

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 5 June 2019 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: D Wixley (in the Chair) T Cochrane (as substitute for Cllr Omer)
M Dalton (as substitute for Cllr Brooks) T Downing (as substitute for Cllr Cohen)
J Jogia S Murray
M Stubbings

Also in attendance:

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

RC127 Apologies

Apologies for absence were received from Cllrs Brooks, Cohen and Omer. The Town Clerk reported that Cllrs Cochrane, Dalton and Downing had been nominated as their substitutes for this meeting.

RC128 Declarations of Interest

Councillor Wixley declared a non-pecuniary interest in Agenda item 5.1.1, Hillyfields Open Space Flood Alleviation Scheme, as he is a District Councillor for Fairmead Ward.

RC129 Confirmation of Minutes

The Minutes of the meeting held on 6 March 2019 were CONFIRMED as a correct record and signed by the Chairman.

RC130 Public Representations

None were received.

RC131 Matters for Report

131.1 Hillyfields Open Space Flood Alleviation Scheme

The Committee were provided with detailed plans submitted by Essex County Council (ECC) architect, which were presented in large scale format.

- The Town Clerk reported on recent communications with officers from ECC in relation to the maintenance regime (and costs) that would follow on from this project.
- The Committee AGREED that a meeting with all relevant parties would be held in the near future, to gain clear understandings (on any outstanding questions or outstanding technical detail) before signing off the final Agreement.
- The Committee AGREED that Councillor Jogia would also be included in the meeting, in addition to the Town Clerk, Services Manager, Chairman and Vice Chairman.
- A full report will be made at the next meeting. It was recommended that a caveat should be included in the

agreement relating to responsibility for costs in the event of any extraordinary event taking place.

131.1.1 Archaeological survey – Min no RC124.1.2

Officers at ECC have confirmed that artefacts found during the archaeological evaluation, undertaken on 21 January 2019 have been transferred to Epping Forest District Museum in Waltham Abbey. The Services Manager reported that he was awaiting contact from the museum's Collections Manager in relation to the exact nature of the artefacts, and that he would report back to the Committee when this information had been received.

131.2 Playgrounds – Min no RC124.2.1

131.2.1 Safety Inspections

The Committee NOTED that the next 6-monthly inspections would be carried out at all play areas on 26 June 2019. Councillor Murray asked that an electronic copy of the inspection report be forwarded to him.

131.3 Community Events – Min no RC124.3

131.3.1 Play in the Park 2019 – Min no 124.3.1

The Committee NOTED that the two Play in the Park sessions held at Roding Valley Recreation Ground during the Easter school holidays were attended by 24 adults and 45 children on Wednesday 10 April, and 17 adults and 32 children on Wednesday 17 April.

The following dates for Play in the Park activities, during the Summer school holidays, were also NOTED.

Roding Valley Recreation Ground

- Monday 29 July 1.30pm to 3.30pm
- Tuesday 6 August 10.00am to 12 noon
- Monday 12 August 1.30pm to 3.30pm
- Tuesday 20 August 10.00am to 12 noon

Jessel Green

- Thursday 1 August 10.00am to 12 noon
- Thursday 8 August 1.30pm to 3.30pm
- Thursday 15 August 10.00am to 12 noon
- Thursday 22 August 1.30pm to 3.30pm
- Thursday 29 August 10.00am to 12 noon

131.3.2 Tennis Coaching – Min no RC124.3.2

The Committee NOTED that the coaching sessions held during the Easter school holidays were very well received. All four sessions for 4-8 year olds were full to capacity, and the 8-11 year age group was very well attended with 31/40 places taken across the four sessions. The total cost of the professional coaching had been £240.00 with this partially offset by income of £180.00.

131.3.3 Jessel Green Fun Day – Min no RC124.3.4

The Committee NOTED that the Town Clerk and council officers met with event partners on 8 March 2019 and 24 May 2019 to conclude the final preparations before this year's event on 30 June 2019. A comprehensive action plan is being followed and preparations are on course to stage this year's event.

The Town Clerk will shortly be requesting members to run the Town Council stall and raffle during the day. A rota will be circulated to all members offering them the opportunity to indicate which time slot is most convenient to them.

For information, the Local Plan hearing (Matter 15, Issue 2 – Policy P2 Loughton) which is particularly pertinent to Jessel Green will be held at Epping Forest District Council (EFDC) offices on the morning of Tuesday 11 June 2019.

131.3.4 Requests to hold events

The Services Manager provided a verbal report on preparations for a forthcoming dog charity fun run, to be held at Roding Valley Recreation Ground on Sunday 14 July 2019. The Committee NOTED that all of the concerns it had raised when the request had first been received had been conveyed to the organiser and satisfactorily addressed.

The Town Clerk reported on a suggestion made by a member of council staff to organise a 5-a-side football tournament to raise further funds for the Mayor's charities. The Committee NOTED the report, but felt that staff time and resources could not support a further event at this present time, as the council currently stages a wide variety of other community events. However, the committee AGREED to revisit this idea in the future.

