

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Wednesday 31 May 2023 at
7.30pm**

Present

Councillors: D Wixley (in the chair)
L House N MacKinnon (from Min no 212)
S Murray M Stubbings K Valentine

Also in attendance: Cllr R Brookes (until Min no 229)

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

RC209 Apologies

No apologies had been received.

RC210 Declarations of Interest

Councillor Wixley declared a non- pecuniary interest in agenda item 13 as he knows the resident that is requesting the bench.

RC211 Confirmation of Minutes

The Minutes of the meeting held on 8 March 2023 were CONFIRMED as a correct record and signed by the Chairman.

RC212 Public Representations

None were received.

Councillor MacKinnon joined the meeting during the following item. He also declared a non- pecuniary interest in agenda item 11, as his wife was due to take part in the event.

RC213 Town Clerk's / Chairman's Report

The Town Clerk was pleased to report that the E15 Acting School had extended their tenancy until at least June 2024. He also reported that Ruth Angrave, is the newly appointed, Nature Reserves Manager (South) for the Essex Wildlife Trust, and that he has her contact details, should members require this information.

The Chairman reported on his recent attendance at the 'Coffee with the Cops' Meeting. Members of the local Community Speed Watch group were present, and the police have expressed an interest in having information stalls at the Jessel Green Family Fun Day and Loughton Day. Cllr House was also at this meeting, and he highlighted a very informative 'Crime Stoppers Safer Streets' leaflet, which he would bring into the office.

He thanked Cllr Murray for chasing up a number of RVRG issues, namely the fisherman's platform by the lake, the long grass around the outdoor gym frames, the broken tennis court net and fly tipping at the Thames Water pumping station.

The Chairman also reported on the Planning & Licensing meeting he had attended on 30 May 2023, whereby plans are afoot for the redevelopment of the garage site and build of two bungalows, adjacent to the Hillyfields Open Space. He expressed the view that the entrance to Hillyfields Open Space should not be obstructed during construction work and that there should be no encroachment onto the Open Space by the storage of building materials involved in the construction work.

He reported that there had been approaches from 'Babyballers' and 'Pilates' groups to use the RVRG. Consent has been given on the basis that the number of attendees would be reviewed from time to time, sight of risk assessment and sight of public liability insurance certificate.

RC214 Playground – Min no RC195

The Committee NOTED that the Certificate of Lawful Development has now been granted by Epping Forest District Council (EFDC). A further site visit had been arranged for the following afternoon between the Town Clerk, the Services Manager, and the playground contractor. Hopefully there would be positive news, as the recent weather has been a lot drier, since the torrential rain experienced in April and the majority of May 2023. All parties were keen to progress this project as soon as possible, as the contractor has had the equipment ready for the last two months. If any work had been carried out during the wet conditions, then the Town Council would be liable for any additional repair work, over and above the normal workings.

Members were keen to have this project completed before the commencement of the school holidays, but it was NOTED that this should not be at the expense of the construction work being carried out properly.

An appropriate opening ceremony would be arranged in due course.

RC215 Trees

215.1 Oak Processionary Moth – Min no RC196.1

The Committee NOTED that the Services Manager will conduct a visual survey of oak trees in June 2023 and would report back accordingly, at a future Recreation Committee meeting.

215.2 Tree Planting – Min no RC196.2

The report was NOTED. The Chairman also referenced the recent EFDC planting along the riverbank as funded by the grant provide to EFDC by the Environment Agency and that the trees and whips, currently looked healthy.

215.3 Trees donated by EFDC – Min no RC196.3

The report was RECEIVED and NOTED.

RC216 River Way – Garages / brick wall – Min no RC197

The Committee NOTED the report and RECOMMENDED that smaller whips should be planted at a cost of c£150 rather than an alternative more expensive option of c£575. The work would be carried out by Cllr's MacKinnon, Wixley and Stubbings. There was the possibility that Cllr MacKinnon may be able to source the whips from the same source free of charge. See Min no RC 215.2.

RC217 South Loughton Cricket Club (SLCC) request for a bench in memory of Mr Rob Glendinning – Min no RC198

The report was RECEIVED and NOTED.

RC218 Roding Valley Cricket Club (RVCC) – Min no RC199

The Committee NOTED that the draft sublease is still with the Town Council's solicitors for completion. The situation was very frustrating, and the Town Clerk would continue to expedite matters.

RC219 The Alderton Infant School – litter pick

The Committee NOTED the report.

RC220 Cranleigh Gardens Parking

The Committee NOTED the report and AGREED that the work would be carried out at a cost of c£1,280.

RC221 Resident's request for a bench

The Committee NOTED the request for the bench and that the local resident would pay for all associated costs. The Town Council would vet the final plaque wording and agree the final site for the bench.

RC222 Mental Elf Charity Event

The Town Council AGREED to this request subject to the following.

- Liaison with the very well-established Roding Valley Park Run to ensure that the event does not clash with either the Saturday 5km parkrun or the Sunday Junior Parkrun.
- The Town Council would also reserve the right to sign off on the finalised date, time, and route as it may be aware of conflicting issues that the organisers are unaware of.

