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**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the meeting held on Wednesday 28<sup>th</sup> May 2008 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
J W Angold-Stephens R Barrett M R M Chalk  
A P Copland (until Min no. RC5) G D Martin  
S W Murray R Thomson (from Min. no. RC5)  
D J Wixley

**Also in attendance:**

**Councillors:** R E Brookes (from Min. no. RC4) T G Owen (until Min no. RC6)  
S Pewsey

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

Catherine O'Connell (West Essex PCT Director of Locality Commissioning for Epping Forest)

**RC1 Apologies**

The Acting Town Clerk reported that Cllr Thomson had sent his apologies for a late arrival.

**RC2 Confirmation of Minutes**

The minutes of the meeting held on 12<sup>th</sup> March 2008, amended at Min. no. RC107.5 from those circulated, were CONFIRMED as a correct record and signed by the Chairman.

**RC3 Public Representations**

None were received.

Cllr Brookes joined the meeting.

**RC4 Declarations of Interest**

Cllrs Murray and J Angold-Stephens declared personal but non-prejudicial interests in Agenda item 8.3, Lease to Loughton Athletic Club, as they were both acquainted with members of the club.

Cllr Copland declared a personal but non-prejudicial interest in Agenda item 9, Millennium Remembrance Grove, as his home overlooked the site.

Cllr Thomson joined the meeting.

**RC 5 West Essex Primary Care Trust**

Catherine O'Connell was welcomed to the meeting and presented an overview of the West Essex PCT's planned development of a GP led health centre in Loughton. The members were invited to ask questions and accepted this opportunity. The Acting Town Clerk was instructed to respond in writing to the consultation by itemising the concerns raised by members. Catherine O'Connell was thanked for her input and left the meeting.

Cllr Copland left the meeting.

At the suggestion of the Chairman the Committee AGREED to bring forward Agenda item 10, Neighbourhood Action Panels (NAPs).

**RC6 Neighbourhood Action Panels (NAPs)**

Cllr Owen reported on the Loughton Town NAP held on 22<sup>nd</sup> May 2008 and the Loughton Broadway NAP held on 13<sup>th</sup> May 2008. The Committee noted that the police had no plans to amalgamate both NAPs into a single Loughton body citing the size of population as the reason. It was requested that Cllr Owen's report be sent to all council members. The Committee AGREED to continue with its representation on both NAPs.

**RC7 Matters for Report**

**7.1 Willingale Road Playing Field Management Committee – Min no. RC107.3**

It was AGREED that the site visit to the Davenant Foundation School by the Willingale Road Playing Field Management Committee to discuss the effectiveness of the ground drainage system would take place on Tuesday 10<sup>th</sup> June 2008 at 5.00 p.m.

**7.2 Open Space Adjacent to Willingale Road Allotments – Min no. RC110.1**

The Committee NOTED the report.

**7.3 Community Initiatives Fund 2008/09 – Min no. RC112**

The Committee NOTED the report.

**7.4 Skateboard Facility – Min. no. RC110.2**

It was AGREED that a report on the status of this project would be made to the next meeting of the Committee.

**7.5 Use of the Roding Valley Recreation Ground: Fun fairs – Min. no. RC38.3**

The Acting Town Clerk reported that a request had been made for the hire of part of the recreation ground by a company wishing to stage a fun fair. The Committee NOTED the request and that a detailed risk assessment was being carried out by officers. A further report would be made at the next meeting of the Committee on 23<sup>rd</sup> July 2008.

**RC8 Current Financial Position**

The Committee NOTED the report of the end of the financial year 2007/08.

**RC9 Roding Valley Recreation Ground**

**9.1 Roding Valley Lake Project**

The Committee NOTED the Service Manager's verbal report of the meeting held earlier on 28<sup>th</sup> May 2008 which had also been attended by representatives from Essex County Council, Epping Forest District Council, and the Environment Agency.

**9.2 Japanese Knotweed**

The Committee NOTED the report.

**9.3 Lease to Loughton Athletic Club**

The Committee NOTED the report and requested that the tennis court resurfacing works should not take place during the schools' summer holiday period.

**9.4 By Laws**

The Committee NOTED the report.

**RC10 Millennium Remembrance Grove**

The Committee NOTED the report and AGREED to undertake a site visit at a date to be advised. A decision on future tree planting plans was deferred until after the site visit. Maintenance would be carried out on the shrub beds with the cost being met from the Open Spaces/Other works budget. It was agreed that a written report by Cllr Copland was to be considered at the next meeting.

The Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 9.45 p.m.

**RC11 Future Work of the Committee**

The Committee AGREED to consider the following:

A dedicated park warden for the Roding Valley Recreation Ground – Cllr Murray to provide a report.

The suggestion to recognise former councillor Joan Davis' service to the community was passed to the Resources and General Services Committee.

**RC12 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained legal information.

**RC13 Willingale Road Playing Field**

The Committee NOTED the report and AGREED to the recommendation.

