

**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the meeting held on Wednesday 19<sup>th</sup> May 2010 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** D J Wixley (in the Chair)  
 M R M Chalk            R Law (until Min no RC 132.4.3)    S W Murray  
 K Nicholson            R Thomson  
 R E Brookes (as substitute for S M Harper, from Min no RC132)  
 S Pewsey (as substitute for Cllr J W Angold-Stephens)

**Also in attendance:**

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

**RC128 Apologies**

Apologies for absence were received from Cllrs J Angold-Stephens and Harper. The Clerk reported that Cllr R E Brookes had been nominated as Cllr Harper's substitute and that Cllr S Pewsey had been nominated as Cllr Angold-Stephens' substitute for this meeting.

**RC129 Confirmation of Minutes**

The Minutes of the meeting held on 17<sup>th</sup> March 2010 were CONFIRMED as a correct record and signed by the Chairman.

**RC130 Public Representations**

No public representations had been received.

**RC131 Declarations of Interest**

Cllrs Murray and Wixley declared a personal but non-prejudicial interest in Agenda item 5.2, Loughton Athletic Club, as both were acquainted with members of the club.

Cllr Brookes joined the meeting.

**RC132 Matters for Report**

**132.1 Roding Valley Lake Project – Min no RC77.1**

The Town Clerk reported on the topics discussed at the project meeting held on 12<sup>th</sup> May 2010 also attended by the Services Manager. Issues raised included bank erosion works to the lake and river, reed planting to improve water quality and ecosystems, a fish survey on the river and the installation of an additional fishing platform, and future management issues concerning the wider Recreation Ground. Enquiries were ongoing to secure an angling society to take an interest in the lake.

**132.2 Loughton Athletic Club – Min no RC88.2.2**

The Committee NOTED that legal fees amounting to £2,733 net of VAT, resulting from lengthy negotiations on the Lease and Licence to Underlet, had been paid. It was AGREED to write to the Club expressing the Council's concern about these costs which, in the Committee's opinion, could have been better spent on recreation facilities and to invite its

representatives to meet with the Chairman and Vice-Chairman of this Committee to find a way forward.

**132.3 Park Rangers Events – Min no RC110.3.4**

It was NOTED that four sessions of “Play in the Park” events at the Roding Valley Recreation Ground had been booked with Epping Forest District Council for Wednesdays in August 2010 at a cost of £50 each.

**132.4 Playgrounds**

**132.4.1 Safety Inspection – Min no RC120.1**

It was reported that, following the play inspector’s recommendations, repairs to the value of £1,390 had been carried out at the Felstead Road, Hillyfields, Newmans Lane, Roding Valley Recreation Ground and Traps Hill playgrounds.

**132.4.2 Westall Road Play Area Refurbishment Project – RC120.5**

Details of the opening ceremony held on 14<sup>th</sup> April 2010 were NOTED. It was reported that due to the popularity of the play area the grass surface appeared unlikely to withstand such constant use and that a report on alternative options would be made to a future meeting.

**132.4.3 General**

Cllr Murray declared a personal but non-prejudicial interest as discussions included mention of the Roding Valley High School where he is a teacher.

The Committee NOTED that requests for a new playground in the south Loughton area had been received and AGREED that if suitable land became available, it would take a pragmatic view at that time.

Cllr Law left the meeting.

**132.5 Murray Hall – Min no RC120.2**

**132.5.1 Essex on Tour**

The report of the jazz evening held on 30<sup>th</sup> April 2010 was NOTED and officers were thanked for their work in making the event such a success. The Committee AGREED that a fourth Essex on Tour event should be arranged for early October 2010 and expressed a preference for a musical comedy performance.

**132.5.2 Loughton Film Society**

It was confirmed that the first screening would take place at the Murray Hall on Friday 9<sup>th</sup> July 2010 and that tickets for the Oscar nominated British film “An Education” would be on sale from 1<sup>st</sup> June 2010 from the Town Council offices at a cost of £3.50 per person.

