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

**MINUTES of the Meeting held on Wednesday 31<sup>st</sup> May 2006 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
J Benjamin R E Brookes (from min. no. RC5)  
J Davis W T Lattimore  
C P Pond (as substitute for Cllr Chalk) D J Wixley

**Also in attendance:**

**Officers:** L R Fuller (Town Clerk)  
P Hoy (Properties and Projects Officer)

**RC1 Apologies for Absence**

Apologies for absence had been received from Councillor Chalk. Councillor Harper reported that Councillor C P Pond had been nominated as Councillor Chalk's substitute.

**RC2 Confirmation of Minutes**

The minutes of the Community Committee meeting held on 22<sup>nd</sup> March 2006 were CONFIRMED as a correct record and signed by the Chairman.

**RC3 Public Representations**

None were received.

**RC4 Declarations of Interest**

No Declarations of Interest were made.

Councillor R E Brookes joined the meeting.

**RC5 Matters for Report****5.1 Community Centre**

The Chairman reported that the keys to the community centre had now been handed over to the Clerk, but the contractors were still completing outstanding jobs. Town Council staff were currently in the process of familiarising themselves with the workings of the building's alarm systems and services. Chairs and tables have been ordered and delivery is anticipated from 9<sup>th</sup> June.

The Clerk reported that the working group would arrange for an official opening of the community centre.

**5.2 Teen Shelters – Min. no. E111.5**

The Clerk reported that both shelters had been installed in the past two days.

**5.3 Community Litter Pick**

Cllr C P Pond thanked the councillors and staff involved in the organisation of this successful event.

**5.4 Committee Responsibilities**

The committee noted its areas of responsibility and would continue to deal with outstanding items.

**RC6 Current Financial Position**

It was noted that end of year financial reports for the previous committees would be made to the Resources and General Services Committee. Current financial information for this committee was not yet available.

**RC7 Accounts for payment**

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2970	Epping Forest District Council	Rates; Buck Crt, K Hall, RVRec & WRPf Ch Rms		1,696.00
2971	Cash	Reimburse petty cash	4.98	75.42
2972	Fayers Plumbing & Building Supplies Ltd	Cemetery & RVRec supplies	11.20	75.19
2973	Herts & Essex Drainage Company	Willingale Rd revetment works	1,228.50	8,248.50
2974	Select Business Equipment Ltd	Stationery	9.10	61.09
2975	EDF Energy 1 Ltd	Cemetery & Christmas lights	9.53	200.14
2976	British Telecommunications plc	Cemetery	7.84	52.65
2977	Zurich Municipal Management Services	Health & Safety training	5.25	35.25
2978	Thames Water Utilities Ltd	Buck Crt, Cemetery & K Hall		162.79
2979	Greenside Landscapes	Kings Green & RVRec works	84.87	569.87
2980	Acumen Wages Service	Payroll (May)	4.15	27.85
2981	EALC	Training fees		50.00
2982	British Gas Trading Ltd	Kingsley Hall	3.04	63.96
2983	Britelec Network Services Ltd	Office equipment	213.85	1,435.85
2984	AtoZ Supplies	Buck Crt, Cemetery, KHall & Parks & Amenities Warden supplies & stationery	28.63	192.24
2985	Avoncrop Amenity Products Ltd	Boot scraper RVRec	32.73	219.73
DD	NatWest	Diesel	12.66	85.00
2986	RBS Software Solutions	End of year accounts 05/06	56.88	381.88
2987	Printing Supplies	Stationery	2.18	14.63
2988	Homebase Ltd	Cemetery supplies	2.98	19.99
2989	Zurich Insurance Company	Additional premium re KHall hirers' PL		454.65
2990	Royal Mail	Postage		250.00

Signed.....  
Date 26<sup>th</sup> July 2006

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**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the Meeting held on Wednesday 26<sup>th</sup> July 2006 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)

J Benjamin

R E Brookes

L Daniel

J Davis

W T Lattimore

J L Woods (as substitute for Cllr Chalk)

D J Wixley

**Also in attendance:**

**Officers:** L R Fuller (Town Clerk)  
P Hoy (Properties and Projects Officer)

Inspector Denise Morrissey (Essex Police)  
1 member of the public

**RC8 Apologies for Absence**

Apologies for absence had been received from Councillor Chalk. Councillor Harper reported that Councillor J L Woods had been nominated as Councillor Chalk's substitute.

