£
Total budget expenditure**	726,800
Income	<u>-127,778</u>
Net expenditure	599,022
Transfers from earmarked reserves*	<u>-122,750</u>
Total net expenditure**	476,272
* Details of transfers from earmarked reserves:	
<i>Charlie Moules Bridge repair fund</i>	15,000

<i>Roding Valley Recreation Ground improvements</i>	<i>100,000</i>
<i>Defibrillators</i>	<i>250</i>
<i>Murray Hall</i>	<i><u>7,500</u></i>
	<i>£122,750</i>

**** NB:** The total budget expenditure currently included a service recharge of £138,000 (the 2018/19 figure). The 2019/20 figure would be confirmed by the Resources and General Services Committee at its meeting on 9 January 2019 and a revised budget provided to the Recreation Committee at its next meeting if appropriate.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 10pm.

RC111 Future Work of the Committee

The Committee AGREED to consider additional signage on the Roding Valley Recreation Ground to discourage the feeding of wildlife. Cllr Murray would prepare a report.

RC112 Playgrounds – Min no RC88

112.1 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the next item under the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to a legal claim.

112.2 Traps Hill Playground

The Committee considered the documents concerning the trampoline incident and advised the Town Clerk on the course of action.

Signed:
Date: 9 January 2019