RC223 Car Park Gate

An update was provided on recent problems on

- i. the opening and closing of the gate. Members AGREED that this will be continued to be monitored. The Town Clerk would keep a log of ongoing incidents;
- ii. the very recent incidents of fly tipping on the car park site which appears to be sourced and caused locally. Members AGREED that the Town Clerk should leaflet local residents living in the vicinity and ask them to report any incidents of fly tipping that they may be aware of.

Other Agenda Items

RC224 Town Council Van – electric charging - Min no RC200

The Committee NOTED the report and AGREED that in the first instance the Town Clerk should pursue the prospect of charging the van on site, before investigating the potential opportunities to offer a charging service to local residents.

RC225 Town Council Community Halls

225.1 Murray Hall – Solar panels - Min no RC202.1

The Committee NOTED the report and that there is no immediate budget for such a project. The Town Clerk reported that a meeting had recently taken place to investigate if any potential savings could be made from existing users, which appeared to be not the case. He also added that an official complaint has been logged with the electricity billing company concerned, as only estimated bills are being received, despite regular reading being provided and provision of photographic evidence of these readings. It may be appropriate to have an independent energy survey conducted to check whether the existing roof air conditioning system is as efficient as it could be.

In the longer term it may prove more cost effective to budget for and install a solar panel system.

225.2 Murray Hall - Defibrillator

The Committee NOTED the report and that training would be provided soon. Advice from the Community Heartbeat Trust is that September is preferable for the training, as attendance during the summer months would not be great as many people are away.

225.3 Murray Hall – Staffing

The Committee NOTED that as from 1 April 2023, Jayne Bayley was appointed as part time Principal Caretaker & Office Cleaner and also Steven Watkins as part time Relief Caretaker / Officer Cleaner / Cemetery Assistant.

RC226 Jessel Green Fun Day – Min no RC203

The Committee NOTED that arrangements for this event on Sunday 25 June 2023 are progressing well. Especially pleasing is the healthy amount of sponsorship already received.

Any tombola prizes that Members can provide for the Town Council tombola stall would be gratefully received. The Town Mayor was thanked for his recent donations for the stall.

RC227 Skate Ramps – Min no RC204

The Committee NOTED the report and would await the outcome of the inspection and EFDC's further recommendations.

RC228 Transfer of Epping Forest District Council Grounds Maintenance Services to Qualis Management – April 2023

The Committee NOTED the forthcoming meeting, and the Town Clerk and Services Manager would run through all the existing grass cutting itinerary, explain the very tight Town Council budget and the need to keep costs down in the future. The ongoing issue of bin clearance on the RVRG would also be raised.

RC229 Environment & Heritage Committee 28.3.23. Minute 194 Financial Savings

After much discussion, it was AGREED that

- there were no obvious, significant cost cutting opportunities.
- an onsite meeting should be arranged between representatives of the Recreation Committee, the Chairman of the Environment & Heritage Committee, the Town Clerk and Services Manager, EFDC Team Manager Grounds Maintenance South Contracts & Technical Services and any other interested parties.
- a more comprehensive statement could be developed in due course.

The Committee AGREED to suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 9.30pm.

Cllr Brookes left the meeting.

RC230 Proposal for British Sign Language Signs in our Playgrounds.

The Committee NOTED the report and AGREED that this signage should be implemented.

RC231 Financial Position

The Committee NOTED the report. The Town Clerk added that he would be holding an internal meeting after every two months' financial figures, to dissect the budget spent to date and ascertain whether there would be potential for any overrun of the Committees' 2023/24 budget allocations.

RC232 Financial Savings

The Committee NOTED that there were no obvious cost savings to be made. However, with reference to Min 216, a potential saving of up to c £600 may be made.

RC233 Future Work of the Committee

The Committee noted that Loughton Athletic Club wished to put up a mural on the changing room wall to deter further graffiti. The Town Clerk was asked to inform the club that the new mural may attract further graffiti. The Town Council would discuss potential plans to place tall shrubs around the perimeter walls, to improve and soften the appearance of the clubhouse at a future Committee meeting.

The Committee AGREED to further suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 9.35pm.

RC234 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to contractual matters.

RC235 Potential Insurance Claim

The Committee NOTED the report.

Signed:
Date: 6 September 2023

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Wednesday 6 September
2023 at 7.30pm**

Present

Councillors:

D Wixley (in the chair)	
S Fontenelle (from Min no. 239)	L House
N MacKinnon	S Murray
K Valentine	M Stubbings

Also in attendance: Cllr R Brookes

Officers: M Squire (Town Clerk)
P Hoy (Services Manager)

RC236 Apologies

No apologies had been received.

RC237 Declarations of Interest

Councillors Wixley and Murray declared a non-pecuniary interest in agenda item 12 as both are acquainted with the resident, that is requesting the bench. Councillors Brookes, Murray and Wixley declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC), as all are District Councillors. Cllr Murray also declared a non-pecuniary interest in agenda item 9 as a member of South Loughton Cricket Club.

RC238 Confirmation of Minutes

The Minutes of the meeting held on 31 May 2023 were CONFIRMED as a correct record and signed by the Chairman.

Councillor Fontenelle joined the meeting during the next item.

RC239 Public Representations

None were received.