**RC9 Confirmation of Minutes**

The minutes of the meeting held on 31<sup>st</sup> May 2006, amended at minute no. RC2 from those circulated, were CONFIRMED as a correct record and signed by the Chairman.

**RC10 Public Representations**

None were received.

**RC11 Declarations of Interest**

No Declarations of Interest were made.

At the request of the Chairman the meeting agreed to bring forward agenda item 8, Vandalism, Anti-Social Behaviour and Teen Shelters.

**RC 12 Vandalism, Anti-Social Behaviour and Teen Shelters**

**12.1 General**

Inspector Morrissey of Essex Police was welcomed to the meeting and gave a brief report on the police approach to anti-social behaviour in Loughton. The members were invited to ask questions and accepted this opportunity. Inspector Morrissey was thanked for her input.

**12.2 Vandalism**

The Committee NOTED the report.

**12.3 Anti-Social Behaviour**

The Committee NOTED the report and AGREED that the Clerk should write to Inspector Morrissey and specifically request a police presence at Felstead Road playground in the evenings. It was also AGREED that the Clerk should write to two local residents thanking them but declining their offer of being responsible for locking Felstead Road playground. A follow-up report on the situation in the playground would be made to the next committee.

Furthermore, a crime reduction audit should be requested from the police for all playgrounds and the working hours of Police Community Support Officers (PCSO'S) should be established.

#### **12.4 Teen Shelters**

The report was NOTED and sympathy was expressed for the difficulties currently being experienced by neighbours and users of Willingale Road Playing Field. However, it was AGREED that no immediate action would be taken and the teen shelters should be reviewed after they had been in place for six months. It was also AGREED that incident report forms would be distributed to the residents who had contacted the council.

### **RC13 Matters for Report**

#### **13.1 Community Centre**

The Report was NOTED and it was AGREED to name the building the Murray Hall following the proposal by the Working Group. It was AGREED that Lady Murray would be invited to formally open the building at the opening event which it was AGREED would be held on 4<sup>th</sup> November 2006. The event would be open to all and would also include the Youth Service. The event will also mark the 10<sup>th</sup> anniversary of the council.

#### **13.2 Update on the activities formerly under the Environment, Heritage and Leisure Committee**

##### **13.2.1 Skateboard Facility**

The report was NOTED.

##### **13.2.2 Roding Valley Recreation Ground – long lease**

The Committee NOTED the report.

##### **13.2.3 Willingale Road Playing Field**

The Committee NOTED the report and AGREED that the Properties and Projects Officer should progress with a Sport England grant application and report back to the Committee at the next meeting.

The Committee AGREED to suspend Standing Order 1.4 and AGREED to conclude the meeting by 9.40pm.

### **RC14 Current Financial Position**

Current financial information was not available for this meeting.

### **RC15 Budgets and Priorities for 2007/08**

It was AGREED to obtain a figure for internal netting at the tennis courts on Roding Valley Recreation Ground to include in the committee's rolling programme; also a figure for landscaping at the community centre.

### **RC16 Accounts for payment**

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3039	Royal Mail	Postage		250.00
3040	Zurich Municipal Management Services	LCAS membership	23.63	158.63
3041	British Gas Trading Ltd	Kingsley Hall	2.38	50.03
3042	Phoenix Lifting Systems Ltd	Lift works Buck Crt	46.03	309.03
3043	Acumen Wages Service	Payroll (July)	8.25	55.35
TFR	No 2 Account (July 06)	Reimburse imprest account		18,827.87
3044	Suzanne Harper	Members' allowances/expenses		25.00

