
LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 3rd June 2009 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: D J Wixley (in the Chair)
 J W Angold-Stephens R Barrett M R M Chalk
 S M Harper R T Law (from Min no RC74)
 S W Murray R Thomson

Also in attendance:

Councillors: K E Angold-Stephens
 S Pewsey

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

Fabrizio Ferrari and James Warwick, Community Development Officers, Epping Forest District Council
 PCSO Louise Coveney, Essex Police

2 members of the public

RC69 Apologies

Apologies for absence were received from Cllr Law although it was reported that he intended to join the meeting at a later time during the evening.

RC70 Confirmation of Minutes

The Minutes of the meeting held on 25th March 2009, amended from those circulated to show the signing date as 3rd June 2009, were CONFIRMED as a correct record and signed by the Chairman.

RG71 Public Representations

No public representations had been received, however, the Committee was informed that PCSO Louise Coveney had requested an opportunity to address the Committee with regard to Agenda item 8, Skateboard Park.

RC72 Declarations of Interest

Cllr Chalk declared a personal but non-prejudicial interest in Agenda item 7.1, Roding Valley Recreation Ground Outdoor Gym Facility, as she lived close to the recreation ground.

RC73 Matters for Report

73.1 Land Adjacent to Willingale Road Allotments – Min no RC55

The Committee NOTED the report and the arrangements for the volunteer day to be held on 31st October 2009. Clearance work on an area of brambles to the right of the entrance gate would be carried out as part of the Epping Forest Countrycare volunteer scheme. It was confirmed that the Town Council would provide refreshments for the volunteers and a rubbish skip to deal with the waste material from the clearance.

The Committee concurred with Mr Andrew Vaughan's management suggestions for the site and requested that Mr Paul Hewitt, Epping Forest Countrycare Manager, be invited to the next meeting of this Committee to assist in formulating a long term strategy for the site. It was AGREED that providing access to the site for the whole community would be considered as part of this strategy.

Cllr Law joined the meeting.

At the suggestion of the Chairman, the Committee AGREED to bring forward Agenda item 7.1 as members of the public were interested in this item.

RC74 Roding Valley Recreation Ground – Outdoor Gym Facility

Members received a short visual presentation on the proposals for the proposed outdoor gym facility to be located at the far end of the area of the recreation ground known locally as the "mound". Messrs Ferrari and Warwick addressed the Committee regarding the community benefits of such a facility.

The Committee discussed the proposal and, after a vote, AGREED that a public consultation could now be carried out with grant funding applications submitted to help finance the project. St Michael's Church was identified as the preferred location for one of the public consultations and Think Loughton and the Council's website would also be used to gauge public opinion.

Councillors Barrett and Chalk asked for their opposition to the scheme to be recorded.

Cllr Law left the meeting.

At the suggestion of the Chairman, the Committee AGREED to bring forward Agenda item 8 to allow PCSO Coveney to address the Committee.

RC75 Skateboard Park

The Committee NOTED the report of the visits by councillors, officers and young people to three possible locations in the town for a skateboard park.

PCSO Coveney addressed the Committee to report on her discussions with young people from the Broadway area about such a facility.

It was AGREED to undertake a public consultation on the preferred location at the Willingale Road playing field.

RC76 Financial Position

The Committee NOTED the report of the end of the financial year 2008/09.

RC77 Roding Valley Recreation Ground

77.1 Roding Valley Lake Project

The Committee NOTED the report of the meeting held on 24th April 2009 attended by the Services Manager. Officers were asked to raise concerns regarding the reappearance of the algae on the lake with the District Council.

Cllr Law re-joined the meeting.

77.2 Multi Sports Court

The Committee NOTED that negotiations with the Loughton Athletic Club regarding the lease appeared to be reaching a conclusion and that this would allow plans for the refurbishment of the tennis courts including the provision of a multi sports court to be finalised. It was confirmed that works would be scheduled to avoid the school holiday periods.

RC78 Westall Road Playground Refurbishment Project

The Committee welcomed confirmation that a grant of £50,000 had been awarded from the Government's Playbuilder Scheme to assist with this project. It was noted that this grant was not transferable and was in addition to the £15,000 already allocated in the Committee's 2009/10 budget for this project.

Details of how the project should be progressed in order to meet the strict criteria of the scheme were noted and the Town Clerk authorised to enter into a formal Service Level Agreement with Epping Forest District Council who will oversee the delivery of this project.