RC240 Town Clerk's / Chairman's Report

Discussions are ongoing with neighbouring businesses at Buckingham Court regarding the installation of a number of electric charging points.

Details of the transfer of Epping Forest District Council (EFDC) Grounds Maintenance Services to Qualis Management are awaited. Since the Recreation Committee last sat on 31 May 2023, the council has received monthly bills from Qualis, but they have not yet been analysed.

The Chairman and the Town Clerk both reported on news of the imminent construction by EFDC of a brand-new playground on the Oakwood Hill Estate. The Town Council has only this week been informed of the existence of the plans for the playground, and that it has been funded through the Government's '2022-23 UK Shared Prosperity Fund' (UKSPF). It has also been intimated by officers at EFDC

that the Town Council will be asked to assume responsibility for ongoing inspections, maintenance, and litter clearance, having had no prior consultation in any part of the development process. The Committee AGREED that the award of funding of this type was welcomed in Loughton, but that the Town Clerk would write to EFDC with a number of questions.

He will ask EFDC to confirm their plans for the playground, once it has been constructed, and report back to the Resources and General Service Committee on 4 October 2023.

Roding Valley Recreation Ground

RC241 Playground – Min no RC214

The Committee NOTED that the new children's playground was opened to the public on Thursday 24 August 2023, with the official opening ceremony taking place on Friday 1 September 2023. An invitation is to be extended to a selection of staff and pupils of both Alderton and Whitebridge Schools as a thank you to both schools for their contribution to the consultation process. It was NOTED that the playground was proving to be very popular and was being enjoyed by large numbers of children.

The Town Clerk reported on a conversation that had taken place with the relative of a severely disabled child regarding the seats that form part of the new inclusive roundabout, specifically the absence of a harness that is essential to allow the child to safely use this piece of equipment. It was AGREED that a harness set would be purchased and made available to use by this particular family, and an accompanying notice would be displayed at the playground asking that the Town Council should be contacted by anyone affected by this issue.

RC242 Trees

242.1 Oak Processionary Moth – Min no RC215.1

The Committee NOTED the report, and NOTED that EFDC Countryside has organised a 'Mad about Moths evening on Weald Common, North Weald Basset on Friday 8 September 2023, between 8pm and 10pm.

RC243 River Way – Garages / brick wall – Min no RC216

The Committee NOTED that all asbestos was removed by Southern Asbestos Services Ltd, a Government approved contractor on Thursday 3 August 2023, from around the proposed tree planting site. It was AGREED that the Chairman and Cllr MacKinnon will arrange the tree planting in the autumn and would be assisted by Cllr Stubbings. Any other members of the Committee were welcome to lend a hand.

Councillor Murray declared a non-pecuniary interest in the next agenda item, as a member of South Loughton Cricket Club.

RC244 South Loughton Cricket Club (SLCC)

244.1 SLCC's request for a bench in memory of Mr Rob Glendinning – Min no RC217

The Committee NOTED that the bench has now been installed as planned.

244.2 SLCC's request email DATED 29 August 2023

The Committee NOTED the request by SLCC to submit plans for a re-build of its cricket clubhouse. It was AGREED that the Town Clerk and Services Manager would engage with SLCC at this early stage of the process and report back to the Committee at its next meeting.

RC245 Roding Valley Cricket Club (RVCC) – Min no RC218

The Committee NOTED that despite some difficulties, the final documentation to be signed off by all relevant parties should be completed shortly.

RC246 Cranleigh Gardens Parking - RC220

The Committee NOTED that the over marking of the cross hatching, parking bay markers and NO PARKING caution, in the small car park in Cranleigh Gardens, was carried out on 28 June 2023.

RC247 Resident's request for a bench – RC221

The Committee NOTED that the bench, including commemorative plaque, was installed on 4 September 2023. The Services Manager AGREED to forward photographs of the installed bench to all members Committee.

A request for a further bench by a local resident, had been made to Cllr Stubbings, but as this was not a commemorative bench it could not be considered in the current financial year. It could however be considered to be included in the programme of works in 2024/25.

A further request for a bench, with a commemorative plaque, had been received by the Services Manager. The location was likely to be close to the lake and discussions were ongoing.

RC248 Mental Elf Charity Event – RC222

The Committee NOTED that the Mental Elf charity, who had originally wanted to host an event on the RVRG in late autumn 2023, had now decided to cancel the event.

RC249 Skate Park Request

The Committee NOTED the Town Clerk's oral report of a discussion that had taken place with a representative of the recently formed "Roding Valley Recreation Ground Skatepark Group", regarding the group's wish to have a skatepark situated within the RVRG.

The Committee NOTED the request and were supportive of the group's general request, but AGREED that it could not support such an initiative at this stage until more information was known. It was therefore AGREED that in the first instance, the Chairman, Town Clerk and Services Manager would hold a meeting with the group, and a full report would be made to the Committee at its next sitting on 31 October 2023.

Other Agenda Items

RC250 Town Council Community Halls

250.1 Murray Hall – Electricity bills

The Committee NOTED that the current electricity provider is causing problems with erratic and nonsensical estimated bills, despite actual meter readings being submitted, and that Officers continue to work towards a resolution to this issue.