3045	Roger Pearce	Members' allowances/expenses		25.09
3046	Joan Davis	Members' allowances/expenses		25.30
3047	Ken Angold-Stephens	Members' allowances/expenses		19.50
3048	Rosemary Brookes	Members' allowances/expenses		19.50
3049	David Wixley	Members' allowances/expenses		19.50
3050	Caroline Pond	Members' allowances/expenses		19.50
3051	Janet Woods	Members' allowances/expenses		29.50
3052	Christopher Pond	Members' allowances/expenses		19.50
3053	Richard Pennington	Members' allowances/expenses		19.50
3054	Ellen Murphy	Members' allowances/expenses		19.50
3055	Margaret Chalk	Members' allowances/expenses		19.50
3056	Peter Sheen	Members' allowances/expenses		19.50
3057	EDF Energy 1 Ltd	K Hall & RVRec chg rooms	26.69	560.33
3058	J McLintock & Sons Ltd	Cemetery repairs	65.40	439.15
3059	Ernest Doe & Sons Ltd	Parks & Amenities Warden equipment	52.53	352.85
3060	Epping Forest District Council	Rates; Buck Crt, K Hall, RVRec & WRPF Ch Rms (Aug & Sept)		3,392.00
3061	LWC Engineering	Colebrook Lane playground repairs	84.00	564.00
3062	Space Catering Equipment	Community Centre equipment	210.62	1,414.12
3063	Loughton Festival	Grant 2006/07		250.00
3064	AtoZ Supplies	Stationery, Parks & Amenities Warden supplies and Comm Ctre equipment	27.49	184.60
3065	DBJ (Woodford) Ltd	Community Centre works	9.63	64.63
3066	Cash	Reimburse petty cash	4.04	50.36
3067	Accredited Locksmith Services Ltd	Buck Crt repairs		189.50
3068	Homebase Ltd	Comm Ctr, KHall and Parks & Amenities Warden supplies	12.35	82.97
DD	NatWest (credit card)	Van maintenance & diesel	24.97	167.68
3069	EDF Energy 1 Ltd	Kings Green	0.81	17.01

Signed.....

Date 1<sup>st</sup> November 2006

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**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the Meeting held on Wednesday 1<sup>st</sup> November 2006 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
R Barrett                      J Benjamin                      R E Brookes  
M R M A Chalk                J Davis                              W T Lattimore  
D J Wixley

**Also in attendance:**

**Councillors** R E Pearce                      J L Woods

**Officers:** L R Fuller (Town Clerk)  
P Hoy (Properties and Projects Officer)

**RC17 Apologies for Absence**

Apologies for absence were received from Cllr L Daniel.

**RC18 Confirmation of Minutes**

The minutes of the meeting held on 26<sup>th</sup> July 2006 were CONFIRMED as a correct record and signed by the Chairman.

**RC19 Public Representations**

None were received.

**RC20 Declarations of Interest**

No Declarations of Interest were made.

**RC21 Matters for Report**

**21.1 The Murray Hall – Min. no. RC13.1**

**21.1.1 Open Afternoon**

The Committee NOTED the report giving information on the arrangements for the open afternoon.

**21.1.2 Construction and Fitting Out**

The Committee NOTED that there were many outstanding issues related to construction of the hall and to the final account for it.

**21.1.3 Bookings**

The Committee NOTED the report and was informed by the Chairman that all ideas on how to market the hall would be welcomed.

**21.2 Felstead Road Playground – Min. no. RC12.3**

The Committee NOTED that there had been no further reports of disturbance and was informed that the Properties and Projects Officer would meet with the Essex Police Crime Reduction Officer on Thursday 16<sup>th</sup> November 2006.

**21.3 Teen Shelters – Min. no. RC12.4**

The Committee NOTED the report.

**21.4 Willingale Road Playing Field – RC13.2.3**

The Committee NOTED the report on potential funding sources.

**21.5 Community Initiatives Fund**

Cllr Pearce reported that the EALC Epping Forest branch would reveal its decision on 2006/07 funding applications at its next meeting on Wednesday 8<sup>th</sup> November 2006.

**21.6 Skateboard Facility**

The Chairman asked the Committee to consider other potential sites in Loughton, whilst not abandoning the plan for a site at Epping Forest College.

**21.7 South Loughton Cricket Club**

The Committee NOTED that the Chairman had received a letter from South Loughton Cricket Club regarding increased vandalism on Roding Valley Recreation Ground.

**RC22 Current Financial Position**

The Committee NOTED the report.

**RC23 Refreshment Facility on Roding Valley Recreation Ground**

The Committee AGREED in principle to the provision of a refreshment facility on the Roding Valley Recreation Ground. The Properties and Projects Officer will investigate the necessary formalities.

**RC24 Community Music Event**

Cllr Chalk offered to become a representative on the Loughton Broadway Town Centre Partnership Working Group for this event and Cllr Lattimore also expressed an interest pending more information. The Committee AGREED to both nominations.

**RC25 Leyton Orient Community Sports Programme**

The Committee welcomed the offer from the Leyton Orient Community Sports Programme to run informal sports sessions on council grounds, especially in association with teen shelters, and AGREED to proceed with this.