131.4 Annual Town Mayor's Charity Fun Run

The Committee NOTED that £410 was raised for St Clare Hospice at the Fun Run staged on Sunday 12 May 2019. The general consensus was that it was a great success and well organised, with some 70 participants. Following a staff debrief meeting it was proposed to use 'Facebook' promotion, and place advertising banners around Loughton, to attract greater numbers of local residents to the event next year.

131.5 Defibrillators – Min no RC124.4

The Committee NOTED that a third training session on CPR techniques and using the equipment has been deferred due to a resources issue. Two successful training sessions had already taken place. The Town and Community Development Officer was currently investigating 'New Community Initiative Funding' and 'Lottery Funding' for an additional 3 community/mobile defibrillators in Loughton, and was commended by the committee for the work she had carried out so far in this regard.

131.6 Roding Valley Recreation Ground – Min no RC124.5

131.6.1 Improvements Project – Min no 125.5.1

- The Committee was provided with updated and more detailed plans submitted by the architect, (presented in large scale format) which highlighted some additional exterior 'finishing' details.
- Details of a recommended consultant were provided to oversee the project and source grant funding. The Committee AGREED that this would be a good way forward.
- The Town Clerk and Services Manager would be meeting the Town Clerk at Epping Town Council in the next few weeks to gain advice and view a similar 'pavilion refurbishment' project that has been completed there.
- No further information has been forthcoming so far from the Essex Local Delivery Pilot (Essex LDP).
- It was AGREED that a meeting of the project's Working Party would be convened in the near future, and that Councillor Jogia would be welcomed as a new member of the Working Party.

131.7 Kingsley Hall – Min no RC124.6

The Committee NOTED the verbal update given by the Town Clerk. Although contact with the consultant had recently been re-established, a meeting was being sought to clarify the nature and amount of work carried out so far, and the perceived lack of progress on the refurbishment of the windows and doors. A full report will be made at the next meeting.

131.8 Essex Police

The Committee NOTED a request from the Safer Essex Roads Partnership for permission to allow council owned areas to be used as a Police stop site during partnership operations. The Committee AGREED to the request in principle, but felt that other locations within Loughton would be better served by an operation of this kind. It was AGREED that the Town Clerk would reply to the Safer Essex Roads Partnership in this regard, and also to request that Valley Hill be considered as a potential site for such an operation.

131.9 Tree Surveys

The Committee NOTED that the Services Manager was arranging for a full inspection of the council's tree stock including a report with health and safety recommendations, to be carried out by Place Services, a traded service of Essex County Council, at all the main Town Council sites. The cost to this committee will be £2,055.00 + VAT. A full inventory of all the council's trees at all sites was carried out in April 2017.

131.10 River Roding – Planting Project – Min no 124.11

The Committee NOTED that council officers were awaiting confirmation from EFDC/Environment Agency for the proposed planting works, planned for autumn 2019. It was NOTED that EFDC had recently appointed a consultant to draw up plans and specifications, and that drafts would be made available to the Town Council for consideration within the next two weeks. It was AGREED that all Roding Ward Councillors should be shown the draft plans at the earliest opportunity.

131.11 Loughton Cricket Club (LCC) – Min 124.10

The Committee NOTED that the Town Council's solicitors had confirmed that the Freehold Transfer had been completed on 13 May 2019 and the

lease on 15 May 2019. An application had been made to the Land Registry to register the Town Council's ownership of title to this property, and the asset register would be updated accordingly.

The Town Clerk reported that he and the Services Manager would be meeting with the Chairman of LCC on Friday 7 June 2019 to discuss future working relationships and other administrative matters.

The Committee NOTED that the Planning and Licensing Committee had NO OBJECTION to the application to the siting of 2 no shipping containers to be clad and converted into a small temporary building for use of pre-school during refurbishment, at its meeting on 20 May 2019.

131.12 South Loughton Cricket Club – Min no 124.9

The Committee NOTED that at the Planning and Licensing Committee meeting on 20 May 2019, the Committee had NO OBJECTION to the application to the addition of a storage container to stand on a concrete base subject to the following conditions.

- i) The container must be painted green and installed to the right-hand side of the pavilion and parallel to the existing 20' container; and
- ii) Suitable native hedging is planted alongside the container to provide additional camouflage – to be discussed in advance with LTC's Services Manager.

131.13 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 information relating to a lease.

131.13.1 South Loughton Cricket Club

Members noted the correspondence which highlighted various legal and financial matters.

RC132 Financial Position

132.1 End of Year Report

The Committee NOTED the report. The Town Clerk would investigate a few areas, needing further clarification and would revert to members.

132.2 Current Financial Position

The Committee NOTED the report.

132.3 Future Budgeting Parameters

The Town Clerk presented some concepts and ideas for future workings. He would revert at a future meeting with some recommendations.

RC133 Future Work of the Committee

No items were received.

Signed:
Date: 11 September 2019