RC79 Murray Hall**79.1 Essex on Tour**

The report of the entertainment event held on 25th April 2009 was received and the Committee AGREED to sponsor further Essex on Tour events at the Murray Hall in the forth coming season. A preference for a children's event, possibly in the autumn or spring school holidays and a musical evening with a jazz singer was expressed.

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

79.2 Management Issues

It was NOTED that the Community Centre Working Party would be meeting shortly to discuss issues including a review of the Terms and Conditions of Hire and the fees and charging structure and additional landscaping works. The Committee requested that the working party consider the promotion of the hall and the sponsorship of other events and look at ways to encourage more local community activities at the hall.

RC80 Future Works of the Committee

No items were raised.

Signed.....
Date 29th July 2009

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 29th July 2009 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: D J Wixley (in the Chair)
 J W Angold-Stephens R Barrett M R M Chalk
 S M Harper S W Murray P Richardson
 R Thomson

Also in attendance:

Councillors: K E Angold-Stephens R E Brookes (until Min no RC86)

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

Tom Simons, Local Neighbourhood Police Inspector, Essex Police
 PSCO Hayley Toye, Essex Police
 Andy Vaughan, Assistant Manager, Epping Forest Countrycare
 1 member of the press

RC81 Apologies

No apologies for absence were received.

RC82 Confirmation of Minutes

The Minutes of the meeting held on 3rd June 2009 were CONFIRMED as a correct record and signed by the Chairman.

RG83 Public Representations

The Committee agreed to defer the representation from PCSO Hayley Toye until Agenda item 7.3, Skateboard Park.

RC84 Declarations of Interest

No declarations of interest were received.

RC85 Essex Police

Acting Inspector Tom Simons was welcomed to the meeting and reported on the increased use of anti-social behaviour orders and acceptable behaviour contracts, the successful recruitment of additional police officers and police community support officers and their use in addressing public order issues associated with licensed premises, and the pub watch and town link schemes. He referred to the plans to hold a range of diversionary activities during the half term holidays leading up to Halloween in partnership with other agencies and how the police welcomed opportunities to engage with the local community at events such as Debden Day. Inspector Simons invited the Council to remind local residents of the need for crime prevention measures in response to the recent District wide increase in burglaries. He also welcomed support in encouraging more local residents to attend the Neighbourhood Action Panel (NAP) meetings.

The members were invited to ask questions and accepted the opportunity. The Committee thanked Acting Inspector Simons for his input and he confirmed that he would be pleased to attend future meetings.

RC86 Skateboard Park

The Town Clerk reported on her meeting with the Epping Forest Youth Council and the Youth Councillors offers of assistance to help with consultation of young people and the promotion of various Council events during the year.

PCSO Toye addressed the Committee reporting on her discussions with local young people on possible locations for a skateboard park. The Chairman clarified some of the issues associated with this project. The Committee agreed to involve the local PCSOs in the development of this facility.

It was noted that plans were already in hand for a skateboarding event to be held locally during the autumn half term school holiday and that the Town Council could have the opportunity to be involved in this.

The Committee APPROVED expenditure from the Skateboard Facility budget of up to £2,000 to allow this to be progressed.

Cllr Brookes left the meeting.

RC87 Willingale Road Open Space/Nature Reserve

Mr Andrew Vaughan from Epping Forest Countrycare was welcomed to the meeting and addressed the Committee regarding proposals for a long term strategy for the site for the benefit of the local community. Following the volunteer day on 31st October 2009 at which clearance work would be undertaken, Mr Vaughan would review these proposals and report back to this Committee.

RC88 Matters for Report

88.1 Westall Road Playground Refurbishment Project – Min no RC78

Members NOTED the details of the public consultations taking place to assist in the final choice of design and equipment for the site. Councillors were invited to submit their comments on the proposals in writing.

88.2 Roding Valley Recreation Ground

88.2.1 Outdoor gym

The Chairman reported on his recent visits to outdoor gym facilities in Ilford and Harold Wood with the Deputy Chairman and Town Clerk. It was AGREED to organise a trip for members of the Council to allow them to consider the benefits of these facilities to local communities.

88.2.2 Loughton Athletic Club

The Committee NOTED that agreement on the wording of the lease has been reached and that, once the document has been signed by the Club, arrangements would be made for the Town Council to seal the lease.