250.2 Kingsley Hall – Publicity

The Committee NOTED that a publicity campaign has commenced via Town Council media channels, to encourage more use of the hall in the afternoons.

RC251 Jessel Green Fun Day – Min no RC226

The Committee NOTED that the Jessel Green event, staged on Sunday 25 June 2023, had proven to be a great success once more, with bumper crowds in attendance. The Town Clerk reported that there had been a different ticketing system this year which had resulted in lower takings than in 2022, and that a full evaluation of this issue, as well as costings, would be considered during the preparations for the event in 2024.

RC252 Skate Ramps – Min no RC227

The Committee NOTED that discussions are still ongoing between EFDC and the skateboard company on the works needed to restore the equipment. The Services Manager reported that he would be discussing all issues related to this matter with officers at EFDC on Monday 11 September 2023, and that a full report would be made at the next sitting of the Committee on 31 October 2023.

RC253 Willingale Road Nature Reserve – Min no RC201

The Committee NOTED that a moth survey, carried out by Tim Harris of Wren Wildlife and Conservation Group, in conjunction with EFDC Countrycare, had been carried out on 3 and 4 July 2023. The observations and results following the exercise were NOTED by the Committee.

The Committee NOTED that the asbestos water tank, unearthed by Countrycare volunteers on their previous work session, had been removed by Southern Asbestos Services Ltd, a government approved contractor, on Thursday 3 August 2023, and that the next Countrycare work session has been booked for Thursday 14 September 2023

RC254 Environment & Heritage Committee 28.3.23. Minute 229 Financial Savings

The Committee NOTED that the Town Clerk will arrange the meeting at the first opportunity, which should include a representative of Qualis.

RC255 Proposal for British Sign Language Signs in our Playgrounds – Min no. 230.

The Committee NOTED that a customised sign had been installed at the new RVRG playground. The remaining signs for the other playgrounds may have to be staggered due to budget considerations.

RC256 Filming on Loughton Town Council (LTC) Open Spaces

The Committee NOTED the report and AGREED to update the council's existing filming policy to include all council facilities and to amend its indemnity figure if appropriate. Furthermore it was AGREED that the Town Clerk would contact the Filming Location Booking Agent to seek more information, and Cllr MacKinnon, in his professional capacity, offered his assistance.

RC257 Financial Position

The Committee NOTED the report.

The Committee AGREED to suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 9.30pm.

RC258 Financial Savings

No items were raised.

RC259 Future Work of the Committee

The Committee noted that a set of tennis nets at RVRG were showing signs of disrepair and it was AGREED that they should be monitored and replaced if there was further wear.

The Town Clerk AGREED to progress the arrangement of defibrillator training for all staff and Councillors at the earliest opportunity.

RC260 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to contractual matters.

RC261 Potential Insurance Claim

The Committee NOTED the report and AGREED to implement Option 1. Councillor MacKinnon was thanked for his help in this matter.

Signed:
Date: 31 October 2023

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Tuesday 31 October 2023
at 7.30pm**

Present

Councillors:

D Wixley (in the chair)	
S Fontenelle	L House (from Min no 272)
S Murray	M Stubbings (until Min no 285)
K Valentine	

Officers:

M Squire (Town Clerk)
P Bryce (Community Manager)

RC262 Apologies

Apologies had been received from Cllr MacKinnon and that Cllr House would most likely arrive late.

RC263 Declarations of Interest

Councillors Wixley and Murray declared a non-pecuniary interest in agenda item 9.2 as both are acquainted with the family of Alan Wintle, who are requesting the bench. Cllr Murray also declared a non-pecuniary interest in agenda item 6 as a member of South Loughton Cricket Club and similarly agenda item 8 Loughton Athletic Club (LAC).

RC264 Confirmation of Minutes

The Minutes of the meeting held on 6 September 2023 were CONFIRMED as a correct record and signed by the Chairman.

RC265 Public Representations

None were received.

RC266 Town Clerk's / Chairman's Report

The Committee NOTED the following updates: -

- The tree inspection was underway and should be completed by mid-November 2023. The Town Clerk confirmed that the tree inspections had been moved from 3 to 2 years inspection cycle.
- Cllr CC Pond had been able to source 10 tree whips from the office of the Essex County Council (ECC), Cabinet Member for Environment, Waste Reduction & Recycling. These whips may be used to supplement the planting along River Way, by the garages, or possibly on the Recreation Ground mound to replenish areas where last year's whips may have failed to survive. Officers would collect the whips from Chelmsford on Friday 15th December 2023.
- Members were reminded of the Epping Forest District Council's (EFDC) news release dated 23 October 2023 regarding Dog Control Public Spaces Protection Order. The online consultation runs between Monday 23 October to Monday 20 November 2023.
- Essex and Suffolk Water are carrying out a civil engineering project to service a water chamber on the Roding Valley Recreation Ground behind

houses at the Greensted Road entrance, this work started on 31 October and should take a few days.

- The Town Clerk reported that two of the gate entrances to the Roding Valley Recreation Ground (RVRG), (namely Oakwood Hill and Greensted Road) needed repair work.
- The Chairman reported that following the last CountyCare work at the Willingale Road, nature reserve, there had been an abundance of apples that could have been put to good use. e.g. donating to the Loughton Foodbanks. A diary note would be made for the following year.