Signed.....  
Date 23<sup>rd</sup> July 2008

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

**MINUTES of the meeting held on Wednesday 23<sup>rd</sup> July 2008 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
 J W Angold-Stephens M R M Chalk A P Copland  
 G D Martin S W Murray D J Wixley  
 R E Brookes (as substitute for R Barrett)

**Also in attendance:**

**Councillors:** B Glassman (from Min. no. RC21.1) T Frankland

**Officers:** E K Walsh (Town Clerk)  
 J M Innis (Committee Clerk)

Neighbourhood Acting Inspector Simon Werrett, Essex Police  
 7 members of the public

**RC14 Apologies**

Apologies for absence were received from Cllrs R Barrett and R Thomson. The Chairman reported that Cllr Brookes had been nominated as Cllr Barrett's substitute for the meeting.

**RC15 Confirmation of Minutes**

The minutes of the meeting held on 28<sup>th</sup> May 2008 were CONFIRMED as a correct record and signed by the Chairman.

**RG16 Public Representations**

The meeting was adjourned to hear an address by a member of the public regarding Agenda item 8.1 Roding Valley Recreation Ground, Funfair.

**RC17 Declarations of Interest**

Cllr Murray declared a personal but non-prejudicial interest in agenda items 8.1 and 8.2 as he lives near the recreation ground.

Cllr Copland declared a personal but non-prejudicial interest in Agenda item 9 as he lives near the Millennium Remembrance Grove.

Cllr Chalk declared a personal but non-prejudicial interest in Agenda item 8.1 as a local resident near the site.

**RC18 Essex Police**

Acting Inspector Simon Werrett addressed the meeting and reported that levels of crime in the local area were falling. Different tactics were being employed by the police to address issues such as the perceived threat of knife crime and sufficient resources were being made available to provide public reassurance particularly on Friday and Saturday nights. He reported that the police were working with local services, schools and college students, and through the Neighbourhood Actions Panels to address issues of concern. He took questions from the floor.

The Committee thanked Acting Inspector Werrett for attending the meeting, and AGREED that the Neighbourhood Police Inspector would in future be invited to every other meeting, unless a special issue arose which required a prompter response.

**RC19 Matters for Report**  
**There were no matters for report.**

**RC20 Current Financial Position**

The Committee NOTED the report.

**RC21 Roding Valley Recreation Ground**

**21.1 Funfair**

The Committee NOTED the report.

After some discussion the Committee decided against granting permission for a funfair at the proposed site on the recreation ground as it did not consider the location to be suitable when taking into account the lack of car parking facilities and the potential for nuisance to local residents and the Loughton Cricket Club.

Cllr Glassman joined the meeting during the above item.

The Committee thanked the officers for their work on the proposal.

**21.2 A Dedicated Warden**

The Committee welcomed the proposal for a dedicated warden for the Roding Valley Recreation Ground in principle and passed it to the Strategy and Staff Group for further consideration.

**RC22 Millennium Remembrance Grove**

**22.1** The Committee NOTED the report.

**22.2 Planting Policy**

The Committee NOTED the report and agreed to continue with the re-planting of mature trees in the Asia section.

The Committee also agreed to undertake a commemorative planting event in 2009 associated with a suitable Armed Forces service anniversary.

**22.3 Proposal by Cllr Copland**

The Committee NOTED the report and asked the officers to make further investigations.

**22.4 Signage**

The Committee NOTED the report.

**RC23 Willingale Road Playing Field**

The Committee NOTED the report regarding the proposed drainage works and that more detailed proposals would be provided at a future meeting.

**RC24 Skateboard Park**

The Committee NOTED the report and examined the Epping Forest College's concept plans for Phase 2 of the development works. The proposed siting of the skateboard park gave rise to concerns. The officers were asked to continue to progress this scheme.

**RC25 The Lindens**

The Committee NOTED the petition and the concerns of the local residents. In preference to erecting signs it was agreed to provide additional planting on the green as a measure to reduce the nuisance experienced by residents from ball games.

The Committee AGREED to suspend Standing Order 1.4 and AGREED to conclude the meeting at 9.45 p.m.

**RC26 Future Work of the Committee**

- (1) Youth facilities – Cllr Martin to prepare a report.
- (2) Increased arts activities at the Murray Hall including Essex on Tour – officers to investigate.

**RC27 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contained legal information.

**RC28 Murray Hall**

**28.1 Youth Centre**

The Committee NOTED the report.

It was AGREED to grant temporary permission for the Essex County Council Youth Service to implement the measures outlined in the report.

The Committee AGREED to suspend Standing Order 1.4 and AGREED to conclude the meeting at 10 p.m.

**28.2 Complaint**

The Committee NOTED the report and AGREED the action to be taken.

**RC29 Playgrounds**

The Committee NOTED the report.

It was AGREED to accept the insurance inspector's recommendation contained in the report.