**RC26 Committee Priorities**

The Committee reviewed its priorities and AGREED on the list shown below:

<b>Revised Priority</b>	<b>Main Function</b>	<b>Greater Detail</b>
<b>On-going activities</b>		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley Hall	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance
High	Open spaces	maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	
High	Murray Hall	Bookings, admin, finance, maintenance and works
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance, works
High	Playgrounds	Maintenance

<b>Current activities</b>		
1	RV Rec Ground legal status	TBC
1	Murray Hall Landscaping	Community Initiatives Fund bid ongoing
3	Skateboard facility	Negotiations with Epping Forest College
3	Teen shelters	Under review
5	Playgrounds	New works/upgrading
6	RV Rec tennis courts – internal fencing	
7	RV Rec refreshment facility	More information sought
8	RV Rec Colts pitch for R V Cricket Club	Licence with RV Cricket Club for consideration
9	Loughton Brook (Gateway project)	Awaiting next approach from Gateway team

## **RC27 Estimates for 2007/08**

### **27.1 Fees and Charges**

The Committee AGREED to increase the hire fee for Kingsley Hall and for the football pitches/changing rooms by 3.6% from 1<sup>st</sup> April 2006.

A decision on increasing the fees and charges for the Murray Hall was deferred pending the intended review after the hall had been in operation for six months.

The fee for holding a civil wedding ceremony at the Murray Hall was set at £100 (in addition to the normal hire fees).

### **27.2** The rolling programme was considered and it was AGREED to include the following additional items, listed in order of priority:

Murray Hall enhanced landscaping	£10,000
Skateboard facility	£1,000
Playgrounds (new works)	£10,000
Roding Valley Recreation Ground tennis courts internal fencing	£12,000
<b>Total</b>	<b>£33,000</b>

### **27.3** The estimates for 2007/08 were AGREED as overleaf.

Cost centre		Estimate 2007/08	Transfer from Earmarked Reserve
Kingsley Hall	Expenditure	13,800	
	Income	14,000	
The Murray Hall	Expenditure	139,100	
	Income	39,100	
Other Services (Rec)	Expenditure	2,300	
Service Re-charge (Rec)	Expenditure	TBC	
Roding Valley Rec Ground	Expenditure	123,800	
	Income	6,620	
Open Spaces	Expenditure	14,400	
Playgrounds	Expenditure	26,000	
Skateboard Facility	Expenditure	36,000	
	Income		34,000
Will. Rd. Playing Field	Expenditure	17,700	
	Income	800	
Van replacement fund	Expenditure	1,000	
<b>Expenditure</b>		<b>374,100</b>	<b>0</b>
<b>Income</b>		<b>60,520</b>	<b>34,000</b>
<b>Net Expenditure over Income</b>		<b>313,580</b>	
<b>Net Expenditure over Income (inc. transfers from earmarked reserves)</b>		<b>279,580</b>	

**RC28 Accounts for payment**

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3171	EALC	Training fees		135.00
3172	Able Group UK	Repairs at MHall	51.27	344.27
3173	Cash	Reimburse petty cash	13.64	149.21
3174	TBS Hygiene	Seat installation, Colson Rd	26.25	176.25
3175	Nisbets	MHall equipment	17.50	117.49
3176	Hobart UK	MHall equipment	434.36	2,16.36