Roding Valley Recreation Ground

RC267 South Loughton Cricket Club (SLCC)'s request – e-mail dated 29 August 2023 – Min no RC244.1

The Committee NOTED the report on SLCC's plans for a new clubhouse on the existing site.

Three Town Councillors had attended an invitation from SLCC to visit their ground on Saturday 28 October 2023. Additional members may also attend on Saturday 4 November 2023.

Members commented that there was no objection in principle so far, but that any developments would fall under the umbrella of due planning process, if and when it occurs.

RC268 Roding Valley Cricket Club (RVCC) – Min no RC245

The Committee NOTED that the Town Council's solicitors are awaiting receipt of funds from RVCC to finalise the legal agreements.

RC269 Loughton Athletics Club (LAC)

Members NOTED the report.

RC270 Residents request for a bench – Min no RC247

- (i) The Committee NOTED the report. It was suggested that the need for a litter bin should be considered in terms of location of any bench being situated by the lake, as the proximity to the lake could lead to further problems.
- (ii) The Committee Noted the request from the Wintle family.

RC271 Skate Park Request – Min no RC249

The Committee NOTED that a site meeting has been arranged between the Recreation Committee Chairman, Town Clerk and Services Manager with the founder of the Roding Valley Recreation Ground Skatepark Group (provisional title) for 10am on 16 November 2023. Cllr Wixley further suggested that Roding Ward Councillors should also be invited to attend this meeting and also Cllr Fontenelle, due to his interest in skateboarding.. Councillors also made it very clear that Loughton Town Council has made no formal decision and have not taken this on as a project, and that no funding is currently available for such a project.

Cllr House joined the meeting during the following agenda item

Other Agenda Items

RC272 Town Council Community Halls

272.1 Murray Hall – Min no RC250

- I. Members NOTED the report and oral update on the erratic and high electricity charges.
- II. Members NOTED the report and oral update on the difficulties with the existing heating system.
- III. Members NOTED the report and oral update on the defibrillator training. Costings from three different training suppliers were quoted. Members opted for the 'Community Heartbeat' training, who originally supplied the defibrillator.

272.2 Kingsley Hall

- I. Members NOTED the report and oral update on the problems with the old heating system. The interim measure of draining the sludge from the radiators, appeared not to have been successful, as two radiators are still not working. Should there not be a resolution to this problem, the Committee may have to contemplate a newer and more efficient heating system. The Town Clerk confirmed that the Services team regularly did routine checks on the heating and the radiators were bled.
- II. Member NOTED that EFDC will be hiring the hall for the local elections in May 2024. A member stated that Kingsley Hall would replace the usual polling station based at Thomas Willingale School. The Town Clerk confirmed that Murray Hall would be used as a polling station as usual.

RC273 Skate Ramps – Min no RC252

The Committee NOTED that officers continue to chase EFDC who are liasing with a skateboard company for progress reports on repairs. The skate ramps would be stored in the future by EFDC at their premises at North Weald, but continue to be owned by the Town Council.

RC274 Environment & Heritage Committee 28.3.23 Minute 194 Financial Savings – Min no RC254

The Committee NOTED that some prospective dates have been circulated between the respective Environment & Heritage and Recreation Committee Chairmen, to set up a site meeting between all relevant parties, at the first available opportunity.

RC275 Filming on Loughton Town Council (LTC) Open Spaces – Min no RC256

The Town Clerk reported that the company were acting as agents. There would be no fee, but the company would take a percentage of LTC's hire fees. The Town Clerk would set up a call, confirm terms and conditions and find out whether LTC would be tied to a contract and if this would preclude any independent hire.

RC276 Playing Field / Playground Awards

The Committee NOTED the pleasing report

RC277 Financial Position

The Committee NOTED the report.

RC278 Financial Savings / Income Generation

A question was raised as to whether savings could be made on water usage in general, including the flushing frequency of the Town Council's halls 'water /urinal systems, which could use more water than necessary .It was thought not, but the Town Clerk would enquire further. The Committee discussed and reviewed and would continue to monitor all options.

RC279 2024/2025 Fees and Charges Review

The Committee AGREED to increase hire fees by the recommended 7%. An additional point should be included in the policy that all hirers for open events should provide their valid Public Liability Insurance and the amount of coverage should be in line with the Town Council's policy.

RC280 Committee Priorities for 2024/2025

The Committee agreed to move Jessel Green event to the top of the priorities list as this was now an annual event. All other priorities to remain the same.

RC281 2024/25 Budget

The Town Clerk highlighted the following areas.

- Generally expenses had been increased by an average of 7%.
- In the current difficult financial climate, it is unlikely that any new major projects can be contemplated
- However ideally, additional Earmarked Reserves (EMR) needed to be allocated for ongoing concerns, such as the heating systems for Murray Hall and Kingsley Hall.
- Football income is likely to be much lower for 2024/25 as a number of clubs have disbanded. Further work would take place on dissecting the existing costs versus income for running football on the RVRG next year.
- The current EMR for the Town Council van would most likely be utilised by the end of the financial year. Working costs for the van would be increased in recognition of the new lease financing arrangements next year.
- Recommended that EMR would be increased by £10k for new playgrounds and £20k for potential work on the halls heating systems. The EMR for Moull's bridge would be removed.

