



RECREATION COMMITTEE

Members of the Recreation Committee

are summoned to attend a Meeting

**which is to be held by ZOOM (digital meeting platform)
on Wednesday 6 January 2021 at 7.45pm**

to transact the business shown in the agenda.

**Mark Squire
Town Clerk**

30 December 2020

Membership:

**Councillor D Wixley (Chairman)
Councillor A Omer (Vice Chairman)**

R Brookes
S Murray

Councillors
B Cohen
M Stubbings

J Jogia

Note to Councillors:

If you are unable to attend the meeting,
please phone your apologies to the office on 020 8508 4200
Zoom-code and password can be obtained from the Town Clerk.

A G E N D A

- 1 **Apologies**
To RECEIVE any apologies for absence.
- 2 **Declarations of Interest**
Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.
- 3 **Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 17 November 2020.
- 4 **Public Representations**
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 5 **Town Clerk's / Chairman's Report**
To report (for discussion only) on any further significant information / matters that may be of interest to Committee members.
- 6 **Roding Valley Recreation Ground - Planting Scheme and Footpaths - Min no RC200.5**
The District Council contractors have the capacity for the work, which will be carried out when the ground conditions improve. Following the recent severe flooding of the area, it is not possible currently to use a small excavator.
- 7 **Roding Valley Recreation Ground – Drainage Works – Min no RC200.11**
To note that the contractors will not be returning to continue this work until the flood water has subsided.
- 8 **Roding Valley Recreation Ground - Improvements Scheme – Min no RC200.6**
As part of the public consultation, the Town Clerk is drafting circular letters to go out to local residents in the immediate vicinity of the changing rooms, in respect of the draft design plans. The intension is for this exercise to be undertaken in late January 2021, but this aim largely dependent on prevailing covid circumstances at the time.
- 9 **Roding Valley Recreation Ground - Football Changing Room / Car Park Gates – Min no RC200.12**
The companies that supplied the original quotes have been approached to re visit and revise their original estimates given the enhanced scale of the project, specifically regarding the need for height restrictions and in the knowledge that major adjacent ground works would soon follow the installation of the gates. Given the time of year and current circumstances it might not be possible to obtain all three quotes in time for the meeting, but an update will be provided.
- 10 **Roding Valley Recreation Ground - Playground – Min no RC200.8**
Recommendation that a playground consultant is invited in the New Year to inspect the favoured area, adjacent to the tennis courts.
- 11 **Roding Valley Recreation Ground – Football Pitches – Min no RC200.7**
To note that the football pitches have not been used as the area remains flooded.

12 Roding Valley Recreation Ground – New benches

Members may be aware that two benches adjacent to the lake were completely destroyed in an arson attack on the evening of 27 November 2020.

- The Fire Service was called to the scene and Essex Police have been informed.
- The Town Council's insurance company has agreed for an insurance claim to be submitted (with an excess of £250.00).
- Via an introduction by Cllr Murray, an approach was made to Cllr Valerie Metcalfe, Essex County Councillor, Buckhurst Hill & Loughton South Division and a donation of £500 has been secured for up to £500 from her Locality Fund, to spend on the cost of replacement benches.
- There may be replacement benches available from EFDC which are currently being investigated.

The Committee is asked to consider replacing the seats and to clarify the composition of the new seats in light of known vandalism and anti-social behaviour at this site. The Services Manager will give some input on the types of benches available.

To note that a list of all personal dedications on Town Council benches will be maintained to ensure records are kept, in case of future vandalism/destruction. There were not any dedications on these two particular benches.

13 Murray Hall

The Town Clerk will update members on recent contact made by the Epping Forest Branch of the English-Speaking Union and also the NHS, who may wish to use the hall as a vaccination centre.

14 Kingsley Hall - Min no RC201

The tender process for the window replacement works has begun and the Services Manager has met two contractors on site so far. The process is ongoing.

Members are reminded that the VAT Consultancy Company, originally designated by the Town Council in 2018 will need to be re engaged to assist in determining the most effective means of mitigating the VAT impact on this project.

15 Hillyfields

15.1 Hillyfields Open Space Flood Alleviation Scheme -Min no RC 204

Contractors employed by Essex County Council (ECC) have since been to the site and carried out the remedial work. This work is due to be inspected by the Epping Forest District Council (EFDC) Principal Engineer, Environmental Protection and Drainage.

A further dialogue / on site meeting is to take place with EFDC Officers regarding the necessary grass re-instatement works to the outer areas. Advice will be sought as to what is practical and cost effective to improve the landscaping of the area.

An oral update will be provided at the meeting.

The maintenance funding has now been received from Essex County Council.

15.2 Hillyfields Litter Bins

A request has been received from a member of the public, asking that litter bins be installed on site. The Committee is asked to consider the request, bearing in mind the cost of installing them and the cost of emptying them.

16 Epping Forest Initiative Min no EH233.1

This item was referred to this Committee from the Environment & Heritage Committee meeting dated 29.29.20. See relevant agenda item and minutes attached on page 4.

17 Financial Position

The current financial position is attached together with details of the funds available from earmarked reserves (see pages 5-6).

The Town Clerk will also update the committee on some budget implications and considerations for the financial year 2021/2022.

18 Future Work of the Committee

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

The Committee Chairman has asked that members consider the land strip behind the lake and adjacent to the River Roding, as this area has become a quagmire and is difficult to navigate.