Signed.....  
Date 22<sup>nd</sup> October 2008

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THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the meeting held on Wednesday 22<sup>nd</sup> October 2008 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
J W Angold-Stephens R Barrett M R M Chalk  
S W Murray (from Min no RC34) D J Wixley

**Also in attendance:**

**Councillors:** K E Angold-Stephens T Frankland S Pewsey  
R E Brookes (from Min no RC34 until Min no RC 40)

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

Lonica Vanclay (Locality Group Manager, Essex County Council)  
Jill Holland (TASSC Manager, Essex County Council)

**RC30 Apologies**

Apologies for absence were received from Cllrs A Copland and G D Martin.

**RC31 Confirmation of Minutes**

The minutes of the meeting held on 23<sup>rd</sup> July 2008 were CONFIRMED as a correct record and signed by the Chairman.

**RG32 Public Representations**

None were received.

**RC33 Declarations of Interest**

No declarations of interest were made.

**RC34 Loughton Centre for Young People**

Lonica Vanclay and Jill Holland were welcomed to the meeting. Their report detailing the weekly programme of activities currently provided at the Borders Lane site was NOTED. The members were invited to ask questions and accepted this opportunity. The representatives of Essex County Council were thanked for their input and accepted the invitation to remain at the meeting for Agenda item 11, Youth Facilities.

Cllrs Brookes and Murray joined the meeting during this item.

At the suggestion of the Chairman the meeting AGREED to bring forward Agenda item 11, Youth Facilities.

**RC35 Youth Facilities**

Cllr Martin's report was NOTED. It was AGREED to invite Loughton's three representatives on the Epping Forest Youth Council to meet informally with members to hear what local issues had been identified in the Big Youth Debate due to take place on 19<sup>th</sup> November 2008.

**RC36 Matters for Report****36.1 West Essex Primary Care Trust – Min no RC5**

The Committee NOTED the report.

**36.2 Open Space Adjacent to Willingale Road Allotments – Min no RC110**

The Committee AGREED that officers should continue to progress the plans to use this open space as a nature reserve, and that suitable budgetary provision should be made.

**36.3 Skateboard Park – Min no RC24**

The Committee NOTED the report and awaited more detailed site plans from Epping Forest College.

**36.4 Community Initiatives Fund – Min no 7.3**

The Committee NOTED that the application for financial assistance for the Newmans Lane Playground had been successful, and an order for the works would be placed once permission had been received from Epping Forest District Council.

**RC37 Current Financial Position**

The Committee NOTED the report.

**RC38 Green Routes – a reference from the Environment and Heritage Committee – Min no EH24**

The Committee NOTED the report.

**RC39 South Loughton Cricket Club**

The Committee NOTED the report and that works to reduce the graffiti nuisance would be discussed with the Harlow Youth Offending Team at the meeting referred to in the following item.

Cllr Brookes left the meeting.

**RC40 Harlow Youth Offending Team**

The Committee NOTED that the Services Manager would be meeting with the Safer Communities Team to discuss suitable projects in Loughton.

**RC41 Murray Hall Arts Events**

The Committee AGREED to the submission of grant applications to fund the purchase of additional equipment. The Committee also confirmed that a production sponsored by Essex on Tour could take place at the hall on 25<sup>th</sup> April 2009.

**RC42 Committee Priorities**

Cllr K E Angold-Stephens declared a personal but non-prejudicial interest in the Loughton Brook (Gateway Project), as he was the Chairman of the Loughton Brook Restoration Group. Cllrs J W Angold-Stephens, Murray and Wixley also declared a personal but non-prejudicial interest in the Loughton Brook (Gateway Project), as they had been associated with the project.

The Committee reviewed its priorities and AGREED on the list as follows:

<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	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
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	
<b>Current activities</b>		
1	Skateboard facility	Negotiations with Epping Forest College
2	Playgrounds	New works/upgrading
3	Loughton Athletic Club licence and surface on RV Rec tennis courts	Awaiting lease and further information on prices
4	RV Rec tennis courts	Re-surfacing works awaiting confirmation of above item
5	RV Rec tennis courts – internal fencing	To be carried out as part of above works
6	Land adjacent to Willingale Road Allotment	Use as a nature reserve
7	RV Rec Ground	Diverted path by Charlie Moules bridge
8	Loughton Brook (Gateway project)	Awaiting approach from the restoration group
9	RV Rec refreshment facility	Awaiting formation of the management committee

The Committee AGREED to suspend standing order number 1.4 and AGREED to conclude the meeting at 9.40p.m.

#### **RC43 Estimates for 2009/10**

##### **43.1 Fees and Charges**

The Committee AGREED that all hire fees should increase in-line with the rate of inflation. The Committee also AGREED to the Rolling Programme.



**RC44 Future Work of the Committee**

The Committee AGREED to consider the following:

A multi-sports court as part of tennis courts refurbishment – Cllr Wixley to discuss with the Services Manager.

Signed.....

Date 28<sup>th</sup> January 2009