Councillors noted the report and thanked the Responsible Financial Officer (RFO) for her hard work on the budget. The Town Clerk reiterated that these are early draft figures and further amendments may be necessary later in the budget process.

RC282 Future Work of the Committee

None to report.

RC283 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to contractual matters.

The Committee AGREED to suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 9.30pm.

RC284 Potential Insurance claim

The Committee NOTED the report and the Town Clerk would proceed on the recommended basis.

The Committee AGREED to further suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 9.45pm.

Cllr Stubbings left the meeting during the next item.

RC285 EFDC Playground Project

After discussing this agenda item, the Town Clerk agreed that this agenda item could be taken out of private session as the initial project was being withdrawn by EFDC. It was reported that EFDC were now considering placing wooden picnic tables and children's seating on the grass area of land at the end of Marlescroft Way.

RC286 Lease Agreement

The Committee NOTED the report and the existing lease agreement between EFDC and SLCC.

Signed:
Date: 17 January 2024

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Wednesday 17 January 2024
at 7.30pm**

Present

Councillors: D Wixley (in the chair)
L House N MacKinnon S Murray
M Stubbings K Valentine

**Councillors also in
Attendance:**

R Brookes

Officers:

M Squire (Town Clerk)
P Hoy (Services Manager)

Also Present:

Fabrizio Ferrari, Public Health Improvement Officer, Health Improvement Manager – Customer and the Community, Epping Forest District Council (EFDC)

RC287 Apologies

Apologies had been received from Cllr Fontenelle. The Town Clerk reported that no substitute had been appointed for this meeting.

RC288 Declarations of Interest

Cllrs Wixley, Murray and Brookes declared a non-pecuniary interest in agenda items relating to the work of EFDC as all are members of this authority. Cllrs Wixley and Murray declared a non-pecuniary interest in agenda item 9.1, as they are known to the Wintle Family.

RC289 Confirmation of Minutes

The Minutes of the meeting held on 31 October 2023 were CONFIRMED as a correct record and signed by the Chairman.

RC290 Public Representations

None were received.

RC291 Play Facilities on the Oakwood Hill Estate

Mr Fabrizio Ferrari, Public Health Improvement Officer, Health Improvement Team Manager – Customer and the Community, at EFDC was welcomed to the meeting. Mr Ferrari appraised members with regards to grant funding of £30,000, via the UK Shared Prosperity Fund, which could be made available to Loughton Town Council (LTC) to improve the Monksgrove Playground on the Oakwood Hill Estate, by way of adding new play equipment. It was further stated that other works were planned for the Oakwood Hill Estate in the near future. Members considered Mr Ferrari's address and it was AGREED that other LTC playgrounds warranted more urgent improvement, most notably Newmans Lane. Mr Ferrari was asked by the Committee to consider whether the funds could be diverted to an alternative site, in this case Newmans Lane Playground. Mr Ferrari informed the meeting that he would seek guidance on this proposal and inform the Town Clerk accordingly.

RC292 Skate Ramps – Min no RC273

Mr Ferrari reported that the skate ramps and trailer repairs had now been completed by King Ramps, with all of the equipment to soon be delivered to North Weald Airfield for storage. The ramps will remain the property of the Town Council, and appropriate groups will be sought by Mr Ferrari's department to use the equipment in the community.

Mr Ferrari was thanked for attending the meeting.

Cllr Brookes left the meeting before the next item.

RC293 Town Clerk's / Chairman's Report

- The Services Manager updated the meeting on a sink hole that was found at the Felstead Road Playground on 4 January 2024. Transport for London had been contacted and its maintenance department would shortly be attending site.
- The free tree whips (ten in all) were collected from Essex County Council (ECC) headquarters on 15 December 2023 and have now been planted by Cllrs Wixley and Stubbings on the mound at Roding Valley Recreation Ground.
- The Chairman reported that the sink hole at Felstead Road Playground might be the responsibility of the Environment Agency, and or Thames Water, as there is an underground watercourse at the playground.
- The Chairman reported on a Police Community Safety event he attended at St Mary's Church on 12 January 2024. He referred to further police events as per Essex Police despatch issue 29.
- The Chairman reported that he will be attending the opening of the Epping Forest Wellness Centre at New City College on Saturday 20 January 2024. Cllr Mick Stubbings will also be in attendance, in his official capacity as Town Mayor.
- The Chairman Reported that he and Cllr Valentine had met with members of South Loughton Cricket Club (SLCC) on Saturday 4 November 2023, to discuss plans for the proposed re-development of the SLCC cricket pavillion. No further contact has been received from SLCC since the meeting.

Roding Valley Recreation Ground (RVRG)

RC294 Roding Valley Cricket Club (RVCC) – Min no RC268

Members NOTED that the Town Council's solicitors are awaiting receipt of funds from RVCC to finalise the legal agreements. The Town Clerk has continued to chase and will continue to do so.