3177	St Mary's (Loughton) PCC	Refund of security deposit at MHall		325.00
3178	LWC Engineering	Kings Green works	15.58	104.58
3179	H Walsh Carpentry & Joinery	WRPF repairs	143.50	963.50
3180	Suzanne Harper	Members' allowances/expenses		48.22
3181	Roger Pearce	Members' allowances/expenses		19.50
3182	Joan Davis	Members' allowances/expenses		25.00
3183	Ken Angold-Stephens	Members' allowances/expenses		19.50
3184	Rosemary Brookes	Members' allowances/expenses		19.50
3185	David Wixley	Members' allowances/expenses		19.50
3186	Caroline Pond	Members' allowances/expenses		19.50
3187	Janet Woods	Members' allowances/expenses		32.70
3188	Christopher Pond	Members' allowances/expenses		19.50
3189	Richard Pennington	Members' allowances/expenses		19.50
3190	Ellen Murphy	Members' allowances/expenses		19.50
3191	Margaret Chalk	Members' allowances/expenses		19.50
3192	Peter Sheen	Members' allowances/expenses		19.50
DD	NatWest (credit card)	Diesel, stationery & MHall gardening supplies	12.41	83.32
TFR	No. 2 account (Oct 06)	Reimburse imprest account		19,540.38
3193	Epping Forest District Council	Rates for Buck Crt, KHall, MHall, RVRec and WRPF (November)		3,124.33
3194	Acumen Wages Service	Payroll (October)	8.56	57.46
3195	Regional Waste Recycling	Refuse collections for cemetery, KHall & MHall	30.84	206.84
3196	Index Business Supplies Ltd	Stationery	0.82	5.50
3197	Westcoast t/a Orion Media Marketing	Supplies for cemetery & MHall	4.09	27.44
3198	Signs of the Times Ltd	Heritage plaque	35.53	238.53
3199	Thames Water Utilites Ltd	Kingsley Hall		66.65
3200	AtoZ Supplies	Supplies for BCrt, MHall & RVRec	20.29	136.24
3201	EDF Energy 1 Ltd	Cemetery & Kings Green	2.75	57.60
3202	Flower Elegance	Bouquet	3.72	25.00
3203	Balloons & Flora	MHall supplies	3.56	23.93
3204	Southern Electric	MHall supply	12.44	261.59

Signed.....

Date 24<sup>th</sup> January 2007

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**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the Meeting held on Wednesday 24<sup>th</sup> January 2007 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
                   R Barrett                                   M R M A Chalk                                   L Daniel  
                   D J Wixley

**Also in attendance:**

**Councillors** K Angold-Stephens   C Baggarley                                   R E Pearce

**Officers:**       L R Fuller (Town Clerk)  
                   P Hoy (Properties and Projects Officer)

1 member of the public

1 member of the press

**RC29 Apologies**

Apologies for absence were received from Cllrs Brookes, Davis and Lattimore.

**RC30 Confirmation of Minutes**

The minutes of the meeting held on 1<sup>st</sup> November 2006, amended at minute no. RC 26 from those circulated, were CONFIRMED as a correct record and signed by the Chairman.

**RC31 Public Representations**

None were received.

**RC32 Declarations of Interest**

No Declarations of Interest were made.

**RC33 Matters for Report**

**33.1 Teen Shelters – Min. no. RC21.3**

The Committee NOTED the report and AGREED that the teen shelters should remain. It was also AGREED that they should continue to be monitored, with a further review in six months.

**33.2 Willingale Road Playing Field – Min. no. RC21.4**

The Committee NOTED the possibility of a grant application to another body, and an alternative method of drainage.

**33.3 Skateboard facility – Min. no. RC21.6**

The Committee NOTED that Epping Forest College was still keen for a skateboard facility on the playing field in Borders Lane, and AGREED that Cllrs Harper, C P Pond and Wixley would represent the council at the planned meeting.

**33.4 Refreshment facility on Roding Valley Recreation Ground – Min. no. RC23**

The Committee NOTED the report and AGREED to take no further action until the lease on the recreation ground was settled.

**33.5 Piece of land adjacent to Willingale Road allotments**

The Committee NOTED the report and asked that the Properties and Projects Officer visit the site in order to assess the issues of risk and security. The Committee AGREED to place future use of the site at number 10 in its list of priorities.

**33.6 Roding Valley Recreation Ground Lease**

The Town Clerk reported that she had met with the council's solicitor. A date for completion of the lease had been set for 31<sup>st</sup> March 2007. Matters on the lease were progressing although some outstanding issues remain. The solicitor awaited further information on various restrictions on the land before he could finalise his report to the council. The Committee NOTED that the lake was now included in the lease.

**RC34 Current Financial Position**

The Committee NOTED the report.

**RC35 The Murray Hall****35.1 Open Afternoon**

The Committee NOTED the successful event.

**35.2 Working Group****35.2.1 Fees and Charges**

The Committee AGREED to increase the fees and charges for 2007/08 by 3.6%.

**35.2.2 Terms and Conditions of Hire**

The Committee NOTED the terms and conditions of hire had been confirmed with one minor revision.

**35.2.3 Damage and Security**

The Committee NOTED the report about damage and vandalism taking place at the site. It was AGREED that a costing be carried out for the erection of a metal fence.

**35.2.4 Opening Hours**

The Committee AGREED to the submission of a planning application for the amendment of opening and closing times.