88.3 Murray Hall – Min no RC79

88.3.1 Community Centre Working Party

The report of the Community Centre working party was NOTED and the proposed amendments to the Terms and Conditions of Hire were CONFIRMED by the Committee.

88.3.2 Essex on Tour

It was NOTED that a performance of Professor Bumm's Story Machine by the Black Sheep Theatre Company had been booked for Sunday

25th October 2009 at 3pm and that a jazz music event was to be arranged for April 2010 as part of the Loughton Festival.

88.3.3 Caretaking staff

The resignation of the Assistant Caretaker was NOTED.

RC89 Current Financial Position

The Committee NOTED the report.

RC90 Playgrounds

90.1 Safety Inspection

The Committee NOTED that the six monthly inspection of all of the Town Council managed playgrounds had recently been carried out by an inspector accredited by the Register of Play Inspectors International (RPII) and that the Services Manager was addressing the issues raised by this report as a matter of priority.

90.2 Theft and Vandalism

The Committee NOTED the report.

RC91 Willingale Road Playing Field

The Committee NOTED that a survey of all the trees situated along the banks of the brook at the rear of the properties in Willingale Road had been carried out by an approved contractor at a net cost of £428.29. Further tests would be necessary on two of the larger trees to assist the Services Manager in finalising a programme of works to address the issues identified in the report.

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

RC92 Future Work of the Committee

The Committee AGREED to consider the following:

- i) The provision of outdoor gym equipment at other locations in the town – Cllr Harper to prepare a report.
- ii) Improvement works to the exterior of the Roding Valley Recreation Changing Rooms and surrounding area – Cllr Wixley to prepare a report.

Cllr Murray declared a personal and prejudicial interest when item ii was raised and did not vote on the issue.

Signed.....
Date 28th October 2009

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 28th October 2009 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: D J Wixley (in the Chair)
 J W Angold-Stephens M R M Chalk S M Harper
 R Law (until Min no RC100) S W Murray (from Min no RC96)
 R Thomson R E Brookes (as substitute for R Barrett)

Also in attendance:

Officers: E K Walsh (Town Clerk)
 S A Haynes (Deputy Town Clerk)
 P J Hoy (Services Manager)

RC93 Apologies

Apologies for absence were received from Cllrs Barrett and Richardson. The Clerk reported that Cllr R E Brookes had been nominated as Cllr Barrett's substitute for this meeting.

RC94 Confirmation of Minutes

The Minutes of the meeting held on 29th July 2009 were CONFIRMED as a correct record and signed by the Chairman.

RG95 Public Representations

No public representations had been received.

RC96 Declarations of Interest

No declarations of interest were received.

Cllr Murray joined the meeting.

RC97 Matters for Report

97.1 Westall Road Playground Refurbishment Project – Min no RC78

The Committee noted that installation of the new play equipment was underway and agreed that an opening ceremony should be arranged preferably during the week commencing 23rd November. The Town Mayor would be asked to officiate and invitations sent to an appropriate representative from Essex County Council and to the local schools that had assisted with the consultation.

97.2 Skateboard Park – Min no RC86

The venue for the Skatefest event on Friday 30th October 2009 was confirmed as the tennis courts at the Roding Valley Recreation Ground from 11am – 3pm. Councillors were invited to attend.

97.3 Roding Valley Recreation Ground – Outdoor gym – Min no RC88.2.1

The councillors' visit to outdoor gym facilities in Ilford and Harold Wood on 25th August 2009 was noted. The Committee APPROVED the payment of Cllr Thomson's travelling expenses in connection with this visit and thanked him for his assistance in providing transport.

The arrangements for the public consultation event for this facility were confirmed as 23rd January 2010 at St Michael's Church Hall from 2pm to 4pm.

97.4 Essex on Tour – Min no RC88.3.2

It was NOTED that the children's event held on Sunday 25th October 2009 at the Murray Hall had been enjoyed by the audience but that the low level of ticket sales had resulted in a loss amounting to £190. However, the jazz event booked for 30th April 2010 was likely to be more popular.

RC98 Murray Hall

98.1 Community Centre Working Party

The report of the Community Centre Working Party was NOTED and in particular that opportunities for tea dances and film shows at the hall would be explored.

98.2 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the remainder of this item under the Public Bodies (Admission to Meetings) Act 1960 as it contains confidential information relating to contracts.

98.3 Reference from Council – Min no 108

The Committee considered the Working Party's report on the complaint and AGREED with its recommendation.