RC295 Residents requests for benches

295.1 Request from the Wintle family – Min no RC270

Members NOTED that orders have been issued for the seat, plaque, and concrete base. Delivery of the seat and plaque is due on Tuesday 23 January 2024, and the concrete base will be installed as soon as possible, however this will be dependent on favourable weather and ground conditions.

Cllr Brookes re-joined the meeting.

295.2 Request from the Lee family

Members NOTED that a request has been received from a local resident, for a bench with a memorial plaque for her recently deceased husband. The seat would ideally be placed facing the lake close to the memorial tree planted in November 2021. It was AGREED that the Services Manager would proceed with the request.

295.3 Other benches

Members NOTED that the Town Council is responsible for a number of other benches in Loughton (not the High Road), including maintenance. The majority of these fall under the remit of the Environment & Heritage Committee. The Services Manager, Paul Hoy was thanked, in respect of this ongoing work.

RC296 Skate Park Request – Min no RC271

Members NOTED that a site meeting took place on 16 November 2023 between Cllrs D.Wixley, N.MacKinnon, the Town Clerk, Services Manager and Mr John Lawal (JL), instigator of a new skate park community group for Loughton. A possible location, on the mound near the outdoor gym, was discussed, but no further contact has been received from Mr Lawal since the meeting.

RC297 Essex & Suffolk Water (ESW)

The Town Clerk reported that the large excavation crater dug by ESW in November 2023 to source a water leak, some 20 feet below ground on the RVRG close to the Greentsed Road entrance, had been filled in following completion of the drainage repairs. Loughton Town Council (LTC) was very grateful to have the invaluable support of EFDC drainage engineers throughout the process. It was NOTED that ESW still have reinstatement work to be completed (including the entrance way) which will be addressed in Spring 2024.

RC298 Play in the Park

The Committee NOTED the reduction in the charge for Play in the Park sessions, and AGREED that officers should, if possible, book additional sessions in the summer holidays, using the saved expense.

RC299 Jessel Green Fun Day

Members AGREED the proposed date of Sunday 23 June 2024, 12 noon until 4pm.

RC300 RVRG Playground

- I. The Town Clerk gave an oral update on Safety harnesses for specific play equipment. Advice received from a leading play equipment inspector stated that harnesses should **not** be left on the equipment unsupervised, at anytime. The Committee considered allowing park users to borrow harnesses for specific time periods, but AGREED that concerns over the welfare of all park users, should they be accidentally left on site and abused in anyway, were too great, and therefore a borrowing scheme would not be implemented at this time.
- II. Members NOTED that the cracked platform of the toddler multi-play area was promptly replaced at no additional cost. In the Spring of 2024, attention will be given to any additional grass seeding required by the playground entrance.

Other Agenda Items

RC301 Town Council Community Halls

301.1 Murray Hall – Min no RC272

301.1.1 Electric Charging Point

Members NOTED that an EV electric charging point and installation has been secured at a net cost of £2,478.67 for the wall box and installation for the use of the Town Council van, which serves the Loughton community. On this basis Cllr CC Pond has been able to secure £1,000 towards the costs, from the ECC Locality fund in his capacity as a County Councillor. The Town Clerk reported that the installation team would be on site on Monday 22 January 2024.

301.1.2 Electricity charges

Members NOTED that a further 'Teams' meeting had been held with the Billing Customer Services Manager of SSE on 6 January 2024. The office is edging closer to agreeing bills paid to date and a practical way forward.

301.1.3 Defibrillator training

Members NOTED that the defibrillator training, to be delivered by The Community Heartbeat Trust, had been booked for Thursday 29 February 2024, 6pm to 8pm at the Murray Hall. The training is primarily aimed at council caretaking staff and park wardens, and members and staff will be advised if there is any spare capacity to attend the session.

301.2 Kingsley Hall Heating – Min no RC272.2.1

Members NOTED that during December 2023, further works were carried out on the heating system which would appear to have alleviated the previous issue of consistently low temperatures, quite considerably. Further checks were carried out to the pipework and an additional radiator installed, with the result being that temperatures are at an acceptable level for hall hirers. This situation will continue to be monitored closely.

RC302 Filming on Loughton Town Council (LTC) Open Spaces – Min no RC275

The Committee NOTED the report on 'Giggster,' the start-up company based in Los Angeles USA but seeking to expand into Europe and the UK. They describe themselves as 'the Airbnb for meetings, events, weddings, birthdays, film locations and photoshoots,' and they offer a free service which would list the council's venues with them, with no monthly fees, no contracts and no commitments. Should the Town Council seek to engage with Giggster for a trial period, an hourly filming rate for all listed assets would be required and Giggster would charge 19% commission for every completed booking. The Committee AGREED to enter into a trial period to see if any income can be generated.

RC303 Financial Position

Members NOTED the current financial position as of 31 October 2023 together with details of the funds available from earmarked reserves.

RC304 2024/25 Budget

The Committee NOTED the preceding Resources and General Services budget meeting.

RC305 Future Work of the Committee
No items were raised.

Signed:
Date: 27 February 2024

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

**MINUTES of the meeting held at Loughton Town Council, Council Chamber,
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Tuesday 27 February 2024
at 7.30pm**

Present

Councillors:

D Wixley (in the chair)

S Fontenelle

S Murray

L House (from Min no RC316)

M Stubbings

K Valentine

Also in attendance:

Officers:

M Squire (Town Clerk)

P Hoy (Services Manager)

RC306 Apologies

Apologies had been received from Cllr MacKinnon, and it was Noted that Cllr House would be arriving late.