**132.6 Town Mayor’s Fun Run – Min no RC120.7.2**

It was reported that the inaugural event in April 2010 had raised £642 in support of The Dream Factory Charity. Councillors commented on how successful this event had been and thanked officers and staff for their work on this new project.

**132.7 Staffing Report – Min no RC127**

The appointment of Mrs Heffernan as temporary part-time Assistant Park Warden with effect from 1<sup>st</sup> June 2010 was NOTED and that the post of Assistant/Relief Caretaker would re-advertised in late June.

**132.8 Skateboard Park – Min no RC120.6**

The Clerk reported that no update had been received from the skateboard user group prior to this meeting.

**132.9 Outdoor Gym – Min no RC120.7.1**

Plans for the outdoor gym were being finalised to enable the grant funding applications to be submitted. Planning Services at Epping Forest District Council had confirmed that planning permission was not required for this installation.

**RC133 Current Financial Position**

The Committee NOTED the report of the end of the financial year 2009/10. The Town Clerk reported that urgent maintenance work at Kingsley Hall had been carried out since the start of the new financial year and that the Council van had required extensive works in excess of £1,000.

**RC134 Roding Valley Recreation Ground**

The Committee AGREED to allow free use of the Recreation Ground by a registered personal trainer for a buggy fitness group for post-natal ladies and their babies on Mondays and Thursdays for a trial period of two months. It was NOTED that the necessary public liability insurance and risk assessment documentation had been received.

**RC135 Future Work of the Committee**

No items were raised.

Signed.....

Date 14<sup>th</sup> July 2010

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**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the meeting held on Wednesday 14<sup>th</sup> July 2010 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** D J Wixley (in the Chair)  
J W Angold-Stephens (from Min no RC140) M R M Chalk  
R Law S W Murray K Nicholson  
R Thomson R E Brookes (as substitute for S M Harper)

**Also in attendance:**

**Councillors:** A Copland

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

Inspector Tom Simons, Essex Police  
2 members of the public

**RC136 Apologies**

Apologies for absence were received from Cllr Harper and the Town Clerk reported that Cllr Brookes had been nominated as Cllr Harper's substitute for this meeting.

**RC137 Confirmation of Minutes**

The Minutes of the meeting held on 19<sup>th</sup> May 2010 were CONFIRMED as a correct record and signed by the Chairman.

**RC138 Public Representations**

No public representations had been received.

**RC139 Declarations of Interest**

None were received.

Cllr J Angold-Stephens joined the meeting.

The Committee agreed to bring forward agenda items 5.5.2 and 6 as these were of interest to Inspector Simons.

**RC140 Roding Valley Recreation Ground Play Area**

The Committee NOTED the report on the recent incidents of arson and vandalism at the Roding Valley Recreation Ground and play area, and that repair costs to date, excluding the fencing at Highwood Lane, had amounted to £2,472.

**RC141 Essex Police**

Inspector Tom Simons was welcomed to the meeting and gave his report on local policing issues. He confirmed that in his current role of Acting District Commander he had treated the recent vandalism incidents on the Roding Valley Recreation Ground as a major issue and provided increased police resources to address the problems. He was pleased to report that general levels of crime including burglaries had seen a twenty percent reduction across the district.

Inspector Simons reiterated his strong stance on licensed premises in the town and also talked about his plans for a second programme of diversionary activities for the Halloween period in October 2010 which he hoped the Town Council would support. He confirmed that funding had been secured for four Neighbourhood Police Officers, two each for Debden and Loughton areas, and that increased levels of officers would continue to be available for duty on Friday and Saturday evenings up until Christmas 2010. Funding for this had been provided by Epping Forest District Council.

The members were invited to ask questions and accepted the opportunity. The Committee thanked Inspector Simons for his report.

## **RC142 Matters for Report**

### **142.1 Loughton Film Society – Min no RC120.2.2**

The Committee NOTED the report of the performance on Friday 9<sup>th</sup> July 2010 and that a further meeting of interested residents would be held on 24<sup>th</sup> September 2010. It was confirmed that the Town Council's direct involvement in this Film Society would cease after that meeting.

