

Scrutiny Task and Finish Panel Agenda



Leisure Task and Finish Scrutiny Panel Thursday, 5th July, 2007

Place: Committee Room 2, Civic Offices, High Street, Epping

Time: 7.30 pm

Democratic Services Officer: Adrian Hendry, Research and Democratic Services
Tel. 01992 564246, email: ahendry@eppingforestdc.gov.uk

Members:

Councillors Mrs H Harding (Chairman), K Chana (Vice-Chairman), Mrs P Brooks, S Murray, Mrs P K Rush, P Turpin, Mrs R Gadsby, Mrs A Haigh, Ms J Hedges, P House, G Pritchard, B Rolfe and H Ulkun

1. APOLOGIES FOR ABSENCE

2. SUBSITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Head of Research and Democratic Services) To report the appointment of any substitute members for the meeting.

3. DECLARATIONS OF INTEREST

(Head of Research and Democratic Services). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

4. TOPICS UNDER REVIEW AND TERMS OF REFERENCE (Pages 7 - 52)

Attached to this Agenda at Appendix 1, is the Final Report of the Leisure Task and Finish Panel 2006/07. The Chairman of the Task and Finish Panel presented this report to the Cabinet for their consideration, (having previously been endorsed by Overview and Scrutiny Committee) on the 16th April 2007.

The Report was well received and the recommendations received unanimous approval. However, the Cabinet noted that two of the issues examined by the Task and Finish Panel, specifically Future Management Options for Waltham Abbey Sports Centre and the Review of Future Arts Development in the District would not conclude until 2007/08. As such, the new Leisure Task and Finish Panel have been mandated to complete these two topics this municipal year.

In addition to the part-complete review items, the Panel has been asked to evaluate the success of the Council's Youth Initiatives Scheme, through which local Town and Parish Council's could apply for Grant-Aid to improve local outdoor children's play and youth provision.

Finally, as a result of the Cabinet's consideration of a report regarding the London Olympics 2012, which they discussed at their June 2007 Meeting (attached at Appendix 2), a request has been made and accepted by Overview and Scrutiny Committee, that a review of the opportunities presented by the 2012 Olympic and Paralympic Games is undertaken by the Leisure Task and Finish Panel. Any proposals as to how the Council may wish to respond, including priorities for action and any resource implications, to be reported back to the Cabinet on completion.

Whilst the 4 topic areas have been identified in general terms, Members of the Panel will need to determine the final scope of the work and a set of Terms of Reference, which reflect these objectives.

In order to help the Panel, a set of 'Notes for guidance' for the operating of a Task and Finish Panel is also attached at Appendix 3. This sets out how a Task and Finish Panel should ideally go about scoping its programme of work, gathering information and evidence. The note also suggests how final reporting back to the main Overview and Scrutiny Committee and the larger Council is undertaken. A draft layout for a Final Report is also attached, although last year's Final Report at Appendix 1, is a useful practical example of what the Panel are required to produce.

In order to assist Members, a Draft set of Terms of Reference has been prepared for the Panel's consideration and agreement.

LEISURE TASK AND FINISH PANEL: DRAFT TERMS OF REFERENCE

Terms of Reference:

1. To consider the four topics for Review as identified by Overview and Scrutiny Committee i.e.
 - (i) Future Management of Waltham Abbey Sports Centre

- (ii) Feasibility of Alternative Arts Development and Delivery for the District.
 - (iii) Evaluation of the Youth Initiatives Scheme; and
 - (iv) Review of the opportunities presented by the London 2012 Olympic & Paralympic Games.
2. To gather evidence and information in relation to the four topics through the receipt of data, presentations and by participation in fact finding visits.
3. To consult with Partners, Agencies, Stakeholders and Users of the services under review, to establish key issues and future need.
4. To evaluate all relevant facts in relation to the topics under review, in an objective way and to produce recommendations for future action accordingly.
5. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet for inclusion in the Budget Process 2007/08
6. To report back to Overview and Scrutiny Committee at appropriate intervals and to submit any final reports in the proposed Corporate Format for consideration by Overview and Scrutiny, the Cabinet and Council.

5. SCOPE OF REVIEW (Pages 53 - 58)

The proposals agreed to Overview and Scrutiny Committee form the basis and justification for the scrutiny of the four individual topics. In order to assist Members of the Panel in determining the breadth and focus of the reviews, additional background information is detailed below:

i) Future Management of Waltham abbey Sports Centre

The Final Report of the Leisure Task and Finish Panel 2006/07, contains under Topic 2, from P16, background information regarding Waltham Abbey Sports Centre and the steps taken to date to determine future management arrangements, post the termination of the current Dual Use Agreement in September 2007.

Since the Task and Finish Panel Report was considered by the Cabinet in March 2007, further meetings and dialogue have taken place with the Headteacher and Bursar of King Harold Secondary School.

The school seem to now have a better understanding of the implications of a third party Leisure Management Contractor, being appointed to undertake the day to day operation of the site and appear more open to this approach. However, the school have also confirmed their desire that any direct contractual relationship is between the Council and any Contractor, the school being reluctant to enter into any contract management scenario. The School would therefore prefer a new Dual Use Agreement with Epping Forest District Council.

Officers within Leisure and Legal Services have been developing a revised Dual Use Agreement for consideration by the Task and Finish Panel and King Harold on this basis. This document, which covers the main considerations in service and financial terms for the Council, along with an indicative timetable, will be presented to a future meeting of the Panel.

As there are a number of new Members of the Leisure Task and Finish Panel, a visit to Waltham Abbey Sports Centre will be arranged. A mutually convenient date to be agreed at the meeting.

ii) Feasibility of Alternative Arts Development and Delivery for the District

The Final Report of the Leisure Task and Finish Panel 2006/07 also contains under Topic 3, from P20, background information regarding the work at Epping Forest Arts and the main conclusions of the review. On final consideration, the Cabinet accepted the main recommendations (P8), to actively explore the feasibility of the third party delivery from suitably qualified and experienced Arts Organisations, in order to increase access to and participation in the Arts.

Leisure Officers have been undertaking some initial research in the intervening period with other Authorities who have outsourced or buy-in arts development services, to identify options for the District. At a future meeting of the panel, a set of Key Objectives and proposed Methodology for the Arts Review will be presented for the Panel's consideration.

iii) Evaluation of Youth Initiatives Scheme

In response to demand from local Town and Parish Councils, the then Portfolio Holder for Finance and Performance Management, initiated a scheme, to support the provision of Outdoor Youth Facilities across the District.

In essence, £300,000 of District Development funding was allocated at a level of approximately £1000,000 per annum for three years, 2005/06, 2006/07, 2007/08, to be determined by the Portfolio Holder and awarded to individual Town/Parish Council's against the following criteria.

- Provision of plans/drawings showing facilities to be provided.
- Planning and building regulation approval to be obtained where required.
- Ability to determine that the scheme will enhance activities for young people in the area
- Financial details illustrating how the costs of the project are made up.
- Evidence of some measure of support for the scheme locally
- Evidence of joint funding where appropriate and possible
- Maximum grant of £40,000 per town/parish council per year
- Scheme to have been discussed with District Council Officers and received their approval for implementation.

Attached at Appendix 4 is a breakdown of the projects undertaken each year and the final position as of 24th May 2007.

The Leisure Task and Finish Panel have been asked to formally evaluate the success of the initiative and identify any areas of learning, which could assist in future if the Council undertook any similar initiatives.

The Youth Initiatives Scheme has been managed by Chris Overend, the Council Officer with responsibility for Grant-Aid. He will attend the next meeting of the Panel to give further background information and present a proposal as to how the evaluation could be undertaken in liaison with the Partner Organisations. At this stage it is not intended for the Panel to visit all the improved facilities, although a list of locations will be provided if Members have a particular interest in a site, which they may wish to view.

iv) Review of the Opportunities presented by the London 2012 Olympic & Paralympic Games

The report to Cabinet attached at Appendix 2 of the Agenda, provides a context for the request for the Panel to look into the opportunities presented by the Games and identify an Action Plan for legacy, as requested by the Essex Co-ordinating Body.

The Head of Leisure Services will outline a general Overview of the Legacy Action Plan, what is required of the Council and identify some initial projects that the Council may wish to consider. In addition, Julie Chandler, Leisure Services, Community and Cultural Services Manager will make a presentation to the Panel around a proposed major collaborative project to celebrate the Games in the District, involving young people.

6. WORK PROGRAMME

Having considered the Scope of the Reviews and the Terms of Reference, it is necessary to agree a Work Programme to achieve the outcomes.

Members will appreciate that the scale of the task in undertaking four reviews within a relatively short timescale is ambitious. It is therefore recommended that the topics are not taken sequentially but rather that an amount of work is undertaken in parallel.

The Panel therefore needs to consider the most effective way in which it wishes to organise in order to achieve its objectives. This could be by frequent meetings of the full Panel or in some cases the appointment of smaller groups to carry out visits/interviews with others.

A suggested set of initial dates and visits proposed will be circulated separately in advance of the meeting for discussion in order to start the process.

The Panel should be aiming to put forward at least an interim report with outline recommendations, by the date of the Overview and Scrutiny Committee in October 2007 if it wants to make a bid to fund any recommendations in the Financial Year 2008/09

7. ANY OTHER BUSINESS

8. DATE OF NEXT MEETING

To be agreed as per item 6.



SCRUTINY

REPORT OF LEISURE TASK AND FINISH PANEL

March 2007

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1. Chairman's Foreword

Foreword by Councillor Mrs Heather Harding – Chairman of Panel

I was delighted to have the opportunity to explore and find out more about the Leisure and Cultural facilities and opportunities on offer in the Epping Forest District. My involvement with the Leisure Task and Finish Panel enabled me to do this. The committee embarked on an ambitious programme and were guided expertly by the Head of Leisure Services, Derek Macnab and his staff. Thank you.



As well as meetings and presentations in house, the Panel visited outside events including the Copped Hall Charity Fun Run and the Donny South Event, staged at North Weald Airfield. We enjoyed presentations from Epping Forest Arts, and Theatre Resource (based at Great Stony Arts and Education Centre Ongar), both were innovative and inspiring.

