

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

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 6 September 2017 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: D Wixley (in the Chair)
R Brookes L Girling (until Min no RC56)
S Murray A Omer M Stubbings

Also in attendance:

Councillors: J Angold-Stephens

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

1 member of the public

RC49 Apologies

Apologies for absence were received from Cllr Cohen.

RC50 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in Agenda item 5.10.6, Improvements Project, as he lived near the Roding Valley Recreation Ground. Cllr Murray also informed the Committee that he had sought advice on the level of his interest from the Deputy Monitoring Officer at Epping Forest District Council.

RC51 Confirmation of Minutes

The Minutes of the meeting held on 14 June 2017 were CONFIRMED as a correct record and signed by the Chairman.

RC52 Public Representations

A member of the public with an interest in Agenda item no 5.3, Community Halls addressed the Committee.

The Committee AGREED to bring forward Agenda item 5.3, Community Halls, as a member of the public was interested in this item.

RC53 Community Halls – Min no RC46.3

The Committee NOTED that the Community Centres Working Party had met on 29 August 2017 to discuss a wide range of issues including staffing, recycling, maintenance work and hall bookings.

The recommendations of the Council's Complaints Panel concerning parking issues connected with the Kingsley Hall were considered in detail but it was AGREED:

- i. to await the outcome of the proposed meeting with Epping Forest District Council and Essex Police provisionally scheduled for 18 September 2017 before reviewing the parking policy; and
- ii. that the Town Council should be represented at this meeting by the Town Mayor and the Chairman of this Committee.

RC54 Matters for Report

54.1 Playgrounds – Min no RC46.1

54.1.1 Safety Inspections

The Committee NOTED that the Services Manager was arranging for the minor works identified in the July inspections to be undertaken.

54.1.2 Table Tennis Tables

It was NOTED that arrangements for the removal of the vandalised table at the Willingale Road Playing Field were in hand. The supplier had offered to undertake the removal free of charge when they were next in the area. However, as this could be some months away, other options were being explored. The damaged table was inspected regularly to ensure it did not pose a safety hazard to other users of the site.

54.2 Community Events – Min no RC46.2

54.2.1 Jessel Green Family Fun Day – Min no RC46.2.3

It was reported that the 2017 Family Fun Day held on Jessel Green on Sunday 16 July 2017 was very well attended and hailed by residents as the best to date.

The partner organisations for this event, Epping Forest Community Church, Restore Community Church and the Red Balloon Family and all their volunteers were thanked for their hard work together with the event sponsors. The financial report was NOTED.

Discussions were already underway with the partner organisations regarding the 2018 event and the Committee CONFIRMED that arrangements for this may be progressed by officers.

54.2.2 Autumn Half Term event

The Committee NOTED the response from Skate Loughton and considered various options for activities during the half-term week at the end of October 2017.

Following the success of the Easter events, officers were asked to progress arrangements for additional tennis sessions for young people on the Roding Valley Recreation Ground courts.

54.2.3 Christmas events

Arrangements for the Countdown to Christmas event on The Broadway to be held on Friday 1 December 2017 were discussed and it was NOTED that the Broadway Town Centre Partnership had asked the Town Council to take the lead this year because of the liability concerns of their members.

The event would follow a similar format to that in recent years with musical entertainment and free children's rides.

In view of the increasing numbers of families attending this event and the related safety concerns for pedestrians, the Committee AGREED that a temporary road closure of The Broadway from 3pm to 6pm should be sought. The Committee further NOTED that the costs for this included £176 for the application to Epping Forest District Council, and in the region of £665 for a specialist contractor to handle the road

closure and provide the associated signage. TfL had kindly agreed to waive its fees for the bus diversions.

The Committee also NOTED that St Mary's Church in the High Road would be holding 'Sing Christmas' on Thursday 30 November at 4pm and that the Town Council's Light up a Life service for St Clare Hospice would be on Saturday 2 December on Kings Green meeting at 4.30pm in the foyer of the Methodist Church.

54.3 Community Halls – Min no RC46.3

The Committee supported the recommendation of the Community Centres Working Party that the wedding licence for the Murray Hall was not renewed.

54.4 Open Spaces – Min no RC46.4

54.4.1 Hillyfields Open Space

The report on the installation of the ditch and bund around the lower boundary of this site which had already provided a successful barrier against two recent incursions of travellers was NOTED.