RC99 Grant funding applications

The Committee confirmed that applications should be submitted to the Community Initiatives Fund and the Area Forum Budget for the following projects:

- i. Playground improvements at Colebrook Lane Playground
- ii. Outdoor gym facility at Roding Valley Recreation Ground

RC100 Future Work of the Committee

100.1 The provision of outdoor gym equipment at other locations in the town

The Committee expressed its support in principle for this proposal but would consider it in more detail once the facility for the Roding Valley Recreation Ground had been completed.

100.2 Improvement works to the exterior of the Roding Valley Recreation Changing Rooms and surrounding area

The Committee supported the proposal in principle and noted that more detailed plans would be drawn up for consideration and to enable budgetary provision to be made.

RC101 Current Financial Position

The Committee NOTED the report. It was agreed that, for the next meeting of this committee, copies of financial reports should be presented using both the new and existing format.

RC102 Committee Priorities

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

Current Priority	Main Function	Greater Detail
On-going activities		
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	
Current activities		
1	Skateboard facility	Consultation stage
2	Playgrounds	New works/upgrading
3	Loughton Athletic Club licence and surface on RV Rec tennis courts	Licence nearing completion
4	RV Rec tennis courts resurfacing	Re-surfacing, internal fencing and works to provide 1 multi-sports court facility awaiting confirmation of above item
	RV Rec tennis courts – internal fencing	
5	Land adjacent to Willingale Road Allotment	Use as a nature reserve, clearance work underway
6	RV Rec Ground – improvements to changing rooms exterior & surrounding area to include refreshment facility	Plans to be drawn up and costed for further consideration
7	Outdoor gym at RV Rec Ground	Consultation & grant applications
8	Outdoor gym at other locations	Review after completion of item 7
9	Loughton Brook (Gateway project)	Council has agreed financial support up of to £5,000 p.a. when project completed
10	RV Rec Ground	Diverted path by Charlie Moules bridge – no action at present

RC103 Estimates for 2010/11

103.1 Income – Fees and Charges

The Committee AGREED the following items:

- a) Regular hirers of the Kingsley Hall booking and paying one quarter in advance would be eligible for a 10% discount with effect from 1st April 2009, to bring them in line with those terms for the Murray Hall.
- b) No additional fees would be applied to the use of the chip and pin facility; subject to a 12 month review of the cost to the council of the service.
- c) All hire fees should increase in-line with the rate of inflation.

It was noted that the setting of fees for the use of the Roding Valley Recreation Ground by television/film crews and funfairs did not imply permission for these activities would automatically be granted by the Council.

103.2 Rolling Programme

The Committee AGREED to the Rolling Programme as presented with the additional expenditure items of £5,000 for the outdoor gym facility on the Roding Valley Recreation Ground and a further £500 towards similar facilities at other locations, this to be included within the Playgrounds cost centre budget heading.

Cllr Law left the meeting during the above item.

103.3 Estimates 2010/11

The estimates for 2010/11 as presented in the Agenda with the addition of £5,500 under the playgrounds budget heading as described in RC100.2, were AGREED such that the net figures were as follows:

	£
Total budget expenditure	480,350
Income	<u>69,870</u>
Net expenditure	410,480
Less income from earmarked reserves*	90,740
Total net expenditure	£319,740

*Details of transfers from earmarked reserves:

<i>Tennis courts resurfacing</i>	36,740
<i>Tennis courts internal fencing</i>	12,000
<i>Skateboard park</i>	<u>42,000</u>
	£90,740

The Committee AGREED to suspend Standing Order number 1.4 and AGREED to conclude the meeting by 9.35pm.

RC104 Future Work of the Committee

No items were raised.

Signed.....
Date 20th January 2009

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 20th January 2010 at 7.45 p.m. at 1 Buckingham Court.

The start of the meeting was delayed until 8.10pm due to the late-running of the Council meeting.

Present:

Councillors: D J Wixley (in the Chair)
 J W Angold-Stephens
 M R M Chalk (until Min no RC115)
 R Law (until Min no RC114)
 K Nicholson

R Barrett
 S M Harper
 S W Murray (until Min no RC115)
 R Thomson

Also in attendance:

Councillors: K E Angold-Stephens
 T Frankland (until Min no RC110)
 S Pewsey

R E Brookes
 B Glassman (until Min no RC110)

C Davies

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

Inspector Tom Simons, Essex Police

1 member of the public

RC105 Apologies

No apologies were received.