Waltham Abbey Swimming Pool and Ongar Leisure Centre are benefiting from the involvement of and investment made by SLM, the Council's Leisure Management Contractor. They are providing excellent sports facilities that residents now expect and appreciate. The ongoing development of Waltham Abbey Sports Centre is detailed fully in this report, with clear intentions to retain its use for the benefit of local people.

The Roding Valley Nature Reserve, "the jewel in our crown", as described by Panel Member Cllr Steven Murray, is recommended to stay in the capable hands of the Essex Wildlife Trust. We proposed that our own excellent Countrycare team, work more closely with them in the future and that a strengthened monitoring process be introduced to keep abreast of the Reserve's long-term protection and enhancement.

I was also particularly interested to explore the Council's involvement in outdoor and community events. Working with event organisers, charities and voluntary organisations is an ideal vehicle for raising awareness and highlighting the good work the Council does, within a dynamic environment. Events have great potential on several levels and I look forward to their ongoing development.

Finally, I would like to invite you to take the time to read this report, because it truly reflects our work this year. It also highlights the ongoing commitment by this Council to protect, challenge and scrutinise our Leisure Services, for the benefit of all who enjoy them.

Councillor Mrs Heather Harding
March 2007

2. Panel Composition:

The Leisure Task and Finish Panel comprised of the following Members:

Councillors Mrs H. Harding (Chairman), Mrs P Brooks (Vice Chairman), M. Colling, Mrs A Grigg, Mrs J Lea, J Markham, S Murray, Mrs P. K. Rush, Mrs P Smith, P. Turpin and J. M. Whitehouse.

The Panel met on six occasions throughout the Review Period and undertook a number of Site Visits as detailed below:

- 18th July 2006 - Waltham Abbey Sports Centre
- 18th July 2006 - Waltham Abbey Swimming Pool
- 8th Aug. 2006 - Roding Valley Meadows Local Nature Reserve
- 31st Aug. 2006 - Donny South Event at North Weald Airfield
- 17th Sept.2006 - Copped Hall Charity Fun Run
- 21st Nov. 2006 - Theatre Resource, Great Stony Arts and Education Centre

3. Introduction and Overview

Summary of issues scrutinised

The Leisure Task and Finish Panel was established by the Council's Overview and Scrutiny Committee in June 2006.

Our primary objective was to undertake a review of four topics which had been submitted to Overview and Scrutiny for consideration. These are summarised below:

- i) Future Management of Waltham Abbey Sports Centre
- ii) Review of the future Management of the Roding Valley Meadows local Nature Reserve
- iii) Review of Arts Development in the District and
- iv) The District Council's Role and involvement in Outdoor and Community Events.

The Public Interest Justification and Impact on Social, Economic and Environmental Well-Being considerations, presented as part of the original proposal forms, are attached at Appendix 1

4. Terms of Reference

At our initial meeting, the Panel developed and agreed the following Terms of Reference. These were kept under review throughout the period of our work, to ensure their continuing relevance.

1. To consider the four topics for Review as identified by Overview and Scrutiny Committee
2. To gather evidence and information in relation to the four topics through the receipt of data, presentations and by participation in fact finding visits.
3. To consult with Partners, Agencies, Stakeholders and Users of the services under review, to establish key issues and future need.
4. To evaluate all relevant facts in relation to the topics under review in an objective way and to produce recommendations for future action accordingly.
5. To establish whether there are any resource implications arising out of the topics under review and advise Cabinet as necessary, for inclusion in the Budget Process 2007/08
6. To report back to Overview and Scrutiny Committee at appropriate intervals and to submit any final reports, in the proposed Corporate Format, for consideration by O & S, the Cabinet and Council

5. Methodology – How we went about the Task

From the outset we accepted that the number and scope of the topics we were scrutinising was challenging and ambitious. However, there was a recognition amongst the Panel, that the Topics were all of equal importance, albeit that the two reviews of Future Management Options, (in relation to the Roding Valley Meadows Local Nature Reserve and Waltham Abbey Sports Centre), should be given initial priority, by virtue of being time bound, by the termination dates of existing legal agreements.

The Panel also felt that it was important, to fully appreciate the complexity of the issues under consideration. To this end we undertook a number of visits, to view at first hand facilities and events and to meet directly with providers and users. This has hopefully enabled us to reach informed decisions.

The site visits were supplemented by a number of formal presentations and a consultation evening. This allowed the panel opportunities to ask questions of people and organisations involved in the practical delivery, or in receipt of the services under Review.

6. RECOMMENDATIONS

TOPIC ONE

FUTURE MANAGEMENT OF THE RODING VALLEY MEADOWS LOCAL NATURE RESERVE

The Panel recommends:

1. That negotiations be entered into with Essex Wildlife Trust with respect to a new Management Agreement for the Roding Valley Meadows Local Nature Reserve.
2. That the new Management Agreement be offered for a minimum of 20 years, preferably 25 years (in order to maximise opportunities for external funding) but that provision should be made for periodic, performance related, break clauses.
3. That any new Management Agreement should allow for enhanced monitoring and evaluation of management practices and their effect on the flora, fauna and wildlife on the site, with more frequent direct reporting to the Council and the Grange Farm Trust.
4. That Partnership working with the Council's own Countryside Management Service Countrycare, be formalised within any new Management Agreement, to ensure the continuation of joint working.
5. That the Grange Farm Trust be fully consulted on any new Management Agreement to reflect their interest and the potential future extension of the Local Nature Reserve to include the provision of an Interpretation Centre.
6. That the future costs of managing the Reserve, with respect to the Annual Grant to Essex Wildlife Trust, be reflected in the New Agreement on the basis of current costs plus inflation.
7. That the Grange Farm Trust are asked under the terms of the new Management Agreement, to contribute proportionately to the management costs and also encouraged to invest in infrastructure improvements.
8. That the final terms of any new Management Agreement be agreed by the Council's Finance and Performance Management Portfolio Holder in consultation with the Leisure Portfolio Holder.



TOPIC TWO

FUTURE MANAGEMENT OPTIONS FOR WALTHAM ABBEY SPORTS CENTRE

The Panel recommends:

1. That the council tries to ensure that Community use is retained at Waltham Abbey Sports Centre, for the benefit of local people.
2. That the current direct management arrangements, (under the terms of the current Dual Use Agreement), would not represent Value for Money in the longer term and as such the Council should be looking to achieve a reduction in risk and lower revenue consequences, in any future arrangements, which may include the involvement of a third party Leisure Management Contractor, secured by open competition.
3. That given the fact that the School Governing Body have yet to identify a Preferred Management Option, that a Leisure Task and Finish Panel conclude the review in the next municipal year, mindful of the urgency needed to reach a final decision by September 2007.



TOPIC THREE

REVIEW OF ARTS DEVELOPMENT IN THE DISTRICT

The Panel recommends:

1. That whilst recognising the quality of the current Arts Development work undertaken by the Council's own Arts Team, the Council actively explore the feasibility of third party delivery from suitably qualified and experienced Arts Organisations, for part or all of the Service.
2. That the underlying objectives and outcomes of any alternative future delivery option, should be to increase access to and participation in the Arts, for people of all ages and abilities, within the Epping Forest Community.
3. That the feasibility of the alternative delivery of the Arts be undertaken by a Leisure Task and Finish Panel in the 2007/08 Municipal Year, with their recommendations going forward to Overview and Scrutiny Committee and Cabinet, for any final decision.



TOPIC FOUR

COUNCIL'S ROLE AND INVOLVEMENT IN OUTDOOR EVENTS

The Panel recommends:

1. That the Council recognise the important part that Community and Outdoor Events play in the life of the District and their value and benefit to local people.
2. That the Council currently are failing corporately, to maximise opportunities to utilise events to raise the Council's profile, consult on Policy and Service Issues and to showcase the current quality of the services it provides. To this end it is recommended that work is undertaken to improve the Council's presence at events, the cost and implications to be reported to the Cabinet for consideration.
3. That whilst the Council already hosts a programme of Outdoor Events at North Weald Airfield, consideration should be given to the Council becoming a more active provider of its own major events at the site, recognising the risk, to achieve increased profile and potential profit. A formal proposal for a trial event be developed, possibly a music or fireworks event, to be reported to the Cabinet for approval.
4. That further consideration should be given to increasing capacity within the Council to provide advice and technical support to Community Event Organisers, to help ensure that such events still continue in the face of more rigorous Legal, Health and Safety and Insurance requirements.
5. That a formal appraisal should be undertaken in liaison with all parties e.g. emergency services etc., to determine whether an Events Safety Action Group should be established for the District.



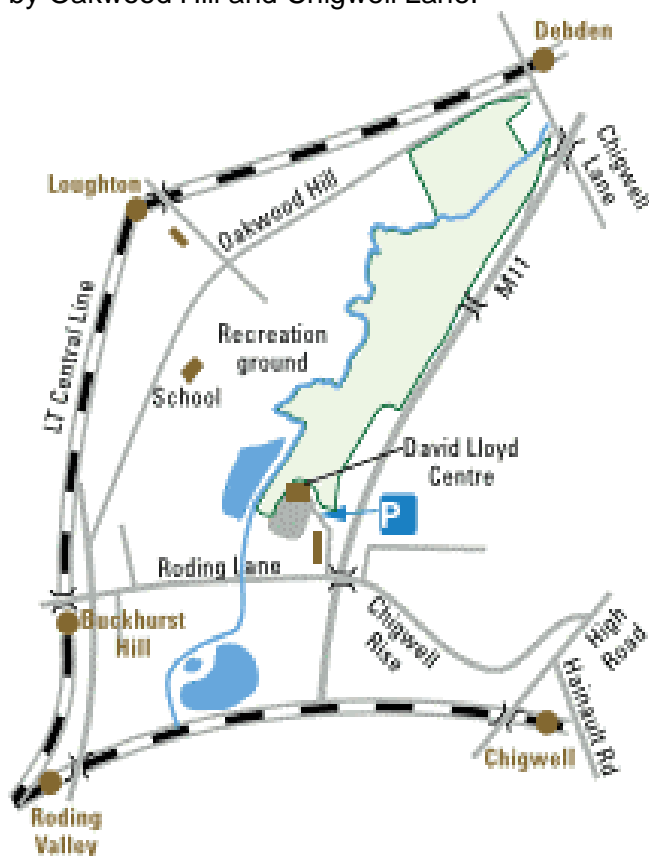
7. Reports

REPORT ON TOPIC ONE

REVIEW OF THE FUTURE MANAGEMENT OF THE RODING VALLEY MEADOWS LOCAL NATURE RESERVE

Background:

Located in the South of the District, within the Roding Valley, are the Roding Valley Meadows, declared a Local Nature Reserve in 1986. The 64 ha Reserve is bisected by the River Roding. The majority of the site is to the east of the river and occupies a north-south corridor being bordered on its eastern side by the M11 motorway. Approximately one-quarter of the reserve lies to the west of the river and is bordered by Oakwood Hill and Chigwell Lane.