### **140.2 Willingale Road Open Space/Nature Reserve – Min no RC120.4**

The Management Guidance Statement for this site prepared by Epping Forest Countrycare was received. It was NOTED that further survey work would be undertaken to inform the size of the reptile population, the extent of the habitat being used and whether works connected with the proposed skateboard park could go ahead without mitigation to reduce the potential disturbance.

### **142.3 Skateboard Park – Min no RC120.6**

The Town Clerk reported that the skateboard user group had not submitted a progress report at that time.

The Committee AGREED to support the Positive Introductions police event to be held at the end of October 2010 by organising a BMX/skateboard event on the tennis courts on the Roding Valley Recreation Ground and APPROVED expenditure from the Skateboard Facility budget of up to £1,000 to allow this to be progressed.

### **142.4 Essex on Tour – Min no RC132.5.1**

The Committee NOTED that the next performance at the Murray Hall under the Essex on Tour regional touring scheme sponsored by Essex County Council, would take place on Friday 8<sup>th</sup> October 2010 at 7.30pm by the Drop Dead Divas who would present "A Night on Broadway", an evening of entertainment and songs from a wide range of musicals.

### **142.5 Roding Valley Recreation Ground Fitness Classes – Min no RC134**

The Committee AGREED to allow the continued free use of the recreation ground by a registered personal trainer for a buggy fitness group for post-natal ladies and their babies on Monday afternoons and Thursday mornings for a further period of three months pending a review at the next meeting of the Committee on 29<sup>th</sup> September 2010.

### **142.6 Staffing Report – Min no RC127**

The Committee NOTED that a report on the future of the temporary post of Assistant Park Warden would be made to the next meeting of the Strategy and Staff Group to enable recommendations to be considered by the

Resources and General Services Committee at its meeting on 1<sup>st</sup> September 2010.

**142.7 Outdoor Gym – Min no RC132.9**

It was reported that grant funding would need to be secured before this project could proceed.

**142.8 Loughton Athletic Club – Min no RC132.2**

Cllrs J Angold-Stephens, Murray and Wixley declared a personal but non-prejudicial interest in this item as they were acquainted with members of the Club.

The Town Clerk reported that the representatives from the Loughton Athletic Club had declined the invitation to a meeting with the Chairman and Vice Chairman of this Committee as they felt this would not provide a resolution to the current impasse with wording of the lease. The Town Clerk confirmed that no further legal costs had been incurred in connection with this lease since the report made to the Committee on 19<sup>th</sup> May 2010. It was hoped that an order for the resurfacing and fencing works on the tennis courts would be placed without further delay.

**RC143 Essex County Council Children’s Services**

Members were advised that the presentation from Kerry Green, Integrated Youth Services Manager for Epping Forest Schools, Children and Families had been postponed until the September meeting of the Committee as the changes to service provision at the Borders Lane Centre had not yet taken place.

**RC144 Current Financial Position**

The Committee NOTED the report.

**RC145 Future Work of the Committee**

The Committee AGREED to consider the following:

- (1) Solar energy installations for Kingsley and Murray Halls – Cllr Wixley to prepare a report.

Signed.....

Date 29<sup>th</sup> September 2010

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**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the meeting held on Wednesday 29<sup>th</sup> September 2010 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
 J W Angold-Stephens R Law (from Min no RC148 until Min no RC155)  
 S W Murray K Nicholson T Thomas  
 D J Wixley R E Brookes (as substitute for R Thomson)

**Also in attendance:**

**Councillors:** A Copland  
 S Pewsey

**Officers:** S Haynes (Deputy Town Clerk)  
 P J Hoy (Services Manager)

1 member of the public

**RC146 Apologies**

Apologies for absence were received from Cllrs Chalk and Thomson. The Deputy Town Clerk reported that Cllr Brookes had been nominated as Cllr Thomson's substitute for this meeting.

**RC147 Confirmation of Minutes**

The Minutes of the meeting held on 14<sup>th</sup> July 2010 were CONFIRMED as a correct record and signed by the Chairman.