RC106 Confirmation of Minutes

The Minutes of the meeting held on 28th October 2009 were CONFIRMED as a correct record and signed by the Chairman.

RC107 Public Representations

No public representations had been received.

RC108 Declarations of Interest

Cllr Murray declared a personal and prejudicial interest in Agenda item 6.4.3, Improvements works to the exterior of the Roding Valley Recreation Changing rooms and surrounding area, as a local resident.

RC109 Essex Police

Inspector Tom Simons, the Local Neighbourhood Police Inspector, was welcomed to the meeting. He referred to the successful week of activities, Positive Introductions, held during the Autumn half term week which created many opportunities for interaction with young people and thanked the Town Council for its support with the skateboard event. He confirmed that the number of local police officers in post was being maintained and presented a report on the local crime statistics. He commented on the recent district wide increase in burglaries, which in part was

linked to a change in the collation of crime figures. He also detailed actions taken by the police to reduce anti-social behaviour problems linked to licensed premises. The members were invited to ask questions and accepted the opportunity. The Committee thanked Inspector Simons for his input and he confirmed that he would be pleased to attend future meetings.

Cllrs Frankland and Glassman left the meeting.

RC110 Matters for Report

It was agreed to discuss Agenda item 6.2, Westall Road Playground Refurbishment, at the end of the meeting due to the confidential nature of this item.

110.1 Willingale Road Open Space/Nature Reserve – Min no RC87

The Committee NOTED the report on the volunteer day held in October 2009. It was confirmed that a further event had been arranged by Countrycare for Saturday 20th February 2010, 10am – 3pm. Publicity would be undertaken.

110.2 Skateboard Park – Min no RC97.2

The Committee NOTED the report and that the Willingale Road open space had been identified as the preferred site for the facility by the consultation. The main reasons for this were that it was less isolated than the alternatives and could be made secure by fencing. Epping Forest Countrycare had given a positive response to the suggestion for the facility to be included in the open space. Officers would now work with the local user group to draw up plans to enable a further consultation exercise to be undertaken with the local schools and residents.

110.3 Roding Valley Recreation Ground

110.3.1 Outdoor Gym – Min nos RC97 & RC99

The Committee NOTED the report and that the public consultation was to be held at St. Michael's Church, Roding Road, on Saturday 23rd January 2010, from 2 – 4pm.

110.3.2 Multi Sports Court – Min no RC77.2

The Town Clerk reported that the legal negotiations on the Licence to Sub-let were still on-going between the Loughton Athletic Club and Epping Forest District Council.

Cllr Murray declared a personal but non prejudicial interest as he is associated with the Loughton Athletic Club.

The Committee was informed that contractors had confirmed that the resurfacing of the tennis courts, including the provision of a multi-sports court, would not prevent the installation of an all-weather running track at a later date, although it would have cost implications. Officers were asked to progress the resurfacing and multi-sports court scheme.

110.3.3 Improvement works to the exterior of the Roding Valley Recreation Changing Rooms and surrounding area – Min no RC100.2

Cllr Murray was invited to remain in the meeting as this item was to approve expenditure allowing plans to be developed for the recreation ground.

The Committee AGREED to approve expenditure from the Roding Valley Recreation Ground improvements budget up to a maximum of £2,200, to allow an architect to be engaged to draw up initial plans for the exterior of the changing rooms and surrounding area for future consideration by the Committee.

110.3.4 Park Rangers Events – Min no RC51.5

The Committee NOTED that two further Play in the Park events had been booked with the Epping Forest District Council for the Easter school holidays at a sponsorship cost of £50 per session. The events would take place on 7th April at the Roding Valley Recreation Ground and on 14th April at the Westall Road open space from 10am to 12 noon.

110.4 Murray Hall – Min no RC98

The Committee NOTED the report with one amendment to item iv that no recommendations had been made to alter the existing policy of a 2 hour minimum booking period.

RC111 Current Financial Position

The Committee NOTED the current financial position and it was agreed to use the new report format with effect from the start of the new financial year.

RC112 Reference from Planning and Licensing Committee – Site at 186 Forest Road, Loughton IG10 1EG, adjacent to the gardens of existing dwellings at 172-184 Forest Road – Min no PL297

The Town Clerk reported that a planning application had recently been submitted for this site. The Committee made NO COMMENT.