Fly-tipping costs had amounted to £78 net of VAT.

54.4.2 School Green

It was NOTED that the City of London would ensure that the works to remove the concrete slabs and replace them with more suitable materials for this green were carried out as soon as possible.

54.5 Community Initiatives Fund – Min no RC30.5

The Town Clerk reported that from the suggestions put forward by the committees, that from the Environment and Heritage Committee for an environmental and heritage project, had met the criteria for this year's scheme and the application had successfully passed the first of the two rounds.

54.6 Essex Police – Min no RC46.6

Cllr Cohen was thanked for her report of the Local Community meeting held on 23 August 2017 at Limes Hall.

The Committee invited the Environment and Heritage Committee to request that speed checks be undertaken by the Safer Essex Roads partnership (SERP) in Valley Hall to address ongoing safety concerns.

54.7 Defibrillators – Min no RC39.10

It was NOTED that the District Council had deferred a decision on whether to make an award to the two town centre partnerships for this project until its meeting on 11 September 2017. A letter of support with full details of this partnership project had been sent by the Town Clerk to Cllr Helen Kane, the portfolio holder.

This had delayed the submission of an application to the Awards for All scheme to complete the finance for this project to install four defibrillators in the town.

54.8 Tree Safety Inspections

The Committee NOTED that in future, a budgetary allowance would need to be made for the cost of the ongoing inspection regime as recommended in the survey report.

54.9 Willingale Road Nature Reserve/Community Orchard

It was reported that a fruit picking and volunteer day arranged by Epping Forest Countrycare had been arranged for Thursday 21 September 2017 from 10am – 4pm. Countrycare staff would also carry out routine clearance work at a net cost of £360.

54.10 Roding Valley Recreation Ground

54.10.1 Tennis Coaching – Min no RC46.2.4

Epping Forest District Council's Sports Development and Health Team had run several tennis and basketball sessions during the summer holidays with the tennis coaching scheduled to continue into the Autumn term.

54.10.2 Teens Unite Event

The Committee NOTED that following discussions with members, permission had been given for a charity event to be held on Sunday 1 October 2017 on the field by the lake. This event was aimed at under 16s to encourage youngsters to get active and raise funds for the teenage cancer charity.

All the necessary risk assessments had been carried out with the organiser. The event would have limited publicity targeting local schools which included the advice that there was no parking at the venue to encourage people to walk or use public transport. Advance signage would be posted around the Recreation Ground to warn other casual users, and nearby properties in Greensted Road would be advised by letter.

54.10.3 Chigwell and Epping Forest Orienteering Club

The Committee NOTED that this Club had been granted permission to stage a small introductory and training event on Saturday 16 September 2017. They expected about twenty participants. The event would be held in the morning starting at 10.30am so as not to clash with the Park Run event.

54.10.4 Gas Pipeline

It was reported that, following complaints made by the Council, the large marker post installed earlier this year by National Grid near the Greensted Road entrance had been removed.

For information, the high-pressure gas pipeline runs across the Recreation Ground. This incident was useful in as much as National Grid provided a plan of the pipeline route and safety instructions that require the Council to contact them in advance of any works involving ground disturbance. These included for example fencing, ditch or drainage works, tree planting or the installation of a new path or play equipment on or near the route.

54.10.5 Football Changing Rooms

The Committee NOTED that the annual safety checks had identified problems with the water supplies to the showers. This had meant that whilst access to the changing rooms and toilets was maintained no showers were provided for use by the football teams.

Officers had considered various options endeavouring to resolve this situation but it appeared likely that this situation would remain for the whole of the 2017/18 season.

The Committee AGREED to offer a ten per cent discount to teams in this regard.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.45pm.

54.10.6 Improvements Project

The Committee AGREED to form a small working party to help progress the major improvement project for the changing rooms' area, noting that terms of reference would be drawn up for approval at the next meeting.

The membership of this working party would comprise the Chairman, Vice Chairman and Cllr Murray.

RC55 Financial Position

The Committee NOTED the report.