Cllr Law joined the meeting.

**RC148 Public Representations**

No public representations had been received.

**RC149 Declarations of Interest**

None were received.

**RC150 Matters for Report**

**150.1 The Lindens – Min no RC62.2**

Cllr Brookes gave an update on reported seasonal anti-social behaviour problems which occurred mainly when ball games were played on the green area. The Committee AGREED that the most appropriate action was to ask the Police Community Support Officers to give assistance in this matter.

**150.2 Murray Hall – Min no RC132.5**

**150.2.1 Loughton Film Society – Min no RC142**

The Loughton Film Society's Annual General Meeting took place on 24<sup>th</sup> September 2010. A committee was formed with 8 members and a constitution agreed. The committee members will meet on 12<sup>th</sup> November 2010 at Kingsley Hall and take over the administration of the society from the Town Council. The hire

of halls for meetings of the society had been met from the surplus funds from the film screening of "An Education" held in July 2010. The Deputy Town Clerk reported that the remaining funds were sufficient to finance two further committee meetings at Kingsley Hall after the society's November meeting. The Deputy Town Clerk was thanked for her preliminary work in setting up the film society.

#### **150.2.2 Entrance Foyer Display**

The Committee AGREED that a rolling photographic display be mounted in the foyer at Murray Hall to commemorate local war heroes and other notable figures and would be changed every six months. The first display would be in place during the first week of November 2010 and representatives from the Royal British Legion would be invited to the event to be opened by the Town Mayor.

Cllr Murray declared a personal but non-prejudicial interest in this item, as he is President of the local branch of the Royal British Legion.

The Committee congratulated Cllr Pewsey for his work in researching and producing the information for the displays.

### **150.3 Roding Valley Recreation Ground**

#### **150.3.1 Improvement works to the exterior of the Roding Valley Recreation Ground Changing Rooms and surrounding area – Min no RC110.33**

The Committee AGREED that a public consultation event should be held early in 2011 at St Michael's Church Hall in Roding Road to exhibit the plans for the improvement works to the exterior of the Roding Valley Recreation Ground changing rooms and surrounding area. Sufficient time should be given to allow the event to be widely publicised to the local community and existing users of the changing rooms.

#### **150.3.2 Vandalism and Arson incidents – Min no RC140**

The Committee NOTED the report of further problems during the weekend of the 18/19<sup>th</sup> September 2010 at the Recreation Ground with a fire at the children's play area causing damage to the safety surfacing and litter bin. The Services Manager also reported on damage to flat rubber swings mainly at Newmans Lane and the Roding Valley Recreation Ground playgrounds. The damage was caused by dogs directed by their owners to hang by their teeth and swing in order to strengthen their jaws. The cost of replacement was reported at £68.00 per swing. Replacement equipment costs due to vandalism and arson attacks would be reported to the community at the Annual Town Meeting.

#### **150.3.3 Fitness Classes – Min no RC142.5**

The Committee AGREED the continued free use of the Recreation Ground by a registered personal trainer for a buggy fitness group for post-natal ladies and their babies on Mondays

and Thursdays pending a review at the meeting of the Committee on 16<sup>th</sup> March 2011.

**150.3.4 Outdoor Gym – Min no RC142.7**

The Deputy Town Clerk reported the grant funding for the outdoor gym was nearly finalised. The CIF grant application for £12,100 had been successful and the outcome to the £9,000 Awards For All application would be announced on 2<sup>nd</sup> November 2010. The arrangement of the choice of gym equipment at the recreation ground would be decided in consultation with Leisure Officers at Epping Forest District Council.

**150.3.5 Ladies Running Group**

The Committee NOTED that an eight week “Running Sisters Club” had started on 23<sup>rd</sup> September 2010 on Thursday mornings from 10am -11am.