Cllr Brookes left the meeting.

RC113 Future Work of the Committee

No items were raised.

Cllr Brookes rejoined the meeting.

RC114 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the remainder of this item under the Public Bodies (Admission to Meetings) Act 1960 as it contains confidential information relating to contracts.

Cllr Law left the meeting.

RC115 Westall Road Playground Refurbishment – Min no RC97.1

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

The Chairman reported on the outstanding installation issues to be addressed under the terms of the contract following a professional safety inspection. The priority for the Committee was to satisfy the grant criteria so that the remainder of the funding could be released. Other improvements would be considered after further consultation.

Cllrs Chalk and Murray left the meeting during the above item.

Signed.....
Date 17th March 2010

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held on Wednesday 17th March 2010 at 7.45 p.m. at 1 Buckingham Court.

Present:

Councillors: D J Wixley (in the Chair)
 J W Angold-Stephens M R M Chalk S M Harper
 R Law S W Murray K Nicholson
 S Pewsey (as substitute for Cllr R Barrett)

Also in attendance:

Councillors: A Copland R E Brookes (from Min no RC120.7.2)

Officers: E K Walsh (Town Clerk)
 P J Hoy (Services Manager)
 D A Taylor (Assistant to the Services Manager)

As this was the last meeting of the annual cycle, Cllr Wixley thanked members of the Committee and Council Officers for their work this year.

RC116 Apologies

Apologies for absence were received from Cllr Barrett. The Town Clerk reported that Cllr Pewsey had been nominated as Cllr Barrett's substitute for this meeting.

RC117 Confirmation of Minutes

The Minutes of the meeting held on 20th January 2010 were CONFIRMED as a correct record and signed by the Chairman.

RC118 Public Representations

No public representations had been received.

RC119 Declarations of Interest

Cllr Nicholson declared a personal and prejudicial interest in Agenda item 5.7.3, Vineyard Church Family Fun Days, as she was a Leader of the Kids Club, which will take part in this year's event.

Cllr Harper declared a personal and prejudicial interest in Agenda item 5.7.3, Vineyard Church Family Fun Days, as a family member belonged to the Church.

Cllrs Chalk and Murray declared a personal and prejudicial interest in Agenda item 5.7, Roding Valley Recreation Ground, as they lived nearby.

RC120 Matters for Report

120.1 Playgrounds – Safety Inspection – Min no RC90.1

The Committee NOTED that the six monthly inspection of the Town Council managed playgrounds had been carried out by a RoSPA inspector on 18th January 2010 and that the issues raised were being addressed. No matters of significance had been identified by the inspector.

- 120.2 Murray Hall**
- 120.2.1 Essex on Tour – Min no RC97.4**
It was reported that tickets for the jazz event on Friday 30th April 2010 has sold well and were now only available through the Essex-Live website.
- 120.2.2 Loughton Film Society – Min no 98.1**
The Committee AGREED to hold a test film screening at the Murray Hall on Friday 9th July 2010. The assistance of Epping Forest District Council in providing equipment and staff for this event was welcomed. It was hoped that the evening would encourage more local residents to join the film society. The Committee thanked Shirley Haynes, Deputy Town Clerk, for her work on this project.
- 120.3 Grant funding applications – RC99**
The Committee welcomed the award of £5,000 towards future playground improvements at Colebrook Lane Playground that had been granted from Essex County Council's Community Initiatives Fund. This grant will enable the existing 2-bay junior swing unit to be replaced with a similar unit.
- 120.4 Willingale Road Open Space/Nature Reserve – Min no RC110.1**
The Committee NOTED that a second volunteer day had taken place on Saturday 20th February 2010 at which further clearance work was undertaken by volunteers and councillors.
Mr Andy Vaughan from Epping Forest Countrycare would be preparing a design and management plan for the site and was supportive of the proposal that the site could also be used for a skateboard park.
- 120.5 Westall Road Playground Refurbishment Project – Min no RC115**
It was reported that the contract has been completed and the project approved and signed off by Epping Forest District Council and Essex County Council. This will enable the remaining grant funding from the Government's Play Builder Scheme to be paid to the Town Council.
The Committee NOTED that to address the drainage problems at the play area exacerbated by the severe winter weather, a CCTV inspection of the drains would be carried out and, subject to that report, a French drain installed along the side of the play area by the entrance gate. A short tarmac path edged with matching Brindle pavers providing improved access to the higher areas of the site would be laid. The cost of these works estimated to be in the region of £4,000 would be met from the existing budget for the Westall Road improvements.
The Town Clerk reported that she had joined students from St John Fisher School in their inspection of the Newmans Lane and Westall Road play areas as part of an environmental project. Fifty one of the fifty seven students expressed their preference for the Westall Road play area because of its exciting equipment and grass surface. The Committee welcomed their interest in undertaking spring flowering bulb planting in the autumn to further develop the natural play theme.
The Committee CONFIRMED the opening ceremony for the play area would take place on Wednesday 14th April 2010 at 10am at the start of the Play in the Park event.
- 120.6 Skateboard Park – Min no RC110.2**
The Committee received a report from the Loughton Skate Park User Working Group, formed to support the work of the Town Council in efforts to build a safe, successful and well thought out facility on the proposed site off Willingale Road. The Group was currently drawing up plans for consideration by the Council prior to presentation as part of the community consultation to be undertaken in due course. The Group was also looking