**35.3 Construction**

The Town Clerk reported on a meeting held with the contractors and architect and the Committee NOTED that all ongoing issues were being addressed.

**RC36 Lopping Hall**

The Committee NOTED the forthcoming review to be carried out by the Trustees of Lopping Hall. It was AGREED that it would be desirable for Lopping Hall to have brighter decoration and lighting in its entrances, and to have full access for disabled people. Any other comments should be submitted to Cllr C C Pond, who is on the board of trustees.

**RC37 The Brook Project**

The Committee NOTED Cllr Angold-Stephens' report on the current status of this project. The Committee AGREED:

- i) To accept legal responsibility for the land when the project is completed, by means of a lease or licence from the owners.
- ii) To accept responsibility for the maintenance of the land when the project is completed, subject to detailed and costed maintenance plans.
- iii) That setting a limit for the annual maintenance cost should be deferred, pending more information.

It was proposed that Cllr Angold-Stephens replace Cllr Chalk as the council's representative in this matter, subject to confirmation at the next full meeting of the council.

### **RC38 Use of the Roding Valley Recreation Ground**

Cllr Harper declared a personal but non-prejudicial interest in Agenda item 10.1, because of her family connection to the Vineyard Church.

#### **38.1 Use by Vineyard Church**

The Committee AGREED to allow the Vineyard Church to use the Roding Valley Recreation Ground for its Inside-Out weekend on 28<sup>th</sup> and 29<sup>th</sup> July 2007, free of charge.

#### **38.2 Use by Television/Film Crews**

The Committee AGREED that the Town Clerk should seek comparative fees charged by other authorities. Cllr Angold-Stephens also stated that he would carry out his own investigation, and the matter will be reviewed at the next meeting of the Committee.

#### **38.3 Use by Funfairs**

The Committee NOTED the fee charged and the security bond.

#### **38.4 Terms and Conditions**

The Committee NOTED that users are required to adhere to the council's Terms and Conditions for use of the recreation ground.

### **RC39 Community Initiatives Fund**

#### **39.1 Application 2006/07**

The Committee NOTED the grant made for 2006/07.

#### **39.2 Applications 2007/08**

The Committee AGREED to submit an application for £8,500 for new equipment at Colebrook Lane play ground, with the council putting in an equivalent amount.

Cllr Baggarley left the meeting.

### **RC40 Future Work of the Committee**

No items were raised.

### **RC41 Accounts for Payment**

To APPROVE the following accounts for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
TFR	No.2 account (Jan 07)	Reimburse imprest account		19,355.05
TFR	Loughton Town Council	New account for MHall security		3,000.00
	Deposits	deposits		
3297	EALC	Training fees		30.00
3298	Southern Electric	MHall supply	4.36	91.72
3299	Acumen Wages Service	Payroll (January)	8.56	57.46
3300	East of England	Training fees	46.27	310.65
	Regional Assembly			
3301	Suzanne Harper	Members' allowances/expenses		25.00
3302	Roger Pearce	Members' allowances/expenses		31.11
3303	Joan Davis	Members' allowances/expenses		25.00
3304	Ken Angold-Stephens	Members' allowances/expenses		19.50
3305	Rosemary Brookes	Members' allowances/expenses		19.50

3306	David Wixley	Members' allowances/expenses		19.50
3307	Caroline Pond	Members' allowances/expenses		19.50
3308	Janet Woods	Members' allowances/expenses		56.58
3309	Christopher Pond	Members' allowances/expenses		19.50
3310	Richard Pennington	Members' allowances/expenses		19.50
3311	Ellen Murphy	Members' allowances/expenses		19.50
3312	Margaret Chalk	Members' allowances/expenses		19.50
3313	Peter Sheen	Members' allowances/expenses		19.50
3314	Pinnacle Essex	Maintenance for WRPF	91.41	613.74
3315	UK Fire International Ltd	Equipment for KHall	8.93	59.93
3316	Lancashire Flooring Ltd	KHall	98.75	663.05
3317	Docendo Ltd	Computer maintenance	100.19	672.69
3318	AtoZ Supplies	MHall supplies	15.67	105.21
3319	Essex County Council	Medical Questionnaire		17.00
3320	Cash	Reimburse petty cash	8.31	62.49
3321	EDF Energy 1 Ltd	KHall supply	10.12	212.62
3322	Epping Forest District Council	Planning Application to amend conditions for MHall		67.50
3323	EDF Energy 1 Ltd	WRPF & cemetery supplies	4.45	91.25

Signed.....