**150.3.6 Tennis Courts refurbishment and provision of a Multi Sports Court – Min no RC110.3.2**

The Deputy Town Clerk advised that £5,188 underspend from the purchase of teen shelters would go towards the tennis courts refurbishment and provision of a multi sports court at the Roding Valley Recreation Ground. As the cost of these works was now in excess of £50,000 the Council’s tender process would be instigated and the Committee invited to a special meeting to award the contract.

**150.4 Skateboard Park – Min no RC142.3**

**150.4.1 Skate Loughton Action Group**

The Committee NOTED that the Skate Loughton Action Group had met on Monday 13<sup>th</sup> September 2010 in The Space at Loughton Library with a view to producing drawings for use in a consultation at the Positive Introductions event on Friday 29<sup>th</sup> October 2010.

**150.4.2 Positive Introductions**

The Committee NOTED that the arrangements had now been finalised and the BMX/skateboard event would take place on the tennis courts on the Roding Valley Recreation Ground on Friday 29<sup>th</sup> October 2010 from 2pm to 5pm.

**150.5 Playgrounds – Min no RC132.4**

**150.5.1 Colebrook Lane**

The Committee NOTED that the new swing unit had been installed in the Colebrook Lane playground and had been part financed through a successful Community Initiatives Fund bid of £5,000.

**150.5.2 Hillyfields**

The Committee NOTED that a funding bid of £15,270 had been successful to refurbish the equipment on the Hillyfields playground. The Town Council’s contribution would be around £2,000 from the existing budget to complete the project. The proposed design would ensure that the play area was fully

accessible under the Disability Discrimination Act but remain suitable for young people.

#### 150.5.3 Monksgrove (Oakwood Hill Estate)

The Committee AGREED that the Town Clerk should consult with parents who children attend the Noah's Ark playgroup as to their preferred options with regard to the playground provision on the estate. This information together with OHERA (the residents association) views should be brought to a future meeting of this Committee.

#### 150.5.4 Westall Road

The Committee AGREED that the tunnel should be removed from the Westall Road playground and be replaced with a one bay (2 seats) swing at a maximum cost of £6,000. The Services Manager would investigate an additional piece of challenging equipment for the playground.

#### RC151 Reference from Strategy and Staff Group –Youth Forum

The Committee AGREED that further information was required as to how the group would function before a decision could be made. Cllr Pewsey agreed to research youth forums operating in other local councils and bring a report on best practice to the next meeting of this Committee.

#### RC152 Current Financial Position

The Committee NOTED the report.

#### RC153 Committee Priorities

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

Current Priority	Main Function	Greater Detail
<b>Current activities</b>		
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 to be finalised
	RV Rec tennis courts – internal fencing	
5	Land adjacent to Willingale Road Allotment	Use as a nature reserve, sharing space with a skateboard park. Clearance work underway and environmental studies to be undertaken
6	RV Rec Ground – improvements to changing rooms exterior & surrounding area to include refreshment facility	Architect engaged, plans to be drawn up and costed for further consideration and consultation
7	Outdoor gym at RV Rec Ground	Successful grant funding applications, awaiting completion

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. EFDC monitor condition
<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	

#### **RC154 Estimates for 2011/12**

##### **154.1 Income – Fees and Charges**

The Committee AGREED the following items:

- a) The weekend rates for the hire of Murray Hall be extended to run from Friday evenings at 6pm until the Sunday closing time of 10.30pm with effect from 1st April 2011.
- b) All hire fees for 2011/12 to be increased in line with the rate of inflation at 4.7%.
- c) No additional fees would be applied to the use of the chip and pin facility
- d) The Town Clerk to investigate the fees charged to funfairs at Wanstead flats and Chingford Plains for the next meeting of this Committee.

##### **154.2 Rolling Programme**

The Committee AGREED to the Rolling Programme as presented with the increased expenditure to £25,000 for the changing rooms improvement works on the Roding Valley Recreation Ground.