for suitable grant funding bodies to approach for assistance and to plan fundraising events to further support the project.

The Town Clerk confirmed that, following her reported discussions with Debden Park High School, she would be in contact with Roding Valley High School to provide a similar update on the project. She also confirmed that the strategy being worked to was that, should the project progress, the responsibility for the skate park would remain with the Town Council but that the development and future maintenance of the facility would be a partnership with the user group to help ensure its success.

120.7 Roding Valley Recreation Ground

120.7.1 Outdoor gym – Min no RC110.3.1

Following the positive response from the public consultation held on 23rd January 2010, the Committee CONFIRMED that officers may now progress the outdoor gym project. A grant of £12,100 for this project has been recently awarded to the Council from the West Essex Area Forum Community Initiatives Fund for 2009/10. Detailed quotations will now be sought to enable further grant applications to be submitted.

Cllr Brookes joined the meeting.

120.7.2 Town Mayor's Fun Run – Min no 127

It was reported that arrangements for the inaugural event being held on Sunday, 18th April 2010, were progressing with assistance from officers at Epping Forest District Council and members of the Loughton Athletic Club and Buckhurst Hill Air Training Corps. Councillors were invited to promote this event to encourage more participants to support the Dream Factory charity.

120.7.3 Vineyard Church Family Fun Days – Min no 65.2

The Committee NOTED the report and welcomed the continued use of the Recreation Ground by the Vineyard Church for a family event.

RC121 Current Financial Position

The Committee NOTED the current financial position.

RC122 Services for Young People in Loughton

On Tuesday, 2nd March 2010, the Chairman and Vice-Chairman of the Committee and the Town Clerk visited the Loughton Centre for Young People, the Loughton Youth Project and Ignite together with representatives from Springfield Parish Council who are planning a joint youth project with Essex County Council. Staff from the three centres talked about their work with young people and the representatives were most impressed with the services provided in Loughton.

RC123 Neighbourhood Watch Schemes

The Committee CONFIRMED that Essex Watch, the local neighbourhood watch scheme, should be promoted in Think Loughton.

RC124 Oakwood Hill Community Day

The Committee NOTED that Epping Forest District Council was holding a community consultation event on 12th May 2010, from 3pm – 8pm at the Oakwood Hill Senior Citizens Club and has invited the Town Council to mount a display providing information to local residents on the services it provides. Councillors were invited to attend the event to assist officers in promoting the work of the Council.

RC125 Future Work of the Committee

No items were raised.

RC126 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the remainder of this item under the Public Bodies (Admission to Meetings) Act 1960 as it contains confidential information relating to staffing.

RC127 Staffing Report

The Committee considered the report and AGREED that:

1. the existing post of Assistant Park Warden/Caretaker be split so as to separate the caretaking work from the warden duties.
2. the caretaking hours are reduced from the current 10 hours allocation to 5 hours per week with overtime if required by the level of hirings.
3. an Assistant Park Warden be appointed for 25 hours per week under a 5 month fixed-term contract, with the expectation that at least 4 hours will be worked at weekends and paid at double time. Main duties will be the inspection of play areas, recreation areas (RVRG & WRPF) and open spaces, litter picking and minor maintenance.
4. Further consideration will be given to all other options for staff presence on the recreation ground, playing fields and open spaces.

Recommendations 1, 2 and 3 will be passed to the Resources and General Services Committee for formal ratification.

Signed.....
Date 19th May 2010