The Reserve primarily comprises species-rich meadows and pasture, ancient hedgerows and areas of marsh and woodland. There are two ponds on the site plus several wet ditches. Four of the meadows are Sites of Special Scientific Interest and, as such, receive legislative protection (administered by English Nature).

There is a way-marked Nature Trail supported by both Adult and Children's Visitors Guides. There is specific provision for visitors with disabilities through specially adapted footbridges and kissing gates, and a purpose built hard surface track. The Reserve has been awarded the coveted "Green Flag" award in recognition of its quality of Access and Management.

The Roding Valley Meadows are within easy reach of the residents of Loughton, Buckhurst Hill and Chigwell and, as such, are extremely popular with local people, many of whom make daily usage of the Reserve for walking and exercising dogs. Access is free, 24 hours a day, 365 days a year.

Other regular users of the Reserve include, horse riding (the nearby Pony Riding for the Disabled Trust have a legal right of access into the Reserve, which is also used by casual riders), athletics (cross country events and general training by Loughton Athletics Club), orienteering,



education (primarily visits by local schools), a guided walks and events programme for local people, conservation and species research and bird watching.

Some 30,000 local people live within 5 minutes driving time of the Reserve. Research indicates that visitor numbers are around 200 per day between April – September dropping to around 100 in the winter (dependent on weather). A conservative estimate of total annual visitor numbers is 50,000 – 60,000 visitors a year. As a leisure resource, the Reserve is therefore significant and is clearly much appreciated and valued by those who use it. Unusually for a local Nature Reserve dogs and horses, under control, are welcome to walk the area and the meadows are especially well used for this purpose.

The Reserve is provided at the discretion of the Council and the Grange Farm Trust, who are part landowners. Currently the site is managed by Essex Wildlife Trust on behalf of the Council under a 21-year legal agreement which commenced in 1986, prior to the establishment of the Council's own In-House Countryside Service (The Grange Farm Trust is party to, but not a signatory of the agreement).

A fulltime Warden is employed by Essex Wildlife Trust, who receive an annual grant to cover the Warden's salary and essential conservation work. As part of the current arrangements the Warden is currently accommodated in one of the Council's properties in Borders Lane, Loughton. To undertake additional and desirable conservation work, requires considerable volunteer and external funding resources. The Essex Wildlife Trust is responsible for all on-site operational works, the management of public access and the production and implementation of Management Plans.

The work of the Nature Reserve Warden, employed by Essex Wildlife Trust has in recent years been supported by the Council's Countryside Management Service "Country Care". Volunteers also assist with hedge-planting, hay-making, path maintenance and event organisation.

The Roding Valley Meadows are the largest surviving area of traditionally managed grassland in Essex. The diversity of species in three of the meadows and the marsh, are considered sufficiently important for these areas to be designated Sites of Special Scientific Interest. Throughout the Reserve, there are many species of flora and fauna which are now rare in Essex, e.g. black poplar, arrowheads, brown sedge, water voves and white legged damselfly. The Reserve is one of the best surviving examples of the landscape and floral/fauna of a lowland flood plain system in the county due to the high quality of its habitats and traditional management methods. The reserve is also an important research site for the monitoring of both individual species and the flora/fauna of different habitats.

A draft budget is annually presented by the Essex Wildlife Trust to the Nature Reserve Management Committee for approval. The Management Committee comprises of three Members of the District Council, representatives of Grange Farm Trust, Essex Wildlife Trust, English Nature and the local Town and Parish Councils.



Policy and strategy is developed by the Management Committee who produce a cyclical five year management plan based on:

- National policies for conservation
- User opinions
- National policies for the management of nature reserves
- Comparison with policies for other reserves; and
- The needs of user groups.

The five year plan is subject to agreement by the District Council. Local Conservation Policies are based on nationally accepted Policy and Practice.

The Management Plan prioritises conservation work over a five-year period and this is annually reviewed by a Liaison Group. The Liaison Group comprises of representatives of the diverse users of the site, but they do not have any executive decision making powers.

Policies are evaluated in the light of national and local developments and their effectiveness is measured via public opinion surveys and at The Liaison Group and Management Committee Meetings. Quarterly and annual reports are also produced by the Reserve Warden for the consideration of these bodies.

Matters the Panel Considered:

As the current management agreement was due to expire in April 2007. The Task and Finish Panel needed to explore options and recommend accordingly as to whether to extend/enter into a new agreement with Essex Wildlife Trust, if this is thought to be the most cost effective and efficient means of future management. To this end the Panel also explored other options such as bringing the Reserve under the stewardship of the Council's own In House Countryside Management Service or involving other third parties. The key issues around this topic, included cost benefit, quality of service and customer satisfaction.

The Review Process

Having initially agreed the matters to be considered, in reviewing Future Management Options for the Roding Valley Meadows Local Nature Reserve, the Panel visited the Reserve on the 8th August 2006. The visit was conducted by Essex Wildlife Trust Director John Hall, who explained the history of the Trust's involvement at the site Mr Hall was accompanied by the Reserve Warden, who illustrated a number of practical nature conservation and management issues as Members walked over the Reserve, to include fencing, coppicing and the grazing of cattle.

With this insight Members were well placed to take evidence from Stakeholders at the Consultation Evening we hosted on the 12th September. The Panel were able to hear the views and discuss management issues with Local Users, the Liaison Committee, as well as the LNR Management Committee.

The Panel received a Presentation from Essex Wildlife Trust, who made the case as to why they felt they were best placed to continue managing the Reserve in future. We also received a Presentation from the Council's Countryside Manager outlining the practical implications of bringing management back In-House.

Unfortunately, no representative of the Grange Farm Trust was able to be present at the Consultation Evening, however two subsequent meetings were held with the Grange Farm Trust and Essex Wildlife Trust. These allowed for the Grange Farm Trust to raise a number of concerns and indicate what they considered to be, the main considerations in any future Management Agreement.

In addition the Grange Farm Trust met with the Corporation of London to ascertain whether they had an interest in becoming practically involved in the Management of the Reserve. They declined this offer but confirmed a willingness to provide advice and support if requested, on the basis of a common interest in conservation and habitat management.



Conclusions:

1. There was a general consensus amongst the Panel, based on the site visit and the Consultation Evening dialogue, that the Nature Reserve was clearly a unique and valuable resource for the Council and Local People.
2. That in future the Nature Reserve should not only be protected, but that there was scope for additional investment to assist in achieving its full potential. This may not only be in terms of infrastructure e.g. water standpipes, access improvements etc., but also additional Warden presence.
3. The Panel concluded there is a good knowledge base as to why flora and fauna exist on the site, but there is less knowledge of the distribution, quantities and development. A need for more qualitative research to be undertaken to determine the effect of the present conservation work on the diversity and quantity of the species was identified. This work should already

have been undertaken by EWT as part of their Management agreement but has not yet been completed. The adequacy of the monitoring of the SSI meadows has been an area of concern to English Nature.

4. It was recognised that historically there had been mistakes in the running of the Reserve, with some of the more controversial management/conservation techniques, being poorly explained and justified to users. However, it was also recognised that in recent years there had been a significant improvement, evidenced by a reduction in complaints and the gaining of the Green Flag Quality Standard Award.
5. Whilst the Management and Liaison Committees had been established to assist in the management of the Reserve, there were concerns raised around the formal evaluation of Essex Wildlife Trust's performance and in particular the monitoring of flora and fauna over the period of the current agreement and the maintenance of the Sites of Special Scientific Interest. It was felt that any future Management Agreement should allow for performance monitoring to be reported back more frequently and formally, to the Council and Grange Farm Trust.
6. It was acknowledged that as a landowner, the Grange Farm Trust had a vested interest in the management of the Reserve. It was also understood that this was set to increase with the Grange Farm S106 Planning Agreement allowing for potential extension of the Reserve onto the other side of the Motorway as well as the provision of a new Nature Interpretation Centre. To date, Grange Farm Trust had not contributed financially to the management of the Reserve. It was encouraging, that the Grange Farm Trust had indicated through the consultation, that they may be minded in future to fund improvements.
7. It was apparent that Essex Wildlife Trust, through their active participation in the Review Process, were very keen to be offered a new long-term Management Agreement for the Reserve. The Trusts Countywide experience and resources were highlighted. In addition they demonstrated that they could bring economies of scale and added value with respect to specialist machinery, staff resources and volunteers.
8. Essex Wildlife Trust represent good value for money, in as much as they indicated that they were prepared to carry on managing the Reserve at the current grant level of approx £25k p.a. with inflationary increases. Importantly, they demonstrated the added value they could bring, which to match, would potentially cost the Authority up to £60k p.a.
9. Essex Wildlife Trust have significant expertise and are well placed as an Independent Charitable Trust to lever in external funding, provided they are given sufficient length of tenure, minimum 20 years, preferably 25 years as required by the majority of Grant Making Bodies. Whilst the Panel and Grange Farm Trust acknowledged this consideration and would be prepared to accede to this timescale, there was an expressed desire for some form of Performance Related Break-Clauses, to be included in any new Agreement.
10. It was noted that a good working relationship already exists between the Council's own Countryside Management Service Countryside and the Warden of the Nature Reserve. At the consultation evening the Council's Countryside Manager considered that they did not currently have the capacity

to take over direct management of the Reserve, and would need extra Financial and Human Resources to achieve this. Notwithstanding, the Panel considered that there was considerable merit in formalising Partnership Working with Countrycare in any new Management Agreement.