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

**154.3 Estimates 2011/12**

The estimates for 2011/12 as presented in the Agenda with the increased expenditure to £25,000 under the Roding Valley Recreation Ground as described in RC154.2, were AGREED such that the net figures were as follows:

	£
Total budget expenditure*	417,500
Income	<u>78,870</u>
Net expenditure	338,630
Less income from earmarked reserves**	47,000
<b>Total net expenditure</b>	<b>£291,630</b>

\*Does not include the service recharge 2011/12

\*\*Details of transfers from earmarked reserves:

<i>Replace entrance hall carpets Murray Hall</i>	1,000
<i>Replace boiler at Kingsley Hall</i>	2,000
<i>Land adj to WRd Allotments</i>	1,000
<i>Skateboard park</i>	<u>43,000</u>
	<u>£47,000</u>

Cllr Law left the meeting.

**RC155 Essex County Council Children's Services**

The Committee NOTED the report on the management and operation of the Loughton Centre for Young People located adjacent to the Murray Hall.

**RC156 Grant funding applications**

The Committee AGREED to apply for grant funding for the purchase and installation of a projection screen for the Murray Hall to further improve facilities for hirers.

**RC157 Future Work of the Committee**

No items were raised.

Signed.....  
Date 19<sup>th</sup> January 2011



Cllr Chalk declared a personal but non-prejudicial interest in Agenda item 5.6, Loughton Film Society, as it was her stated intention to join the society.

## **RC162 Matters for Report**

### **162.1 Roding Valley Lake Project – Min no RC132.1**

The Committee NOTED the report of the discussions of the project meeting held on 27<sup>th</sup> October 2010. Concern was expressed about the inappropriate and potentially dangerous feeding of water fowl on the lake.

### **162.2 Roding Valley Recreation Ground**

#### **162.2.1 Restore Community Church Family Fun Day Min no RC120.7.3**

The Committee AGREED to allow use of the Recreation Ground by the Restore Community Church for a family event on Saturday 16<sup>th</sup> July 2011, free of charge.

#### **162.2.2 Park Rangers Events – Min no RC132.3**

Members NOTED that confirmation of further 'Play in the Park' events during school holidays had not been received from the District Council.

#### **162.2.3 Improvement works to the exterior of the Roding Valley Recreation Ground Changing Rooms and surrounding area – Min no RC150.3.1**

The details of the public consultation event were confirmed as Saturday, 12<sup>th</sup> March 2011 from 2pm – 4pm at St Michael's Church Hall in Roding Road. The display would also be on show to the public at the Annual Town Meeting on 23<sup>rd</sup> March 2011. Existing user groups would receive a personal invitation.

#### **162.2.4 Outdoor Gym – Min no RC150.3.4**

It was reported that installation was anticipated in six to eight weeks. The Committee AGREED to hold an opening ceremony once the equipment had been installed and that a sporting celebrity should be invited to the event.

#### **162.2.5 Tennis Courts refurbishment and provision of a Multi Sports Court – Min no RC150.3.6**

The Town Clerk reported that the tender process would commence shortly.

#### **162.2.6 Loughton Athletic Club – Min no RC142.8**

The Town Clerk reported that there had been no progress in regard to the licence.

### **162.3 Essex on Tour – Min no RC142.4**

The Committee NOTED the report and thanked the Council Staff for their endeavours to make the past four performances successful.

Should confirmation be received from Essex County Council that the sponsorship scheme would continue, it was AGREED that only one performance would be held annually – preferably in April to support the Loughton Festival.

**162.4 Skateboard Park – Min no RC150.4**

The Town Clerk reported that she had been unable to obtain an update from the Skate Loughton Action Group.

It was NOTED that further clearance work at the open space in Willingale Road would be undertaken. It was agreed that the Town Clerk should consult with the Chairman and Vice Chairman prior to placing an order for any environmental surveys as such reports may only be valid for a limited period of time.

**162.5 Play Areas – Min no RC150.5**

Following the first of the twice-yearly RoSPA inspections undertaken on 13<sup>th</sup> January 2011, the inspector had expressed his praise for standards of maintenance at all the Council's play areas. The Committee commended the Services Manager and his team for their work in this regard.

**162.5.1 Hillyfields**

It was NOTED that the refurbishment of the Hillyfields play area under the Aiming High grant scheme would be undertaken shortly.