RC56 West Essex Clinical Commissioning Group Consultation

The Committee AGREED to respond to the West Essex CCG consultation as follows:

The Council is generally satisfied with the proposal to limit the prescribing of over the counter medicines and products for short-term conditions and minor ailments providing the following two caveats are enforced:

1. A doctor will continue to be able to prescribe medicines where a treatment is needed for a long-term condition or a patient needs quantities that are not legally able to be bought over-the-counter; and
2. If a GP or prescribing nurse is concerned for the welfare of a patient, a prescription would be issued.

The Committee AGREED to suspend Standing Order number 1(ff) and AGREED to conclude the meeting by 9.50pm.

Cllr Girling left the meeting.

RC57 Training and Conferences

The Committee APPROVD the attendance of

- i) Cllrs Angold-Stephens and Pewsey at the EALC's "Preparing for the General Data Protection Regulation" briefing on Thursday 9 November 2017; and
- ii) Cllr Omer at the EALC's Councillor Training Day on Tuesday 14 November 2017

to enable them to claim travel expenses if they wished.

RC58 Future Work of the Committee

58.1 Sports Development Team

The Committee AGREED to invite a member of the District Council's Sports Development Team to a future meeting to give a presentation on their work.

Signed:
Date: 8 November 2017

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) |
|---------------------------|---|---|
| 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 | 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 |
| On-going Activities | | |
| 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:

| Recreation Committee | £ |
|------------------------------------|----------------|
| Total budget expenditure** | 742,990 |
| Income | 109,880 |
| Net expenditure | 633,110 |
| Transfers from earmarked reserves* | -182,700 |
| Total net expenditure** | 450,410 |

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

** **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

LOUGHTON TOWN COUNCIL
RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 10 January 2018 at 7.45pm at Loughton Library & Town Hall.

Present:

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

Also in attendance:

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

RC69 Apologies

No apologies for absence were received.

RC70 Declarations of Interest

No declarations of interest were received.

RC71 Confirmation of Minutes

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

RC72 Public Representations

No public representations were received.

RC73 Matters for Report

73.1 Playgrounds – Min no RC54.1

73.1.1 Traps Hill Playground

The Town Clerk provided a report on efforts to secure a contribution towards the cost of the works to replace the vandalised trampoline.

The Committee AGREED to continue to seek a significant contribution and, should an unsatisfactory response be received, the Town Clerk was asked to pursue the debt through the small claims court process.

73.1.2 Safety Inspections

The Committee NOTED the RoSPA inspections would be carried out at all play areas, outdoor gyms, football pitches and ball courts later in January 2018 at a net cost of £1,133.35.

73.2 Community Events – Min no RC54.2

73.2.1 Christmas events

The Committee NOTED the income and expenditure report on the Countdown to Christmas event held on The Broadway on Friday 1 December 2017.

Members thanked Lorraine Gibson, Town and Community Development Officer, for her work on this and, in particular, for securing sponsorship for the event from local businesses.

73.2.2 Annual Town Mayor's Charity Fun Run

The Committee NOTED the date of the 2018 Fun Run had been confirmed as Sunday 29 April at 10.30am on the Roding Valley Recreation Ground. The 4km run would be preceded by a warm up session at 10.15am. Other arrangements were to be as in previous years, with the chosen charity this year to be the Chigwell Riding Trust.

Registration and sponsorship forms would be available from the Council Offices in the Library and Geraldine's hairdressers in The Broadway and from the Council's website.

73.2.3 Play in the Park

The Committee CONFIRMED the Town Council's participation in this year's scheme organised by Epping Forest District Council, noting that each session would require a contribution of £65.00 towards the associated costs.

There were to be two sessions in April on the Roding Valley Recreation Ground and a total of ten in August with five each on Jessel Green and the Recreation Ground.

73.2.4 Jessel Green Fun Day

The Committee asked the Town Clerk to submit a licence application to Epping Forest District Council for this event to be held on Sunday 15 July 2018.

73.2.5 Tennis Coaching

The Committee NOTED that weekly sessions arranged by the District Council continued at the courts on the Roding Valley Recreation Ground and would include an additional session during the half term school holiday in February. Town Council officers were asked to arrange for additional coaching sessions for children during the Easter Holidays as in 2017.

73.2.6 Football

Further to a suggestion made by the Chairman, the Services Manager was to meet with District Officers to discuss opportunities to introduce walking football and ladies football sessions on the Recreation Ground.

73.3 Willingale Road Playing Field

The Committee NOTED that an order to remove the vandalised table tennis table had been placed at a net cost of £435.