REPORT ON TOPIC TWO

FUTURE MANAGEMENT OF WALTHAM ABBEY SPORTS CENTRE

Background

Waltham Abbey Sports Centre (WASC) is a Dual Use Sports Centre, located adjacent to King Harold Secondary School, in Broomstick Hall Road, Waltham Abbey. The Council enjoys the right to use the premises for the benefit of the wider community by virtue of a joint agreement entered into with the Education Authority, i.e. Essex County Council. This dual-use agreement came into effect on the 1st October 1977 for a period of 30 years and is due to expire on the 30th September 2007.

Over the years the District Council has provided additional facilities to the original sports hall and changing rooms, with the construction of two squash courts, a dance studio and bar area. With the exception of the dance studio and the bar (which is closed during the day) the school has exclusive use of the Centre during the day (8.30a.m. – 5.00p.m.) and priority use of the Centre, excluding the Squash Courts on Saturdays. This exclusive use arrangement covers the 40 weeks of the school term. The facilities are available to the District Council to organise holiday activities during the school holidays.



A critical appraisal of the operating costs of the Sports Centre, was undertaken as part of the Best Value Service Review of Leisure Management. This highlighted that in comparison to the Council's other leisure facilities, in financial terms, the Centre was performing significantly poorer. Despite a number of cost reduction initiatives undertaken as part of the Budget Process 2003/04, this position, largely due to the constraints of the joint use agreement and age, design/quality of the facilities, still pertains.

The long-term management of the Sports Centre was considered by the Ad Hoc working Group in Leisure, as part of the Alternative Management Review. The Working Group concluded that based on the Centre's potential, and given that the Joint Use Agreement, at the time, had only two years left to run, that the Centre be excluded from the Tender process. The Centre therefore has continued to be managed In-House, until any new arrangements are put in place at the expiry of the current joint-use agreement.

Historically it has been difficult to achieve high levels of use and participation by the local community. This can largely be attributed to the relatively utilitarian nature of the changing/toilet facilities etc., which have been designed with school use in mind (rather than the more discerning modern leisure customer), coupled with the irregular hours and the physical limitations of the facilities. In addition, there would appear to be a resistance from local young people to participate, who may have the impression that they are returning to school in their time off.

The programme delivered by the centre, whilst still offering some coaching courses, instructed sessions and holiday schemes, has tended, particularly since budget savings on staffing etc., in 2003/04, to be on a club hire or letting hall basis. The bar still meets the needs of sports users such as the 5 a side football and cricket leagues, as well as hosting functions such as birthday/anniversary parties.

Staffing levels are currently at the minimum level to cover the opening hours therefore, there is at risk of ad-hoc closure of the facility in the event of unanticipated staff absences. As part of the externalisation process of the Council's other four Leisure Centres, all the staff at WASC were offered the opportunity to transfer to the other centres, to be managed by SLM, the Council's Leisure Management Contractor. Despite the uncertainty of approaching the end of the current Dual Use Agreement, all the staff declined this offer.

Under the requirements of the Dual Use Agreement, in simple terms the District Council is responsible for meeting all expenses with the exception of 20% of the General Managers salary and, 50% of building maintenance costs. The Council meets 100% of the bar area and each respective party bears 100% of the costs of their own Public Liability Insurance. The Council retains all income from hire and use of the facilities and receives a contribution towards utility costs.

In July 2005 the Cabinet received a report concerning the County Council's wish to receive a contribution of 50%, (£75,000) towards the cost of a new roof for the Sports Centre and a £15,000 contribution towards the cost of new heating. In the event the Council declined to contribute to the roof arguing that it was not maintenance but 'betterment' through replacement. However, the Council did contribute to the heating upgrade.

For the Financial Year 2006/07 the total expenditure for the Centre was £481,560 with total income estimated at £135,780, leaving a Net Expenditure of £345,760 . Total Attendances were in the region of 30,000 users.

The Council also provides other Leisure Facilities in Waltham Abbey, at Waltham Abbey Swimming Pool. These are managed under contract by SLM, the Council's Leisure Management Contractor, who during the period of the review, undertook a major Capital Investment Programme including changing room and fitness suite refurbishments, as well as an extension to provide a new Movement Studio.

Matters the Panel Considered:

The review considered what potential management options are available for the future of WASC. These included a continuation of the current regime, transfer of responsibility back to the school, or an opportunity for a third party Leisure Management Contractor to become involved.

The Review Process:

In order to allow the Panel to become more familiar with the Centre and the service it provides, the Panel undertook a visit to Waltham Abbey Sports Centre in July 2006. We were given an informative Tour by the Centre Manager who explained the programme of activities offered, the current limitations of the facilities and the issues and challenges presented by the Dual Use Arrangements.

Whilst in Waltham Abbey, the opportunity was also taken to visit Waltham Abbey Swimming Pool, approximately two miles away, which was being extended and refurbished by the Council's Leisure Management Partner, under the terms of their 7 year Management Contract.

With the benefit of the site visit, the Panel arranged a meeting with representatives of King Harold School to consider Future Management Options for the Sports Centre. The meeting held on the 28th September 2006, was attended by Mike Feehan the Headteacher, Ms Elaine Fletcher the Chairman of the Governing Body and the School Bursar.

In advance of the meeting the Panel and the School representatives had been supplied with a report which detailed the current financial performance of the Centre as well as a breakdown of programme and participation levels. The meeting focused on discussion of the four available future management options, namely:

- a) **Extend the current dual-use agreement on largely the same terms**
- b) **Extend the current dual-use agreement but the District Council employ an external management contractor to undertake their obligations**
- c) **Decline to enter into a further dual use arrangement with the school/cease the district council's future involvement.**
- d) **Negotiate a new dual use agreement, which varies the respective terms and responsibilities, to reflect each party's future objectives.**

Conclusions:

1. The Panel and the School representatives share a mutual desire for community use of the Centre to be maintained in future, but have yet to achieve a consensus as to how this could be best achieved.
2. In general terms, the school has indicated that they would not wish to manage the Sports Centre, particularly if required to provide services to the wider community, on an independent basis. The School have stressed that they could not in any circumstances subsidise community use from funds allocated for education. It is unlikely that the County Council will provide any additional resources to manage the facilities.
3. The Panel felt that the level of cost currently incurred by the District Council was disproportionate to the Community benefit, in terms of subsidy per use. There is also concern that the Council carries the majority of risk. It was the view of the Panel that this was unsustainable and the Council would like to explore whether a third party management contractor could address some of these concerns.
4. The Panel felt that some of the Council's Objectives delivered by the Management Contract with SLM who run the Council's other four Leisure Centres i.e. Reduced Revenue Costs, Capital Investment, Reduced Risk, Maintenance and Refurbishment and Continuous Improvement, could also be achieved at WASC
5. The School Governing Body to date have not been particularly keen on third party involvement, as they perceive that the motivation of the Private Sector with respect to the possible emphasis on Profit, is not compatible with the School's current philosophy.

6. However, the School are prepared to receive further information to explain how any third party involvement may work in practice and hear of the safeguards, which can be implemented through a contractual relationship to address any concerns. It was noted that any third party participation could only be achieved by open competition as the Council had excluded WASC from the original Leisure Management Tender Process.



REPORT ON TOPIC THREE

FUTURE DEVELOPMENT OF THE ARTS IN EPPING FOREST

Background

Epping Forest Arts, the Council's Community Arts section was established in the late 1980's, in accordance with government recognition of the value of Arts provision within community settings. Since this time, the section has expanded and developed into one of the most well regarded and respected Arts delivery services throughout the region.

The service, which is unique in Essex, now includes an Arts Officer, Assistant Arts Officer, Arts Assistant, Dance Development Artist and a part time Admin. Officer. In addition, the team benefits from the services of 2 professional practicing artists.

The programme of work that the Arts Team undertakes covers a very wide cross section of arts disciplines that include; dance development, visual arts (photography, video and creative arts such as producing large community mosaics and sculptures) and performing arts (drama, movement & mime etc), as well as providing support and resources to the many voluntary arts groups in the area. People of all ages are accommodated through the Arts service and specific work is undertaken with the elderly and people with disabilities, as part of a comprehensive inclusion programme. The range of accessible opportunities available through the Arts, enable people in the district to take part in the arts as participants, spectators and as local artists.

The Arts section also provides the strategic lead and acts as the planning agency for arts provision in the district, offering a range of professional services in order to facilitate the development of the arts. This includes the direct provision of projects, performances, classes and workshops, run by professional artists, companies and the Council's own artists. Many of the Arts projects are delivered in conjunction with local partners and particularly local schools, colleges, sheltered housing and residential homes, community centres and groups. In addition, the Arts Team work with internal parties such as the Council's Museum, Community Development, Sports Development and Country Care services.

In recognition of the innovative and groundbreaking work that Epping Forest Arts has undertaken over the years, the Arts Council (England East) has acknowledged these achievements through providing significant funding for development of the Arts in the district on three occasions since 2001.

As the district does not have a purpose built public arts facility, gallery or theatre, all of the work that is undertaken by the Arts team is provided through community & village halls, libraries, local schools and through neighbouring facilities such as the Harlow Playhouse, where many performances are show cased.

The Council's currently Adopted Arts Policy is as follows:

"The Council supports the arts in recognition of the vital contribution that they make to the quality of life and to community identity; to the enhancement of the built and natural environment; to mental, physical and spiritual health and to the local economy". Through this, the Council's objective is: "to enable all sections of the community to have access to a wide range of arts provision of a high quality".