**162.5.2 Westall Road**

The Committee NOTED that the order for the removal of the mound and tunnel and the installation of a one-bay swing with two bucket seats had been placed. Consideration would be given to the addition of a further piece of equipment in 2011/12.

**162.5.3 Monksgrove**

The Town Clerk confirmed that improvements to this toddler's play area would be considered in 2011/12.

**162.6 Loughton Film Society – Min no RC150.2.1**

Cllr Wixley reported on the progress made by the society's committee. As the society was now working independently, no further reports would be received.

**162.7 Murray Hall Entrance Foyer Display – Min no RC150.2.2**

The report of the opening event was NOTED and that the display would be refreshed in June 2011 close to the annual Armed Forces Day.

**162.8 Essex County Council Children's Services – Min no RC155**

The Town Clerk reported on the current level of services provided at the Centre for Young People in Borders Lane.

**RC163 Current Financial Position**

The Committee NOTED the report.

Cllr Law left the meeting during the next item.

**RC164 Youth Forum**

The Committee considered the report and AGREED to:

- i) convene a meeting of stakeholders to progress the issue prior to presentation to Council for approval.
- ii) give the Youth Forum a priority of eighth on the list with that current priority and successive items moved down the list by one position.

- iii) identify any surplus funds of not more than £1,000 from the Committee's 2010/11 budget to provide a budget for a Youth Forum in 2011/12, the virement subject to the approval by the Resources and General Services Committee.

The Committee thanked Cllr Pewsey for his report and Young Essex Assembly member, Shannon Toms for his assistance.

**RC165 Queen Elizabeth II Fields Challenge**

The Committee considered the report and AGREED to put forward the Roding Valley Recreation Ground and the Willingale Road Playing Field for nomination as Queen Elizabeth II Fields. The Town Clerk was asked to make further enquiries and report to the next meeting of this Committee.

**RC166 Community Payback (formerly Community Service)**

The Committee welcomed the report of works carried out through the Community Payback Scheme. Members were invited to put forward suggestions for other projects in the town for consideration.

**RC167 Future Work of the Committee**

The Committee AGREED to consider the following:

- i) A display in the Murray Hall on the Olympics – Cllr Chalk to prepare a report.

**RC168 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 referred to staff contracts.

**RC169 Staffing**

Noting the value of the work undertaken through this post and that the 2011/12 budget had made the necessary allowance, the Committee RECOMMENDED to the Resources and General Services Committee that the post of Assistant Park Warden be made permanent.

Signed.....  
Date 16<sup>th</sup> March 2011

**LOUGHTON TOWN COUNCIL**

**RECREATION COMMITTEE**

**MINUTES of the meeting held on Wednesday 16<sup>th</sup> March 2011 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      R Law (until Min no RC175)  
 S W Murray (from Min no RC172)      K Nicholson  
 T Thomas      D J Wixley

**Also in attendance:**

**Councillors:** T Frankland      S Pewsey

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

**RC170 Apologies**

No apologies for absence were received.

**RC171 Confirmation of Minutes**

The Minutes of the meeting held on 19<sup>th</sup> January 2011 were confirmed as a correct record and signed by the Chairman.

Cllr Murray joined the meeting.

**RC172 Public Representations**

No public representations had been received.

**RC173 Declarations of Interest**

None were received.

**RC174 Matters for Report**

**174.1 Roding Valley Recreation Ground**

**174.1.1 Park Rangers Events – Min no RC162.2.2**

The Committee confirmed the actions of the Town Clerk in booking six sessions of Play in the Park events on the Recreation Ground at £50 per session from Epping Forest District Council on the following dates:

Wednesdays – 13<sup>th</sup> and 20<sup>th</sup> April, 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> August, all from 10am to 12 noon.

**174.1.2 Outdoor Gym – Min no RC162.2.4**

The Committee NOTED that installation work on this project was scheduled to commence on 3<sup>rd</sup> May 2011 and that works were expected to last no longer than one week.