73.4 Essex Police – Min no RC54.6

The Committee NOTED that the next local community meetings were scheduled as follows:

- Thursday January 11, 2018, 7pm to 8pm, Roding Hall, 26 Station Way, Buckhurst Hill, IG9 6LN
- Wednesday April 4, 2018, 7pm to 8pm, Murray Hall, Borders Lane, Loughton.

Cllr Cohen confirmed that she would be able to attend the meeting on 11 January 2018.

The Chairman informed the Committee that the Resources and General Services Committee had agreed that the Recreation Committee meeting scheduled for 4 April 2018 should be brought forward by one week to 28 March to enable members to attend the police meeting in the Murray Hall.

73.5 Defibrillators – Min no RC54.7

The Committee NOTED that in December 2017 the District Council confirmed the following grant awards for this equipment:

| | |
|--|--------|
| The Broadway Town Centre Partnership | £1,500 |
| Loughton First (High Road Town Centre Partnership) | £1,000 |

The Council was grateful to the local Park Run group which had also raised sufficient funds for a defibrillator to be used for organised activities and events at the Roding Valley Recreation Ground.

Officers would now progress this project.

73.6 Roding Valley Recreation Ground – Min no 54.10

73.6.1 River Roding – Planting Project

The report from Chris Neilan, Principal Officer – Green Infrastructure, Trees & Landscape Strategy at Epping Forest District Council, regarding a woodland planting project along the Roding proposed by the Environment Agency, had been circulated to members. The proposed tree planting was linked to a scheme to tackle river bank erosion.

It was NOTED that a site meeting was to be arranged to enable the concerns raised by the Chairman regarding previous works to reduce bank erosion to be discussed.

73.6.2 Improvements Project

It was NOTED that the District Council had published its draft version of the playing pitch strategy and that a meeting of the working party to develop the improvements plan for the football changing rooms and car park area was to be convened shortly.

73.6.3 Mobile Refreshment Facility

Expressions of interest would now be invited from suitable operators able to provide a temporary mobile refreshment facility under licence for the Recreation Ground. This would help to better gauge the viability of including a café in the plans for the refurbishment of the changing rooms.

RC74 Financial Position

The Committee NOTED the report.

RC75 Murray Hall

75.1 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 contains confidential information relating to hall hirers.

75.2 The Committee considered the complaint received from a hall hirer regarding problems with the heating at the hall during their event.

It was AGREED to offer, without prejudice, a fifty per cent refund on the hire fees in recognition of the problems experienced on that occasion.

RC76 Future Work of the Committee

Members AGREED to recognise the contributions of the following, through presentations at the Annual Town Meeting:

- i. The grounds maintenance contractors whose work had helped the Town Council win awards from the Essex Playing Fields Association awards; and
- ii. Volunteers who regularly litter picked Town Council sites.

Signed:
Date: 28 March 2018

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 28 March 2018 at 7.45pm at Loughton Library & Town Hall.

Present:

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

Also in attendance:

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

1 member of the public

The Chairman welcomed everyone to the final meeting of this municipal year. The Committee asked the Chairman to send a letter of thanks to former councillor Leon Girling and his wife for their work for the community.

RC77 Apologies

No apologies for absence were received.

RC78 Declarations of Interest

Cllr Stubbings declared a non-pecuniary interest in Agenda item 5.6.6, Junior Park Run, as he had held discussions with the public speaker.

Cllr Murray declared a non-pecuniary interest in Agenda item 5.6.6, Junior Park Run, as he lived close to the Roding Valley Recreation Ground.

RC79 Confirmation of Minutes

The Minutes of the meeting held on 10 January 2018 amended from those circulated at Min no RC73.4 to record 4 April 2018, were CONFIRMED as a correct record and signed by the Chairman.

The Committee AGREED to bring forward Agenda item 5.6.6 Junior Park Run to follow the public representations as a member of the public was interested in this item.

RC80 Public Representations

A member of the public addressed the Committee regarding his proposal to hold Junior Park Run events on the Roding Valley Recreation Ground.

RC81 Junior Park Run

Members expressed their support for activities which encouraged children to take more exercise but considered carefully the implications of holding this type of event on the Roding Valley Recreation Ground on Sundays at 9am.