Matters the Panel Considered:

The Panel undertook an examination of the Arts in terms of Local Provision and impact on the Community. This was done in order to gain an informed view of the value of the Arts in the District and to explore options, as to how this could be further developed and delivered in the future.

The Review Process

On 31st July 2006, the panel received a presentation from Epping Forest Arts Team on the scope of their work. An audio - visual presentation gave an insight into some of the projects and programmes of work undertaken throughout the district, including; work with Early Years to develop coordination skills through movement; Dance Development with young people to encourage positive behaviours and inclusion; work with the elderly in residential and sheltered homes to stimulate memories and develop forgotten skills; Arts in the Environment and special dance and movement programmes for people of all ages with disabilities.



The panel were also told about the Arts Teams success in securing external funding over many years, to provide additional projects for local residents, including a current project entitled Border Dialogues, which has received funding of £75,000 from The Arts Council East, for the period 2006 – 2008.



Common or Garden – an exploration of sheds and village greens.

They were advised that Border Dialogues in fact encompasses three different projects; 'Common or Garden' that took place over the Summer 2006 and involved 1500 children and adults from 5 areas of the district; 'Home Life', the current project, which focuses on young people living at Limes Farm, Chigwell and contrastingly, elderly people living in sheltered Housing in Chigwell and the final project 'Transitions', which aims to up-skill local individuals to enable them to assist with the delivery of high quality Arts provision in the district.

In addition, it was demonstrated how the Arts programme delivers on Corporate Policy Objectives around Community Well Being and Raising Quality of Life for local residents and contributes to targets contained within the Community Strategy, Council Plan and BVPP.

The panel were able to question the Arts Team about how they target work with various groups at risk of social exclusion. We also had the opportunity to talk with representatives of some of the partner organisations who have benefited from joint working with the Arts section, including the Activities Coordinator from Sherrell House, Residential Home for the Elderly, Chris Burn local composer / musician and Head of Ongar Music School and the Manager of IC Youth Dance Group based at Ivy Chimneys primary School.



Example of work produced at an older person workshop.

In November the Panel also visited Theatre Resource based at Great Stony Arts and Education Centre, Ongar. The Director of Theatre Resource, Jeff Banks welcomed us and gave a brief outline of the history of the group, founded in 1990, which is a registered educational charity and arts organisation. The Panel were advised that the objective of the Organisation is to provide Arts and Education for the wider community, covering all art forms and in particular, to provide a specialist organisation for developing arts and education, for disabled people and other socially excluded groups.

It was noted that currently they have 16 staff at Theatre Resource and offer about 70 contracts a year to outside/visiting tutors with 60% of these having a disability themselves. Their turnover is about £600,000 per annum mostly raised from commissioning projects, with about 16% coming from local authority grants (including EFDC). Last year they worked with about 50 partners and fundraisers.

It was explained that the building currently occupied by the group in Chipping Ongar acts as a base for them to run their various projects, although they currently have a long-term plan to develop the centre to provide a studio theatre, more and better teaching space and specialist accessible accommodation. The Panel heard how Theatre Resource would like to bring together disabled persons in residential courses who would need a high degree of physical accessibility. They currently use Wicken House, for hosting residential courses, but this facility may close soon.

The Panel were also informed that the group also provides supportive employment opportunities for people with disabilities, a number of staff are disabled, and they would ideally like the building to be run and managed by people with disabilities.

Theatre Resource stressed that they have a long funding relationship with EFDC, going back to 1990 and have worked closely with Epping Forest Arts. They were of the view that as there are two arts structures in the District, they proposed that Theatre Resource could support or indeed manage either all or part, of the current Epping Forest Arts services, utilising their expertise and charitable status to offer efficiencies. They welcomed the chance to talk to EFDC about making this happen.

Theatre Resource felt they were well placed to provide a specialist service as well as a range of arts activities for local people and would welcome the chance to strengthen their ties with the District.

Conclusions:

1. The Panel noted that the work currently undertaken by Epping Forest Arts, not only celebrates and contributes to the “Special Character” of the District but also helps to improve the quality of life of a diverse cross section of our local community.
2. Arts initiatives are being used successfully to target groups at risk of social exclusion as well as delivering Key Objectives within the Community, Council and Best Value Performance Plans.
3. Much of the work currently delivered by the Council’s Arts Service is innovative and fairly unique, in local authority terms in the region, a fact that has been recognised by external funding support from the Arts Council East.
4. A key feature of the work of Epping Forest Arts is the strong and effective network of Partnership work that they have developed, to promote opportunities and participation in the Arts for all ages and abilities.
5. Epping Forest, unlike many other local authorities does not currently provide or manage any purpose-built arts facilities such as Theatres, Galleries or Studio/Workshop/Rehearsal space. Although some of these types of facilities do exist, on a more limited basis, in the voluntary and education sectors, local people generally have to travel outside of the District to attend performances or exhibitions.
6. Due to the lack of Council owned arts facilities, the vast majority of Arts Development Work undertaken by Epping Forest Arts is on an outreach basis, using other local facilities and the wealth of outdoor spaces across the District.
7. The wider development of Arts Activity in the District is limited by the current Human and Financial Resources available, in what is a Discretionary Service and by the constraints of working within a Local Authority framework.
8. A significant amount of Added value has been brought to the Arts programme by the successful procurement of external funding through Grants etc. However, there is a question mark as to how sustainable this approach will be for the future, as there could well be a reluctance for Charitable Grant making bodies to continue to fund public organisations and as we re-apply to existing funders, who may wish to distribute support to others in the Region. .
9. The District and adjacent areas host a number of other Arts Organisations who deliver arts opportunities to our residents, albeit there would appear to be considerable demand.
10. There has been a willingness expressed to explore the potential of some or indeed all of the Council’s directly managed arts development work, to be in future delivered by third parties. There may be potential to increase the number of opportunities and participation in the arts by alleviating some of the

current limitations on funding and flexibility. The Council would need to be absolutely clear as to what objectives it was seeking in this respect and how quality standards could be retained.



REPORT ON TOPIC FOUR

THE DISTRICT COUNCIL'S ROLE AND INVOLVEMENT IN OUTDOOR AND COMMUNITY EVENTS

Background

Outdoor and Community Events have long been a feature and reflection of the "Special Character of the Epping Forest District. Participation in such Events, whether they be school fetes, village days, festivals or major outdoor shows, can foster a sense of community well-being and promote social inclusion, by bringing a wide range of people together to celebrate, commemorate, raise funds or simply to enjoy themselves.

Historically, Leisure Services has had an important role to play in the facilitation and Management of Events, such as the Epping Fireworks Carnival, Ongar Carnival, Waltham Abbey Festival Week and Carnival of Light, the initial Debden Day and World Mental Health Day. This was in addition to special events at the Council's Leisure Centres and the Leisure promotional "Roadshow"

However, as far back as the Best Value Review of Leisure Management in 2001, it was noted that whilst there was a significant expressed demand for the council to assist in the Management of Events (and indeed also to participate in them), due to a lack of dedicated resources as the Council focused on other aspects of community development work, this was likely to be unsustainable in the longer term.

Therefore, whilst the Council has retained significant expertise in the form of Leisure Services Marketing and Events Manager, the level of practical involvement in Events Management has been severely curtailed over time, as other staff with the training and experience of the production of Events have moved on and not been replaced and the Council's own stock of specialist equipment has been depleted through time because of reduction in expenditure for maintenance and replacement.

As such, more recently Leisure Services has only been able to practically assist in a much-reduced number of community events on a re-charge basis, such as the Epping Fireworks Carnival, whilst also providing technical advice to other Event Organisers. This also includes an the important on-going role for North Weald Airfield, ensuring that the Major Outdoor Events Programme at the site adheres to Event Legislation and Health and Safety Standards and that Contractors are aware of organisational requirements and their responsibilities.



Copped Hall Fun-Runners

Matters the Panel Considered.

The Panel considered the Council's future role in Event provision and examined the range of options available as either enabler, provider or producer. The Panel also

sought to establish to what level the Council may wish to aspire to, in terms of their involvement in and scope, for Major Events at North Weald Airfield.

The Review Process

In order to familiarise ourselves with the numerous organisational and technical considerations involved, in managing and promoting events, the Panel undertook two visits. The first of which was to Donny South, a major car enthusiasts event at North Weald Airfield and the second to the Copped Hall Charity Fun Run, organised by the Rotary Club of Epping. As such, we were able to gain an insight into a range of events from a major commercial venture to a local community/voluntary sector event.



The visit to Donny South at North Weald allowed us to view our own existing major outdoor venue and the current infrastructure. It also enabled us to see a large-scale public event taking place, and as such to have demonstrated in reality, the main event management considerations. The role of the multi-service, Events Scrutiny Group for the Airfield was explained with the roles undertaken by the respective officers to ensure that the Council are safeguarded. At the conclusion of the event we had the opportunity to meet with and discuss issues with the external organiser of the Event.

In September, we were the guests of the Rotary Club of Epping, and the Copped Hall Trustees at their Fun Run held in the grounds of Copped Hall. We were advised that Leisure Services had a longstanding working relationship with Rotary through their support to the Carnival of Light and Fireworks Display, where services had been provided at cost. We learned how the financial risk of the Firework Event had led Rotary to finally withdraw from hosting the occasion, which had been missed by local people. However, the Fun Run was a relatively new event which would encourage community participation and raise money for



Copped Hall Fun Run

The Panel were able to hear from the event organisers how valued the support of Leisure Services was to the success of the event and also see in use, some of the limited event equipment Leisure Services still retains.

With the benefit of the site visits, the Panel received an illustrated presentation in February 2007, by Gerry Kehoe, Leisure Services Marketing and Events Manager on the Value, Role and Benefits of Events. The History of the Council's participation in Events, along with current issues was explained.

The meeting discussed how the Council would capitalise on events to consult and communicate its policies, aims and objectives in a positive way, along with a more general debate on where the risk/expenditure balance should be with respect to the Council promoting itself, major events at North Weald Airfield.



Panel members at the Donny South event.