**Mark Squire
TOWN CLERK
30 December 2020**

Agenda item 16

Epping Forest Initiative Min no EH233.1

EH233 Tree matters

EH233.1 Essex Forest Initiative

The Committee NOTED the report. It was AGREED to support the initiative in principle, and to refer this item to the Recreation Committee.

20.1 Essex Forest Initiative

From: Amanda Rossell - Sustainability & Resilience Officer

Sent: 03 September 2020 13:25

Subject: Essex Forest Initiative

You may already be aware of the Essex Forest Initiative - Essex County Council's commitment to planting 375,000 trees across Essex within 5 years - and we are really keen to discuss how your parish could get involved.

The Essex Forest Initiative is a project that was announced by the leader of the Essex County Council, Councillor David Finch on the 8th October 2019. It involves a commitment to planting 375,000 trees across Essex within 5 years; an immediate and tangible way in which we can show our commitment to tackling climate change and reducing our carbon footprint. The trees will be planted on Essex County Council land as well as land from other council's, voluntary sector partners and private landowners and by working in partnership with others. This year, we will be planting approximately 25,000 trees (approximately 10 hectares of land), providing government COVID-19 guidelines allow.

The first parish council to get involved with the initiative was Great Dunmow. Back in March, residents of Little Dunmow planted 50 sapling trees on recreational land within the village. The saplings, bamboo stakes and rabbit-proof sheaths used in the planting were provided for free by the Essex Forest Initiative. We are having discussions with a number of other parishes about planting this year. We are now looking ahead to the following planting season, November 2021 to March 2022. We welcome interest and involvement from further Essex parishes who could plant more trees on parish-owned land, who have the volunteers to help plant the saplings and who are willing to look after the trees in the future. Essex County Council can supply the trees, offer any advice you may require and can even support you in applying for grants for bigger sites over several acres.

If you are able to help us create the Essex Forest, we would ask that you initially fill out the following survey to let us know about the size and location of your planting - <https://arcg.is/Tj5zb> We will then make contact as soon as possible to make arrangements, however please be aware that depending on government guidelines our planting plans may vary.

If you would like to offer additional support to the Essex Forest Initiative, we would greatly appreciate if you could follow our Facebook page: <https://www.facebook.com/greenessex>

**Agenda item 17
Financial Position**

**Loughton Town Council
Summary Income & Expenditure by Budget Heading 30/11/2020
Month no 8
Recreation Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Recreation							
Kingsley Hall	Expenditure	22,110	7,461	18,752	11,291	11,291	39.8%
(1)	Income	39,941	18,263	41,000	22,737		44.5%
The Murray Hall	Expenditure	141,134	102,175	134,265	32,090	32,090	76.1%
(2)	Income	82,157	40,804	78,800	37,996		51.8%
Other Services (Rec)	(3) Expenditure	5,867	1,198	11,250	10,052	10,052	10.7%
Service Re-Charge	(4) Expenditure	146,000	0	146,000	146,000	146,000	0.0%
Roding Valley Recreation Ground	(5) Expenditure	127,901	21,212	148,845	127,634	127,634	14.3%
(6)	Income	10,329	6,038	10,645	4,607		56.7%
Open Spaces	(7) Expenditure	27,722	7,541	25,750	18,209	18,209	29.3%
(8)	Income	235	0	0	0	0	0%
Playgrounds	Expenditure	23,187	9,988	49,960	39,972	39,972	20.0%
Will. Rd. Playing Field	Expenditure	14,540	8,223	21,232	13,009	13,009	38.7%
(6*)	Income	1,233	128	1,150	1,022	0	11.1%

INCOME – EXPENDITURE TOTALS

Recreation Expenditure	508,461	157,808	410,054	252,246	252,246	38.5%
Income	133,896	65,234	131,595	66,361	0	49.6%
Net Expenditure over Income	374,565	92,574	278,459	185,885	0	0

Notes:

- 1) Kingsley Hall income is lower than normal for this time of year due Covid 19 closure.
- 2) The Murray Hall income lower than usual for this time of year due to Covid 19 closure but E.15 have confirmed they will continue hiring Murray Hall next term between September to December 2020. (Interrupted by COVID-19 19)
- 3) Other Services budget includes £10,000 for community events, £250 for defibrillators and £1,000 contingency.
- 4) The annual service recharge is £146,000. Position as at 30/11/2020 = £97,333 which would equate to 66.7%.
- 5) Roding Valley Recreation Ground year to date Expenditure figure is £21,212 Position as at 30/11/2020 including the DSO grounds maintenance contract is £101,692. Which would equate to 68.6% of Budget,

Agenda item 17
Financial Position - continued

- 6) Willingale Road and Roding Road Valley Recreation Ground, Playing Field's income for the football season pitch hire is normally paid advance but due to Covid 19 closure and the inclement weather very few Football Pitches have been hired.
- 7) Open Spaces year to date Expenditure figure is £7,541. Position as at 30/11/2020 including DSO grounds maintenance contract is £16,550 which would equate to 64.3%.
- 8) Income for Open Spaces is the licence fees for access to Roding Road Allotments which will be invoiced at the end of the financial year.

Earmarked Reserves:

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below.

Schedule of Earmarked Reserves	
	1.4.20
Recreation Committee	
Murray Hall/Kingsley Hall	51,000
Roding Valley Recreation Ground	110,000
Playgrounds	34,000
Van replacement	9,000
Charles Moules Bridge	15,000
Total	219,000