The Committee AGREED that

- i. Junior Park Run events might be held for a four-month trial period. However, should the events not commence until later in the year, the trial period was to be reduced to three months;

- ii. This would be subject to pre-agreement with the Services Manager on the 2 km route with a starting point ideally close to the Highwood Lane end of the Recreation Ground;
- iii. The Committee reserved the right to withdraw this permission.

RC82 Matters for Report

82.1 Playgrounds – Min no RC73.1

82.1.1 Traps Hill Playground

The Committee NOTED that the order for the replacement item of equipment – a double springer seesaw, as preferred by the Loughton Mums Group would shortly be placed.

The Town Clerk provided an update on efforts to secure a significant contribution to the cost of the works to replace the vandalised trampoline.

82.1.2 Safety Inspections

The Committee NOTED that the RoSPA inspections had been carried out at all play areas, outdoor gyms, football pitches and ball courts on 30 and 31 January 2018 at a net cost of £1,133.35. The Services Manager was arranging for some minor works identified in the reports to be carried out.

82.2 Community Events – Min no RC73.2

82.2.1 Annual Town Mayor's Charity Fun Run

The Committee NOTED that the 2018 Fun Run was to be held at 10.30am on Sunday 29 April on the Roding Valley Recreation Ground with the format as in previous years. As this event was to be part of the 2018 Loughton Festival event it will be held in aid of the Chigwell Riding Trust.

The Chairman encouraged all councillors to attend this community event.

82.2.2 Play in the Park – Min no RC73.2.3

The Committee NOTED the confirmed dates for the Play in the Park activities during the Easter and Summer school holidays and that the Council's total contribution to the costs of these free events would be £780.

82.2.3 Jessel Green Fun Day – 73.2.4

The Committee NOTED that Epping Forest District Council had granted a licence for this event to be held from 12 noon until 4pm on Sunday 15 July 2018. The Town and Community Development Officer was in discussion with the partner organisations, Epping Forest Community Church, the Red Balloon Foundation and Restore Community Church, to provide a full programme of events.

The Chairman encouraged all councillors to support this event.

82.2.4 "Battle's Over" – a Hundred Years of Remembrance

The Committee NOTED that, whilst heritage matters usually fell under the remit of the Environment and Heritage Committee, in the absence of a specific budget for the special event to commemorate the

centenary of the end of WWI, this would be funded through the Community Events budget held by this Committee.

Plans were being finalised to light the beacon on Hillyfields at 7pm on Sunday 11 November 2018 as part of the national tribute.

82.3 Willingale Road Playing Field – Min no RC73.3

The Committee NOTED that the removal of the vandalised table tennis table had been delayed by the ground conditions on site which have prevented vehicle access from the Davenant School site.

82.4 Essex Police – Min no RC54.6

The Committee NOTED that the next local community meeting would take place on Wednesday 4 April 2018 from 7pm to 8pm at The Murray Hall, Borders Lane, Loughton.

The Town Clerk gave a brief report on the recent meeting of the Safer Communities Partnership held in the Civic Offices in Epping.

82.5 Defibrillators – Min no RC54.7

The Committee NOTED that the installation of three defibrillators and key code locked all-weather cabinets had been scheduled for 18 April 2018 outside the following premises:

- Housing Office, The Broadway
- Loughton Club, Station Road
- Morrisons, Loughton High Road

In addition, a defibrillator is to be made available by the Park Run group at the Roding Valley Recreation Ground changing rooms for events.

After extensive research with providers, an order had been placed with the Community Heartbeat Trust. As the Trust remained the owner of the equipment the donation to cover the four-year Managed Solution Adoption Agreement amounted to £5,610.

This agreement also included service costs, full insurance and post event trauma counselling. The Town Council would be responsible for weekly visual inspections that must be reported on line, annual electrical safety checks and consumables.

The funding of this joint project was as follows:

| | £ |
|---|---------------|
| Loughton Town Council | 1,200 |
| Broadway Town Centre Partnership | 500 |
| EFDC grant (BTCP) | 1,500 |
| Broadway Traders | 500 |
| Loughton 1 st (Loughton TCP) | 500 |
| EFDC grant (Loughton 1 st) | 1,000 |
| Loughton, Chigwell & Buckhurst Hill Rotary Club | 600 |
| | £5,800 |

Once installation had been completed, a major publicity campaign to highlight both the new and the existing equipment locations and availability would be undertaken. It was also planned to have an ‘opening ceremony’ at the various locations to publicly thank the supporters.