Conclusions:

1. The Panel acknowledges the value and importance of Events to the general well-being of the District's Community, which have long been a feature of the area and one which we would like to see continue.
2. The Panel observed that in recent years, event Management has developed into a specialist area of work, due to an increasingly complex legislative framework and a proliferation of Best Practice Guidelines and Recommendations. Significantly, this is set against an increasingly litigious outlook and a risk aversion from Insurers in relation to Events.
3. The Panel heard how other Authorities with significant Event Programmes have established multi-agency Event Safety Action Groups and questioned whether there was a need to establish such a forum for Epping Forest.
4. The Panel recognises that there is an ongoing expressed demand from local people, Town and Parish Council's, Voluntary Organisations and Charitable Groups, who turn to the District Council for operational assistance and technical advice, which currently cannot be met within existing resources.
5. The Panel concluded that the Council itself does not have a Corporate approach to managing its own Events, nor indeed a fully co-ordinated approach to participation at other Public Events. As such, the Council is failing to present itself in the best possible manner and missing out on valuable opportunities to consult, feed back and showcase Service Developments and Policy Initiatives to our Residents and the wider Community.

6. The Panel, whilst acknowledging the current expertise in Event Management with Leisure Services, appreciated that the existing level of human and financial resources was a limiting factor. Notwithstanding, the Panel felt that the Council were not currently maximising the potential opportunities presented by its ownership of North Weald Airfield, to promote major events with the possibility of raising the profile of the District and generating additional income. It was accepted that there was a financial risk to the Council promoting its own events, but also the potential for a good return.

Acknowledgements:

The Panel would like to thank the following Organisations for their assistance in the Review.

Topic One – Roding Valley Meadows Local Nature Reserve:

1. Essex Wildlife Trust
2. RVMLNR Management & Liaison Committees
3. Grange Farm Trust
4. Corporation of London
5. Epping Forest Countrycare

Topic Two – Future Management of Waltham Abbey Sports Centre:

6. King Harold School

Topic Three – Review of Arts Development in the District:

7. Theatre Resource
8. Ongar Music School
9. I C Dance Company
10. Sherrell House

Topic Four – The Council's Role in Outdoor and Community Events:

11. Donny South Management
12. Epping Rotary Club
13. The Trustees of Copped Hall

i) REVIEW OF THE FUTURE MANAGEMENT OF THE RODING VALLEY MEADOWS LOCAL NATURE RESERVE

Summary

The Local Nature Reserve has been managed by Essex Wildlife Trust on behalf of the Council for the last 25 years. The current Management Agreement was due to expire in April 2007 and the Council needed to review options for the future.

Public Interest Justification:

The RVLNR is an area of both high conservation and amenity value. The Reserve is extensively used by local people. The management regime has a direct impact on their use and enjoyment of the site. The Council therefore has a duty to ensure future management arrangements are effective and respond to local need.

Impact on the Social, Economic and Environmental Well-Being of the area:

The Local Nature Reserve encompasses a site of Special Scientific Interest. A number of diverse uses are made of the area e.g. walking, horse riding, cross country running, bird watching and wildlife research and study. The Reserve has the coveted "Green Flag!" Award and has a number of features which assist access by people with disabilities. Any future Management Plan needs to accommodate and balance these uses, within the overall remit of protecting the area.

ii) FUTURE MANAGEMENT OF WALTHAM ABBEY SPORTS CENTRE

Summary

The Dual Use Agreement with King Harold School expires in September 2007. The Council in liaison with the School and County needed to determine their respective future roles and the appropriate level of service.

Public Interest Justification:

There is currently a 30 year Dual Use Agreement, which facilitates community access to Waltham Abbey Sports Centre out of school hours. As the Centre was omitted from the main Leisure Management Contract the Council needs to review future management options to ensure Best Value.

Impact on the Social Economic and Environmental Well-Being of the Area:

The Centre serves both the school and local community. Use of the Centre currently is largely to local clubs, sports leagues and private functions. Future management arrangements and service levels need to be determined, particularly given the investment in new Health and Fitness Facilities at Waltham Abbey Swimming Pool, less than 2 miles away.

iii) REVIEW OF ARTS DEVELOPMENT IN THE DISTRICT

Summary

The Council's Arts Development Team have a successful track record in Community Arts Development Work. The Team, which includes three artists, works in partnership with the voluntary sector, schools and other partners to deliver a wide range of arts opportunities and performances. The review was designed to explore options to build on the current work and ensure future need is being met.

Public Interest Justification:

The district has a lack of specialist performance, rehearsal and gallery space. Epping Forest Arts works with people of all ages and abilities on a community outreach basis, to involve people in the Arts. It is important to ensure that in the future the Council's investment in the Arts is maximising the potential benefits and achieving Best Value.

Impact on the Social, Economic and Environmental Well-Being of the Area:

It has been recognised that through the Arts, members of the community have the opportunity to explore issues affecting their lives and locality as well as learning new skills and interacting with others.

iv) DISTRICT COUNCIL'S ROLE AND INVOLVEMENT IN OUTDOOR AND COMMUNITY EVENTS

Summary

Special Events can play an important role in enhancing community spirit and engagement. They can provide local family entertainment, raise the profile of the District and encourage visitors. However, events are increasingly more complex to organise due to legislative requirements largely to address health and safety issues. The Council has expertise and a history of involvement and there was merit in undertaking a Review to look at the future role and responsibilities.

Public Interest Justification:

Demand for safe, enjoyable community events and major events at North Weald Airfield has been expressed. Local Voluntary Organisations and Town and Parish Councils have aspirations to be involved but can lack expertise

and resources. Leisure Services has limited resources. There is a need to achieve an understanding of the Council's future role and involvement in Event Management.

Impact on the Social, Economic and Environmental Well-Being of the Area:

Special Events/Community Events can bring communities together both in the planning, participation and enjoyment of such occasions. The Council's involvement in the future must be transparent, equitable and co-ordinated. North Weald Airfield has the potential to host major outdoor events such as music festivals. The Council needs to determine the feasibility and desirability of such proposals.

Report to the Cabinet

Report reference: C/006/2007-08.
Date of meeting: 11 June 2007.



Portfolio: Leisure and Young People.

Subject: 2012 Olympic & Paralympic Games.

Officer contact for further information: Derek Macnab (01992 564260).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the Essex Legacy Action Plan from the 2012 Olympic and Paralympic Games be endorsed; and**
- (2) That the Overview and Scrutiny Committee be requested to extend the terms of reference of the Leisure Task and Finish Panel, to undertake a review of the opportunities presented by the 2012 Olympic & Paralympic Games and bring forward proposals as to how the Council may wish to respond, including priorities for action and any resource implications.**

Introduction:

1. The East of England was one of the foremost supporters of the London 2012 Olympic Bid with Essex being a strong contributor in helping the Region register the highest level of public support for the Games, across the whole of the United Kingdom. Epping Forest played a part in this initiative, hosting the 2012 Bid Roadshow and actively canvassing local support through schools etc.

2. It is generally recognized that Essex is uniquely positioned in many respects, to capitalize on the vast range of opportunities that the hosting of the largest multi-national event in the world will bring to London in 2012. The Economic Impact Study commissioned to support the Olympic Bid, projected that the benefit to the Eastern Region could be as high as £600million and for Essex as much as £139 million. However, in order to achieve these benefits concerted effort will need to be taken.

3. To this end an "Action Plan for a Legacy from the 2012 Games" has been developed, following extensive consultation across Essex, Southend and Thurrock. This included a successful Stakeholder Conference "Essex Ahead of the Games" held at Essex University at the end of last year, attended by the Leader of Council and the Head of Leisure Services.

4. A formal request has now been received from the Chairman of the Essex Working Group for the 2012 Olympic and Paralympic Games, to endorse the Action Plan and to indicate how Epping Forest may seek to benefit, in practical terms, from the staging of the Games.

Background:

5. London's success in its bid to host the 2012 Olympic and Paralympic Games, was announced by the International Olympic Committee on 6 July 2005. In the run up to the bid, an Essex Working Group was established, having received official endorsement through the Local Strategic Partnerships of Essex, Southend and Thurrock. Councillor Murray-Foster, Leader of Southend Borough Council, currently chairs the Group.

6. One of the Working Group's initial initiatives was to commission an auditing process to identify opportunities for legacy. Epping Forest were actively engaged in this process and in the summer of 2006, the Head of Olympics and Sports Development at the County Council, Loretta Stollar, (who is the Lead Officer co-ordinating Olympic activity across Essex), visited the District and was briefed on the local "Sports Scene", to include potential training venues and the strength of the local voluntary sector. It was stressed to her at this time, that whilst the only Olympic event planned for Essex was the Mountain Bike Event at Weald Park, Brentwood, literally just over the border in Broxbourne, was the site for the Olympic White Water Canoeing venue, which clearly would also have implications for West Essex.

7. This cross-country consultation has now culminated in the publication of the "Essex Legacy from the Olympics, Action Plan".

The Legacy Action Plan:

8. The Legacy Action Plan (a full copy of which has been circulated to Cabinet Members and further copies placed in the Members' Room) is an invitation to everyone in Essex to play some part in securing a legacy from the Games. The Plan identifies a wide range of practical areas in which there are opportunities and starts to set out some of the events and actions that could take place. The Plan also includes a process for implementation, communication requirements and the development of a reporting and measurement framework. The Plan is not intended to be prescriptive but rather a statement of common intent and a catalyst for all organisations, including District Councils, to develop their own Action Plans and Priorities.

9. The criteria used for the inclusion of current actions within the Plan have been based on interest already expressed by partners, during the consultation process. Members will note that many of the actions are very broad and require a significant level of further planning and the commitment of resources, before they can be realized in full.

10. The lifetime of the plan is 2007 – 2012, and although the focus for the delivery agency for the 2012 Games, LOCOG, (London Organising Committee for the Olympic Games) has largely focused on the land assembly, funding, planning and development issues in relation to the main Olympic Park site in Stratford, East London, the London Olympiad officially starts, immediately after the Beijing Games in 2008. It should also be recognised that there are considerable areas of embargo in terms of the promotion of the 2012 Games in advance of Beijing in 2008. However, once they have ended, the International Olympic Committee, will signal the main promotional thrust for the London Games in 2012 to begin.