Date 21<sup>st</sup> March 2007

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**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the Meeting held on Wednesday 21<sup>st</sup> March 2007 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
                   R Barrett                   J Benjamin                   R E Brookes  
                   M R M A Chalk               J Davis                       W T Lattimore  
                   D J Wixley

**Also in attendance:**

**Councillors** K Angold-Stephens (from min. no. RC46)   R E Pearce  
                   J L Woods

**Officers:**       L R Fuller (Town Clerk)  
                   P Hoy (Properties and Projects Officer)

2 members of the public

**RC42 Apologies**

No apologies for absence were received.

**RC43 Confirmation of Minutes**

The minutes of the meeting held on 24<sup>th</sup> January 2007 were CONFIRMED as a correct record and signed by the Chairman.

**RC44 Public Representations**

The meeting was adjourned to hear an address by a member of the public regarding a request by the Royal British Legion to use part of Roding Valley Recreation Ground.

**RC45 Declarations of Interest**

No Declarations of Interest were made.

At the request of the Chairman the meeting AGREED to bring forward Agenda item 8, Royal British Legion – request for use of Roding Valley Recreation Ground.

Cllr Angold-Stephens joined the meeting.

**RC46 Royal British Legion – request for use of Roding Valley Recreation Ground**

The Committee considered the request and AGREED in principle to the use of the Roding Valley Recreation Ground by the Royal British Legion, free of charge, for a Veterans Day event. Concern was expressed about the lack of detailed information and further information would be necessary in order to progress the matter. A special meeting of the Committee would be held at 7.15pm on 18<sup>th</sup> April 2007 when a final decision would be made, based on the additional information.

**RC47 Matters for Report**

**47.1 Skateboard facility – Min. no. RC33.3**

The Chairman reported to the Committee on the meeting held to discuss the skateboard facility on 20<sup>th</sup> March 2007. The participants in the meeting were positive about the project and officials from Epping Forest College, owner of

the land where the facility will be sited, were hopeful that the college's plans for the field would soon be moving forward, enabling the town council's plans to proceed likewise. The Committee looked forward to the successful conclusion of the negotiations.

**47.2 Roding Valley Recreation Ground lease – Min. no. RC33.6**

The Committee NOTED the report.

**47.3 Use of the Roding Valley Recreation Ground by television/film crews – Min. no. RC38.2**

The Committee AGREED to the following:

- (1) News stories, small scale regional programmes, small scale documentaries: no charge.
- (2) Major documentaries, large scale investigative programmes: £250/day.
- (3) Dramas, films, advertisements: £500/day.

Subject to:

- (a) Officers may negotiate alternative 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 reinstating any damage caused to the Recreation Ground or its appurtenances.
- (e) Users indemnifying the council against any claims arising from their use of the Recreation Ground.

**47.4 Millennium Remembrance Grove**

The Committee NOTED the additional tree planting.

**47.5 Land adjacent to Willingale Road allotments – Min. no. RC33.5**

The Committee NOTED the report.

**47.6 Community Initiatives Fund – Roding Valley Recreation Ground playground – Min. no. RC39.1**

The Committee NOTED the new play equipment planned for the playground.

**47.7 Willingale Road Playing Field – Min. no. RC33.2**

The Committee NOTED the report and AGREED that the Willingale Road Playing Field Management Committee should meet to discuss the future direction of the playing field.

**47.8 Kingsley Hall**

The Committee NOTED the report and welcomed the provision of a re-fitted kitchen.

**RC48 Current Financial Position**

The Committee NOTED the report.

**RC49 The Murray Hall**

**49.1 Finance**

The Committee NOTED the financial information about the construction and operation of the Murray Hall. It was AGREED that some of the underspend and the running costs could be transferred to earmarked reserves at the end of the year to help defray some expenditure in 2007/08.

**49.2 Landscaping**

The Committee AGREED to proceed with the landscaping works and also confirmed that perimeter fencing should be added to enhance security, without further reference to the committee.

**49.3 Planning Application**

The Committee NOTED that no decision had yet been made.

**RC50 Future Work of the Committee**

No items were raised.