82.6 Roding Valley Recreation Ground

82.6.1 Improvements Project – Min no RC73.6.2

The Committee NOTED that the working party had met to discuss concerns about the long-term safety of electricity and water supplies to the football changing rooms and whether it would be practical to offer football changing facilities at the Recreation Ground for the 2018/19 season. This was likely to have a potential impact on league matches and adult teams.

As over £4,000 had been spent on repairs this financial year, the Committee agreed it was appropriate to progress the major refurbishment as a key priority rather than to continue to spend money on repairs.

82.6.2 Mobile Refreshment Facility

The Committee NOTED that expressions of interest had been invited from operators prepared to provide hot and cold drinks and snacks from May through September 2018. Advice on licensing had been sought from the District Council. It was NOTED that the Town Clerk would offer a licence to a suitable operator at a maximum cost of £20 per hour.

82.6.3 Dog and Litter Bins

The Committee NOTED that following Epping Town Council's decision to withdraw the management of the dog bin emptying contract for a number of local councils, the Services Manager had arranged a new contract with local contractor, TBS Hygiene. This applied to two dog litter bins on the Roding Valley Recreation Ground and one on the Willingale Road Playing Field. All other bins on the Recreation Ground were emptied as part of the grounds maintenance contract.

The Services Manager had arranged for a replacement dog bin to be installed on the river path at a net cost of £328. He was also arranging for the relocation of an underused general litter bin, currently hidden behind a fence near the changing rooms, to the river path to reduce the overflowing problem caused by members of the public placing general litter in the dog bin.

82.6.4 Walking Football – Min no RC73.2.6

The Committee NOTED that thanks to the support of the Health and Wellbeing team at the District Council, this new provision at the Recreation Ground would commence on Saturday 28 April from 10.30am – 11.30am. The costs of 5-a-side pitch marking had been confirmed as £715.09 for the initial summer season with the costs shared by the Health and Wellbeing team.

82.6.5 Tennis Coaching – Min no RC73.2.5

The Committee NOTED that one-hour coaching sessions for children aged 5 – 11 years, arranged for the afternoons of the two Tuesdays and Thursdays during the Easter school holidays at a cost of £120, were almost fully booked.

82.6.6 South Loughton Cricket Club

In response to a request from the Club to install an additional container close to their pavilion, the Committee AGREED to defer this item to

seek clarification on what the existing two containers were used for and what items required such additional storage.

82.7 Murray Hall

The Committee RATIFIED the officer decision taken in discussion with the members of the Community Halls Working Group, to make a full refund of hire fees to a hirer unable to use the hall on 4 March 2018 owing to the winter weather.

82.8 Future Work of the Committee – Min no RC76

The Committee AGREED to defer the awards to recognise the work of the volunteer litter pickers until 2019 but to make the presentation to the Parks Department as soon as this could be arranged with the Town Mayor.

82.9 EPFA Best Kept Playing Fields Competition 2018

The Committee AGREED to submit entries to the 2018 Awards Competition at a nominal fee of £10.

82.10 Open Spaces

82.10.1 Hillyfields

The Committee NOTED that the Flood Investigation Engineers at Essex County Council were considering the installation of a flood alleviation scheme on the lower corner of this site at the junction of Pyrles Lane and Rectory Lane. This was in response to the identification of Pyrles Brook as an area warranting further investigation as surface flooding could affect a significant number of residential properties.

The proposal had been halted for further investigation in response to concerns about the impact on a significant number of large oak trees owned by the City of London.

82.10.2 Memorial Garden

The Committee NOTED that the maintenance contract for 2018/19 had been awarded to Greenhill Gardening Services at a net cost of £1,240.00. Additional mulching and summer geraniums for the containers would also be arranged.

82.10.3 Willingale Road Nature Reserve and Community Orchard

The Committee NOTED that the Services Manager had met with the Epping Forest Countrycare Team to discuss the maintenance for 2018/19 with three visits at £420 a day planned.

RC82 Financial Position

The Committee NOTED the report.

RC83 Future Work of the Committee

No items were raised.

Signed:
Date: 13 June 2018