Structure of the Action Plan:

11. The Action Plan is divided into two main sections, namely Cross Cutting Themes and Action Areas. These broad headings are not mutually exclusive and offer a menu of opportunities which different agencies can opt in or out of to varying degrees, thus creating their own Legacy Plan. Based on their own individual circumstances and resource availability, it is hoped that actions will be reported and monitored centrally, to enable the sum total of the benefits and legacy that Essex are seeking, to be clearly identified.

Alignment with other Strategies:

12. The Action Plan has been designed so that it does not create a lot of new work for which additional human and financial resources would be required to realise. Indeed a major justification for including any action, was that it was likely to be already identified within other strategies or major policy areas. The value therefore, of including a particular action within the Legacy Plan is the high profile and time imperative that the Olympics bring. The document therefore has been drafted to help meet National and Regional Strategies. For example the Regional Plans for Sport, the Regional Economic Strategy, the Regional Cultural Strategy and the Countrywide Sports, Economic Development and Tourism Strategies.

Components of the Strategy;

13. Listed below are the **Cross Cutting Themes** within the Plan.
- (a) Young People - To involve young people in both the decision-making and the implementation of the Plan.
 - (b) Equity/Inclusion - To ensure equity of access and opportunity, adopting an inclusive approach to all sectors of the community.
 - (c) Sustainability - To ensure that any Games related activity is environmentally friendly and sustainable.
 - (d) Friendships and Cooperation - To celebrate international relations in order to build better cross cultural awareness and appreciation
 - (e) Inspiration/Aspiration - To use the Games to increase the personal aspirations of people and to raise their self esteem
 - (f) Entrepreneurship and Innovation - To encourage entrepreneurship and innovation including the adoption of new technologies
 - (g) Image of Essex - To present a renewed image of Essex that creates pride and positively builds the reputation of the County

Action Areas:

14. In addition to the Key Themes there are 13 Action Areas, where specific practical initiatives can be taken forward in support of the overarching Cross Cutting Themes, namely:

- Supporting Volunteers;
- Preparation and Training Camps;
- Increasing Physical activity and Sports Participation;
- Cycling Development;
- Improving Sports Performance;
- Culture and Festivals;
- Tourism;
- Points of Entry, Transport and Logistics;
- Winning 2012 Games Related and Other Supply Contacts;
- Business Displacement;
- Learning and Development;
- Weald Country Park; and
- Thames Gateway South.

Implementing the Plan:

15. It is proposed that the Essex Working Group for the London 2012 Olympic Games and Paralympic Games will continue to take a Leadership role for the Action Plan. Served and resourced through Essex County Council, there is support from the Unitary Authorities of Southend and Thurrock for the work to cover Greater Essex. The Working Group will take a direct responsibility for implementation of the Cross Cutting Themes and has also established a number of Sub Groups to manage the delivery of the Action Areas. A Measurement and Reporting Framework is also being developed to evaluate the success of the identified Actions.

Opportunities for Tourism and Economic Development:

16. Olympic related tourism has emerged as one of the key economic legacies for host

cities and countries. It is expected that the event itself will attract 500,000 visitors with further post Olympics visits.

17. With our proximity to the main Games site and special character, with respect to environment and heritage, Epping Forest is well placed, to capitalise on increased tourism. This will result in increased visits to local attractions and visitor spend, having a positive economic benefit. Co-ordinated action could maximize this opportunity.

Getting Our Communities Active, Healthier and Safer:

18. The Olympics can be a powerful tool for promoting the positive benefits of adopting a healthy lifestyle and inspire people of all ages and abilities to get active.

19. School sport plays an important role in this area in order to combat the increasing levels of childhood obesity evident in the District. The Council's Sports Development Team in liaison with the West Essex School Sports Partnership have been developing a proposal to host a "mini-Olympics" in the year of the games, hopefully involving all primary school aged children in a major celebratory event. In addition, through the Council's Leisure Bursary Scheme a number of talented individuals have been identified and supported as having the potential to compete in either the 2012 Olympics or Para-Olympics. These young people provide excellent role models to inspire other children to participate and excel.

Community Cohesion by Developing a Feel Good Factor and Enhanced Pride:

20. The ethos of the Olympic movement can be maximized and used as a means of bringing people together from different communities to share positive experiences and gain greater understanding.

21. A stakeholder conference is being considered in the run-up to the Games to encourage and develop community-based ideas/events to develop this area of positive impact. An idea has also been mooted, to host a large Multi-National Youth Festival at North Weald Airfield, bringing together young people who would like to share the Olympic experience, but possibly could not afford the likely cost of accommodation in Central London.

Create a Significant Cultural and Sporting Legacy:

22. A Cultural Olympiad is planned for 2008-2012 in support of the Games. To facilitate this, a Cultural Consortium named the 'Legacy Trust UK' has been established. Currently they are working on criteria to distribute the £40m available to support the Cultural Olympiad. There is potential for the District to Bid for this external funding, to support Cultural celebratory events locally.

Partnerships with local businesses to enhance investment and identify procurement and employment opportunities:

23. The LOCOG will be responsible for procuring Services to deliver and run the Games, with the majority of their needs, (outside of the main construction contracts), focusing on the staging of the event itself. The procurement requirements are likely to cover goods and services such as sports equipment, venue temporary seating, security, venue dressing, hospitality and catering, staff and volunteer uniform, transport and official merchandising.

24. In January 2007, the Leisure Portfolio Holder, Leader of Council and Head of Leisure Services, met with the County Council's Portfolio Holder for Sport and Regeneration, who is championing the Essex involvement in the Games. As such Councillor Stephen Castle is a member of the "Nations and Regions Group" the LOCOG Sub Group, charged with promoting and encouraging involvement in the Games outside of the Capital.

25. Councillor Castle reported on the success of a number of "Business Breakfasts" he has been involved in with Essex Business Link, to promote procurement opportunities for

small and medium sized companies, to bid for Olympic related contracts. Subsequent to this meeting the Head of Leisure Services has met with representatives of Essex Business Link and obtained an assurance that they would be willing to promote an event of this nature, at an appropriate venue in the District. Unfortunately, Business Link have been undergoing a period of structural change, involving their events staff and a suitable date has yet to be identified. However, it is hoped to report orally to Cabinet on the date of what should be an important networking and advice opportunity for local businesses, as to how to capitalize on the Games.

In Summary:

26. Whilst it can be seen that there are potentially some exciting opportunities to be pursued, with respect to the Olympics, the Council will need to examine the extent to which it may wish to be involved relative, to the potential benefits. To this end it is proposed that the terms of reference of the Leisure Task and Finish Panel 2007/08 be extended. The Task and Finish Panel would review and subsequently recommend to the Council where it may wish to prioritise its efforts and identify a local Action Plan as recommended by the Essex Wide Legacy Plan.

27. Notwithstanding, it is recommended that there are significant advantages in joining with other Partner Agencies in endorsing the Essex Legacy 2012 Plan, particularly as the Council, whilst benefiting from collective action, would still be in a position to determine the extent of its own involvement.

Statement in Support of Recommended Action:

28. All parties including local authorities, public sector agencies and other partnerships are being formally asked to endorse the Plan. This public endorsement will also raise and maintain the profile of the Plan. Partners are also being asked to respond with any local proposals or priorities and whether they intend to allocate additional resources.

29. Clearly the Olympics will present a number of opportunities for the District and to date a number of ideas and initiatives have been emerging, although these have yet to be formally considered by the Council. For example:

Other Options for Action:

30. The Council may elect not to endorse the Essex Legacy Action Plan.

Consultation Undertaken:

31. Essex Olympic Working Group, Essex Association of Culture and Leisure Officers, Attendees of the Essex Ahead of the Games Conference 2006, Essex County Council, Essex Business Link, Essex District, Borough and Unitary Authorities.

Resource Implications:

Budget Provision: Currently, there are no specific resource implications, (apart from some officer time) with respect to the endorsement of the Essex Legacy Action Plan. Thereafter, the Council can determine its own resource requirements in the years leading up to the Games, dependent on the degree it wishes to be involved in facilitating games related initiatives. These would be considered on a cost benefit basis. Essex Business Link have indicated that they will be willing to contribute financially to the cost of the Business Breakfast and further sponsors will be sought to meet any additional costs. The Legacy Trust will be seeking external applications for funding for Cultural Events.

Personnel: No specific implications.

Land: The Council's own facilities, may present opportunities to generate funds. For example, North Weald Airfield has already been identified in the Legacy Plan as a potential Park and Ride, facility for the Games.

Council Plan 2006-10/BVPP: Promote Healthy Living, Maintain Special Character of the District and promote Economic Prosperity & Investment.

Relevant Statutory Powers: Local Government Act 1974; Local Government Act 2000.

Background Papers: Legacy Action Plan.

Environmental/Human Rights Act/Crime and Disorder Implications: N/A.

Key Decision Reference (if required): N/A.

TASK AND FINISH PANELS GUIDANCE NOTES

Introduction

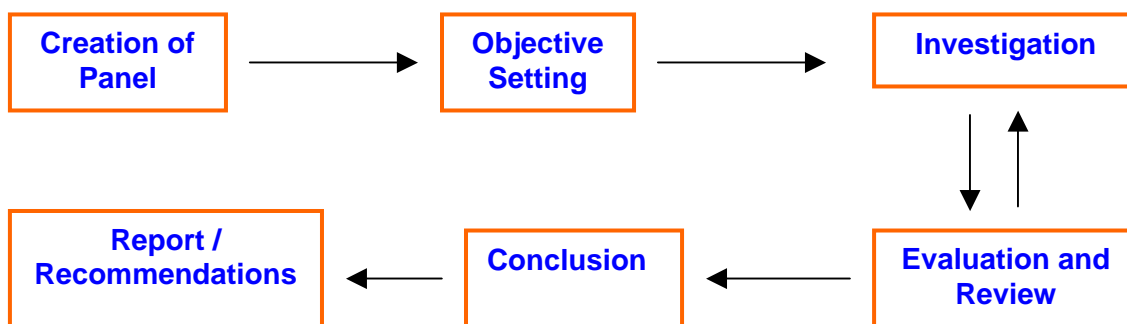
1. Task and Finish Scrutiny Panels are established by the Overview and Scrutiny Committee in order to deal with ad hoc projects or reviews included in the annual work programme for Overview and Scrutiny.
2. Task and Finish Scrutiny Panel status will be restricted to those activities which are issue-based, time limited and non-cyclical in character and have clearly defined objectives.
3. Task and Finish Panels as with all Overview and Scrutiny must be member led. The members should control the agenda and have ownership of the work programme.