**174.1.3 Loughton Athletic Club – Min no RC162.2.6**

The Committee APPROVED the payment of £330.18 to Epping Forest District Council for work associated with the preparation of the Licence to sub-let part of the Recreation Ground to the Athletic Club dating back over the last four years.

The Town Clerk would endeavour to set up the meeting with representatives from the Athletic Club to resolve the one remaining issue.

**174.2 Skateboard Park – Min no RC162.4**

Cllr Murray declared a personal but non-prejudicial interest in this item as the District Council's representative on the Roding Valley Nature Reserve Management Committee. He confirmed that any comments he made would be as a Town Councillor.

Following increasing environmental concerns about the suitability of the site in Willingale Road, the Committee AGREED not to proceed with the urban open space next to the Willingale Road allotments as its preferred site for the skateboard park.

The Chairman reported on a site visit to the Roding Valley Nature Reserve at the invitation of Mr Patrick Bailly, Warden for the Nature Reserve on Thursday 10<sup>th</sup> March 2011. This visit was also attended by the Vice Chairman of this Committee, the Town Clerk and Services Manager. In response to the proposal from Mr Bailly, the Town Clerk was asked to provide further information about the possible use of part of that site lying close to Oakwood Hill as a skateboard park and, because of likelihood of delays owing to protracted legal discussions, consider whether there could be an alternative site found on the Roding Valley Recreation Ground. The Skate Loughton Action Group would be asked for its views.

**174.3 Play Areas**

**174.3.1 Hillyfields – Min no RC162.5.1**

The Committee NOTED the refurbishment of the Hillyfields play area was scheduled for the week commencing 21<sup>st</sup> March 2011 and that residents living near the play area had received a hand-delivered flyer to update them on the project.

**174.3.2 Westall Road – Min no RC162.5.2**

It was reported that the removal of the mound and tunnel and the installation of a one-bay swing with two bucket seats was scheduled to take place during the week commencing 9<sup>th</sup> May 2011.

**174.4 Queen Elizabeth II Fields Challenge – Min no RC165**

The Committee AGREED to add the nomination of the Hillyfields Open Space to those of the Roding Valley Recreation Ground and Willingale Road Playing Field for designation as Queen Elizabeth II Fields.

**174.5 Grant funding applications – Min no RC156**

The Town Clerk reported that the application to the Essex County Council Community Initiatives Fund for the purchase and installation of a projection screen at the Murray Hall had been successful with an award of £1,200.

**174.6 Essex on Tour – Min no RC162.3**

Confirmation had been received from Essex on Tour that funding for performances in Epping Forest during 2011/12 would be available. The Committee AGREED to hold a jazz event in March 2012.

**174.7 Tennis Courts refurbishment and provision of a Multi Sports Court –  
Min no RC162.2.5**

The Town Clerk confirmed that the tender process was in hand.

Cllr Law left the meeting during the next item.

**RC175 Current Financial Position**

The Committee NOTED the report.

**RC176 Millennium Remembrance Grove**

The Committee welcomed the visit of Mr Chris Neilan, Landscape Officer and Arboriculturist for Epping Forest District Council to the Millennium Remembrance Grove, in the Hillyfields Open Space, as part of his work on the Loughton Tree Strategy. It was noted that Mr Neilan has kindly agreed to undertake at least two more visits to the Grove this spring to inspect the existing tree stocks and prepare recommendations for future tree planting on the site. It was also reported that a new tree funding scheme called the Big Tree Plant had been launched recently.

The Committee AGREED that £500 of the Open Spaces budget for 2010/11 should be transferred to earmarked reserves at the end of the financial year to enable additional planting to be carried out next winter.

**RC177 South Loughton Cricket Club**

In response to a request for occasional additional vehicle access movements to the cricket pavilion during the cricket season for people with disabilities, the Committee AGREED that the Town Clerk should, in discussion with the Chairman and Vice-Chairman, draw up a suitably worded letter of agreement for both parties to sign.

**RC178 Future Work of the Committee**

No items were raised.

Signed.....

Date 25<sup>th</sup> May 2011