RC307 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in agenda item 7, as he is acquainted with the Wintle family. Cllrs Wixley and Murray declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) as both are members of this authority.

RC308 Confirmation of Minutes

The Minutes of the meeting held on 17 January 2024 were CONFIRMED as a correct record and signed by the Chairman.

RC309 Public Representations

None were received.

RC310 Play Facilities on the Oakwood Hill Estate / Newmans Lane - Min no RC291

The Town Clerk reported that unfortunately Mr Fabrizio Ferrari, Public Health Improvement Officer, EFDC, was unable to attend the meeting, to address the Committee regarding Agenda items 6 and 7. The Town Clerk reported that Mr Ferrari was in the process of arranging a meeting for all interested parties, including Town and District Ward Councillors and Officers, to discuss the proposed Newmans Lane Playground renovation, and a full report will be presented at the next meeting of this Committee.

RC311 Skate Ramps – Min no RC292

The Town Clerk reported that the portable skate ramps and trailer had now been fully refurbished and were being stored at North Weald Airfield. The Community Development Team at EFDC are currently seeking funding from Active Essex to fund a series of skate jam events across the district (including Loughton) as part of the events to support Ride London and increase the uptake of wheeled sports generally.

RC312 Town Clerk's / Chairman's Report

- The Committee NOTED that requests for benches from both the Wintle and Lee families are progressing, and that both are subject to contractor availability and weather conditions on the Roding Valley Recreation Ground.
- The Town Clerk reported that Public Spaces Protection Order (PSPO) signs have been placed by EFDC at the Oakwood Hill entrance to Roding Valley Recreation Ground (RVRG), and at Colebrook Lane Playground. The Committee recommended that Officers should approach EFDC to secure more signs, to be placed strategically around the RVRG.
- The Town Clerk reported that Roding Valley Angling Club had asked for permission to supply and install its own notice board, adjacent to the Town Council notice board, close to the Greensted Road entrance to the RVRG. The Committee agreed to the request and the decision will be ratified at the next Recreation Committee meeting. Officers will liaise with the Angling Club on this matter.
- The Town Clerk reported that a site meeting had been held at Loughton Cricket Club, to resolve issues around the boundary with a neighbouring property, and that the matter remained ongoing.

Roding Valley Recreation Ground (RVRG)

RC313 Roding Valley Cricket Club (RVCC) – Min no RC294

Members NOTED that RVCC had now opted for an England and Wales Cricket Board (ECB) loan to fund their move, as it is such a large payment. Subsequently, the conclusion of this matter has been delayed.

RC314 RVRG Tree Survey

Members NOTED that a survey of trees across all Town Council sites was carried out by Place Services (ECC) in late 2023, and the resultant report was received by Officers in January 2024. Excluding the RVRG, there is minimal work needed to conform to health and safety recommendations at the other council sites, however, due to the sheer volume of trees at RVRG, there are once again a substantial number of trees in need of attention. It was AGREED that a copy of the full report will be sent by separate e-mail by the Services Manager to all members of the Committee.

RC315 RVRG – Memorial Trees

The Committee NOTED the report and AGREED to allow EFDC tree officers to plant memorial trees at key locations on the RVRG: namely to the rear of River Way and the rear of Greensted Road.

Cllr House joined the meeting during the following item.

RC316 RVRG Changing Rooms

The Committee Noted the report highlighting concerns over health and safety concerns at the two changing room buildings. It was AGREED that Officers would seek professional advice for resolving issues relating to all aspects of site security, and that EFDC would be approached with a view to discussing the feasibility of demolishing the buildings, as they are no longer fit for use.

Other Agenda Items

RC317 Town Council Community Halls

317.1 Murray Hall – Min no RC301.1

I. Electric Charging Point

Members NOTED that the electric charging point had been installed and is servicing the Town Council van without any problems. Cllr CC Pond, in his capacity as an Essex County Councillor, was able to source additional funding from the Locality Fund to a new total of £2,022.00, which has covered the majority of the net costs of £2,478.67 for the wall box and installation.

RC318 Inappropriate planting of trees on Hillyfields Open Space and Jessel Green by Essex County Council (ECC) / Epping Forest District Council (EFDC)

This development will have already been raised at the Town Council meeting on 21 February 2024.

- **Hillyfields Open Space** – The Committee Noted the report.
- **Jessel Green** – The Committee Noted the report and AGREED that on further reflection the newly planted trees that had been set within the green space should not now be re-located to closer to the Jessel Drive side of the green. The Town Clerk will liaise with officers at EFDC in this regard.

RC319 Jessel Green Fun Day – Sunday 23 June 2024

Members NOTED that good progress had already been made on the organisation of this summer's event.

RC320 Financial Position

The Committee Noted the report.

RC321 Future Work of the Committee

The Chairman mentioned that 'Pinnacle' should be thanked for their work towards our gold certificate from the Essex Playing Fields Association.

Signed:

Date: 29 May 2024