Scoping Phase

4. **(Pre Scoping)** Before their first meeting with the Chairman, the Lead Officer should hold an informal meeting with any officers that may be connected to the topic to be reviewed to try and establish any and all issues related to the subject, so that that the Lead Officer on meeting with the Chairman, has some background information to submit.
5. **(Scoping)** At the start of a Task and Finish Panel the Lead Officer will draft the Terms of Reference in conjunction with the Chairman of the Panel. The Panel will then meet to discuss the Terms of References and decide how they are to achieve their goals. An emphasis must be put on clear and realistic objectives, which are timely and time limited.
6. Terms of Reference and objectives should, if at all possible, be defined using the **SMART** objective framework:

Specific Measurable Achievable Realistic Time Limited

7. The life cycle of a Task and Finish Panel will look like this:



Investigation Phase

8. Before any conclusions can be drawn, evidence must first be gathered. All available sources must be tapped, making the most of the expertise within the Council, any outside organisations and public opinion if applicable.
9. The investigation phase can be handled as a full group review or as a 'delegated tasks' approach, with individual members or small sub groups, gathering evidence to bring back to the full Panel.
10. Any reports by officers to a Task and Finish panel should provide relevant evidence and background but should not make any recommendations. They should be done in an informal style, and not mirror the house Cabinet, Portfolio Holder style of reports.
11. If thought necessary outside bodies should be involved in the evidence gathering phase, either by inviting that organisation to give a one off presentation or by co-opting an outside member onto the Panel for the duration of the Panel's life in a non-voting capacity.
12. Creativity and imagination should be used in gathering evidence. Ways can and should be found of getting the views of groups who may be overlooked. Perhaps the review should be publicised and contributions invited, the use of community venues encouraged and feedback provided to participants.

Witnesses and Questioning

13. When questioning witnesses, questions should be kept brief, clear and to the point. Start with broad questions first and then narrow down the focus. Remember to use 'follow ups' to obtain a clearer explanation. The use of pre-meetings could be used to organise the Panels approach to the questioning of 'witnesses' and to get the most out of the session.
14. Remember the panel is not there to trip people up, "grill" them, apportion blame or to make their life difficult. Rather it is to understand the issues affecting the topic under review and how it affects the District Council and its residents.

Gathering Evidence

15. Methods of evidence gathering should be as systematic and objective as possible, not just anecdotal. Use a variety of approaches and not just rely on a single source. Some different ways that evidence could be gathered are:

- Statistical Surveys;
- Focus Groups and Workshops;
- Public Meetings;
- Self-advocacy groups;
- Street surveys;
- Site visits;
- Mystery Shopping.

Panel members should carry out these tasks, design the survey forms or prepare the questionnaires themselves. Officers are to be used in an advisory capacity only.

Report and Follow-up

16. The concluding report will need to be clear, concise, evidence based with illustrative anecdotes. All the evidence gathered should be listed and if thought appropriate summarised. There will need to be clear, realistic and specific recommendations formulated so that progress can be measured and followed up. The report should (wherever practicable) ask for responses to its recommendations within a realistic time period. (A draft format of a Task and Finish report is attached.)

17. The report should, if thought appropriate, be promoted to the public, e.g. through a press release and/or publicised via our website.

18. A mini-review of outcomes be carried out after an appropriate period (not later than six months (if appropriate) after the end of the panel). The results of this review should be reported back to the main Overview and Scrutiny Committee. The entire Panel should not be involved in this follow-up review. The Chairman on his/her own or a small sub-group of two or three members would be enough. They could provide the full panel with a short written report on their findings if necessary; otherwise a verbal report would suffice.

Democratic Services
July 2006

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Epping Forest District Council



SCRUTINY

REPORT OF THE XXX TASK AND FINISH PANEL

JULY 2007

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- Make the contents table lines invisible
- Each section to start on its own page
- The addition of photographs always make a report more reader friendly and a document more professional looking.
- It may be argued that the introduction and context section could be put under one heading. Splitting up these headings helps to keep the report in small chunks, making it easily readable and more accessible.
- The same applies for keeping the recommendations separate from the main body of the report.
- If needed more section headings can be added.

1. Chairman's Foreward

Setting out briefly what the panel was tasked to look at, and how the panel went about it.

The Chairman can use this section to give any personal thanks to the people and organisations consulted.

This should take up about one side of A4.

2. Introduction or Overview

This section sets out the formal terms of reference for the panel, who they consulted and how they went about gathering the evidence (i.e. by interview, site visits, questions to organisations, questionnaires etc.). This will be a more detailed explanation that's in the Chairman's forward.

If pertinent it should set out why the Panel did not look at some aspect of the topic they were charged to look at.

3. Context

Background to the topic under review – how Government Policy fits in, any relevant legal considerations any laws (European or domestic).

How the Council's policies are affected (if at all) or how EFDCs geographical area fits in (local context) and any other local considerations that were taken into account.

4. Summary of Recommendations

The Panels recommendations should be listed out here. If there are enough recommendations it could be divided into sections, each relating to different section of the report.

Recommendations should begin: **"The Panel recommends that...."**

5. Report

This section will detail the evidence gathered and the conclusions reached. This should be related to the recommendations made in the summary of recommendations.

Start with a general introduction (if thought useful) and then repeat each recommendation adding an explanation as to why that recommendation was made, citing any evidence gathered and the conclusions drawn. In order to meet legal requirements, if the recommendations are to go on to Cabinet or Council for action, the report should indicate any options that were considered and rejected and reasons why.

6. Conclusion

Very short version of report for busy people – maybe with an eye for putting this bit out as a press release.

7. Acknowledgements

To give formal acknowledgement to any sources used e.g:

Organisations;

People;

Officers;

Experts;

Websites;

Laws;

Locations visited;

Council policies etc.

8. Appendices

If needed to add background information, tables, graphs etc.

YOUTH FACILITIES SCHEMES

POSITION STATEMENT AS AT 24 MAY 2007

Youth Facilities Scheme works totalling 300,000 to be allocated approximately £100,000 per annum for three years 2005/06, 2006/07, 2007/08, to be determined by Portfolio Holder for Finance and Performance Management and awarded to individual Town/Parish Councils in Epping Forest District. Portfolio Holder to determine suitability of schemes which need to meet the following criteria:

- Provision of plans/drawings showing facilities to be provided.
- Planning and building regulation approval to be obtained where required.
- Ability to determine that the scheme will enhance activities for young people in the area.
- Financial details illustrating how the costs of the project are made up.
- Evidence of some measure of support for the scheme locally.
- Evidence of joint funding where appropriate and possible.
- Maximum grant of £40,000 per town/parish council per year .
- Scheme to have been discussed with District Council Officers and received their approval for implementation.

ALLOCATION OF MONIES UNDER 2005/06 PROGRAMME

SCHEME	AMOUNT £	PROGRESS/COMMENTS
Epping Town Council – Refurbishment Recreation Area, Parklands, Coopersale	11,965	Works completed September 2005. Cheque released.
Chigwell Parish Council – Youth Shelter, Chigwell Row	6,850	Works completed September 2005. Cheque released.
Fyfield Parish Council – Sports System – Field Rear of School	17,074	Works completed October 2005. Cheque released.
Fyfield Parish Council – Cricket Panels	354	Installed June 2006. Cheque released.
Lambourne Parish Council – Sports Area, Abridge	5,750	Planning permission refused May 2006.
Loughton Town Council – Teen Shelters, Roding Valley and Willingale Road	9,968	Works completed June 2006. Cheque released.
Waltham Abbey Town Council – Games Area Resurfacing, Town Mead; Youth Shelter, Ninefields	39,169	Works at Town Mead completed June 2006. Ninefields scheme being tendered
Total	91,130	

ALLOCATION OF MONIES UNDER 2006/07 PROGRAMME

SCHEME	AMOUNT £	PROGRESS/COMMENTS
Epping Upland – Teenage Youth Facilities	35,000	Works completed September 2006. Cheque released.
Epping Town Council – Renovation/Improvement – Stonnards Hill Skateboard Park	12,000	Works completed September 2006. Cheque released.
Ongar Parish Council – Refurbishment, Skateboard Area	10,000	Work completed January 2007. Cheque released.
Sheering – Youth Facilities, Upper and Lower Sheering	31,412	Work completed January 2007. Cheque released.
Total	88,412	

ALLOCATION OF MONIES UNDER 2007/08 PROGRAMME

SCHEME	AMOUNT £	PROGRESS/COMMENTS
Buckhurst Hill Parish Council – Teenage Ball Park, Roding Valley Recreation Area	35,000	Planning Permission refused March 2007. Further discussions to be held.
Chigwell Parish Council – Upgrade of Equipment, Chigwell Station Green Area	10,000	Awaiting timetable
Matching Parish Council – Upgrading of facilities, Jubilee Field	28,000	Tenders to be sought for work once other sites inspected.
Roydon – Multi-Sport Ball Court – Roydon Playing Fields	40,000	Scheduled to commence August 2007
TOTAL	113,000	

TOTAL ALLOCATION TO DATE

	£
2005/06	91,130
2006/07	88,412
2007/08	113,000
	<hr/>
	292,542
	<hr/>
Funds Remaining:	300,000
	- 292,542
	<hr/>
	7,458
	<hr/>