**RC51 Accounts for Payment**

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3375	ATOZ – AZTECH	Office equipment & maintenance	25.26	169.56
3376	Route Signs Ltd	Alleyway name plates	30.17	202.55
3377	Homebase Ltd	MHall supplies	14.88	99.97
3378	AtoZ Supplies	Supplies for Cemetery, BCrt & MHall	9.40	63.14
3379	Corporate Document Services Ltd	Stationery	29.23	196.27
3380	ICCM	Training	18.38	123.38
3381	Pinnacle Essex	Maintenance of WRPF	91.41	613.74
3382	Acumen Wages Service	Payroll (March)	4.15	27.85
3383	RBS Software Solutions	Accounts training	51.62	346.62
3384	Citygate (London) Ltd	Stationery	2.90	19.45
TFR	No.2 account (Mar 07)	Reimburse imprest account		18,421.22
3385	NEWSQUEST (London) LTD	Recruitment Advertisements	323.15	2,169.66
3386	Anglia Fixing Ltd	MHall works	756.00	5,076.00
3387	Budget Pest Control	RVRec works	21.00	141.00
3388	LWC Engineering	Willingale Road open space works	48.48	325.48
3389	May Gurney Ltd	RVRec works	557.24	3,741.44
3390	EDF Energy 1 Ltd	RVRec supply	29.07	687.37

Signed.....

Date 18<sup>th</sup> April 2007

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the Special Meeting held on Wednesday 18<sup>th</sup> April 2007 at 7.15 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)

R Barrett	J Benjamin	R E Brookes
L Daniel	J Davis	D J Wixley
R E Pearce (as substitute for Cllr M R M A Chalk)		

**Also in attendance:**

<b>Councillors:</b> B W Moore (from Min. no. RC56)	S Pewsey
C P Pond	J L Woods
	P Sheen (from Min. no. RC56)

**Officers:** L R Fuller (Town Clerk)  
E K Walsh (Deputy Town Clerk)

**Visitor:** G Martin, Royal British Legion

5 members of the public

**RC52 Apologies**

Apologies for absence were received from Cllrs Chalk and Lattimore. The Chairman reported that Cllr Pearce had been nominated as Cllr Chalk's substitute for the meeting.

**RC53 Confirmation of Minutes**

The minutes of the meeting held on 21<sup>st</sup> March 2007 were CONFIRMED as a correct record and signed by the Chairman.

**RC54 Public Representations**

None were received.

**RC55 Declarations of Interest**

Cllrs Barrett, Benjamin, Brookes, Harper, Pearce, Pewsey, C P Pond, Wixley and Woods declared a personal but non-prejudicial interest in Agenda item 5 as they are members of the Loughton Residents Association, which is shown on the Royal British Legion's website as taking part in the Veterans' Day event. Cllrs Barrett, L Daniel, Harper, Pearce, Pewsey, C P Pond, Wixley and Woods declared a personal but non-prejudicial interest in Agenda item 5 as they are members of the Loughton Historical Society which is shown on the Royal British Legion's website as taking part in the Veterans' Day event.

**RC56 Royal British Legion – request for use of Roding Valley Recreation Ground**

The Chairman welcomed Mr Garry Martin of the Royal British Legion to the meeting and reminded the Committee of the limited time available for the meeting, which had been called to consider the use of the Roding Valley Recreation Ground by the Royal British Legion for a Veterans' Day event on 23<sup>rd</sup> and 24<sup>th</sup> June 2007, deferred from the meeting of the Committee on 21<sup>st</sup> March. She posed a number of questions about the proposed event to Mr Martin to which he responded. Other members also asked questions. The Committee then discussed the many areas of concern.

Cllrs Moore and P Sheen joined the meeting.

The Chairman thanked Cllr Pearce and members of the Resources and General Services Committee for agreeing to delay the start of their scheduled meeting to allow the Recreation Committee to conclude its business.

The Committee again expressed its support in principle for such a community event. However, serious concerns were raised because of the scale of the current proposals. The Committee felt that health and safety matters had not been fully addressed in the plans which had been presented and that the environmental impact on local residents and on the recreation ground was unacceptable. The Committee was also mindful of the effect of the event on licensed users of the Recreation Ground.

The Committee voted on whether to give permission for a large scale event as now proposed; this was not agreed.

The Committee then considered whether to give permission for a smaller scale event this year on a reduced area of the recreation ground which did not include the athletics track or the cricket ground; this was AGREED.

The committee also indicated that it would be willing to consider a request to use the Recreation Ground for a Veterans' Day event in future years.

**Signed.....**  
**Date 30<sup>th</sup> May 2007**