



RECREATION COMMITTEE

Members of the Recreation Committee

are summoned to attend a Meeting at **7.45pm** on

Wednesday 2 June 2021

at Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD
to transact the business shown in the agenda.

Mark Squire
Town Clerk
26 May 2021

Membership:

Councillor D Wixley (Chairman)
Councillor K Valentine (Vice Chairman)

S Fontenelle	Councillors	
S Murray	L House	N Mackinnon
	M Stubbings	

Note to Councillors:
If you are unable to attend the meeting,
please phone your apologies to the office on 020 8508 4200

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 3 March 2021.
 - 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.
- Roding Valley Recreation Ground**
- 6 Planting Scheme and Footpaths – Min no RC233**
One pathway section has been completed. The 2 further sections of path diversion - by Charlie Moules Bridge and across by Loughton Brook, should be funded by Epping Forest District Council (EFDC) budgets as they are to facilitate the planting. A further update has been requested from EFDC.
 - 7 Drainage Works – Min no RC234**
See attached report page 4.
 - 8 Car Park Gates – Min no RC235**
The preferred contractor has now been selected. Essex County Council Highways (ECCH) have been approached, regarding the installation of the barrier at the entrance to Roding Valley Recreation Ground in Roding Road Loughton. Although the gate/barrier will be placed on the Recreation Ground, as it will be situated as close to the road, advice is required as to what is permissible. A site visit has been requested from EECH. The Town Clerk will provide an additional update.
 - 9 Playground – Min no RC237**
See attached report and potential playground schemes examples 5.
 - 10 South Loughton Cricket Club (SLCC) / Loughton Athletic Club (LAC) – Min no – RC236**
An on-site meeting with representatives from SLCC and LAC is being arranged
 - 11 Requests – members to review and make recommendations**
 - 11.1 Memorial Tree**
A request has been received from a local resident (the mother of Harley Watson) to plant a memorial tree with a small plaque at Roding recreational grounds.
 - 11.2** Councillor Stubbings has asked that the following local residents requests be considered

- i. **Barbeques**
For barbeques on the Recreation Ground? Fire risk?
- ii. **Fenced off area for dogs**
For a fenced off area where dogs could be let off their leads and run around without causing any problems to other people using the fields?

12 Accumulation of waste by Loughton Brook at the rear of Broomfield Avenue garages – Min no RC243

The debris has now been cleared from the riverbank, thanks to the considerable efforts from EFDC officers, and persistent chasing by Cllr Murray.

13 Newman's Lane Playground

A local resident has raised concerns over Newmans' Lane playground – in need of improvement and upgrade. The Town Clerk will provide further background information. Members to review

Recommended that

- i. Newmans Lane Playground is the next playground upgrade, following completion of the Recreation Ground Playground project.
- ii. given the large number of Town Council playgrounds that a significant sum is earmarked and accrued on an annual basis, towards refurbishment of the numerous playgrounds.

14 Scout Hut request

See attached request (extract) from 16th Scout troupe dated 12 May 2021. The Town Clerk will provide further background information. Members to review and recommend a way forward. See page 6.

15 Hillyfields

- i. **Open Space Flood Alleviation Scheme - Min no RC243**
The Town Clerk continues to chase the remedial work required from Essex County Council.
- ii. **Litter Bins**
Please see attached email correspondence with EFDC Waste Management Team. The Town Clerk will provide further background information.

16 Murray Hall Update

The Vaccination Centre Manager has offered to provide a brief update on developments at Murray Hall, which should be available for the Committee meeting.

17 Land adjacent to Willingale Road Allotment

To receive and note attached report. See page 7.

18 Financial Position

The current financial position is attached together with details of the funds available from earmarked reserves (see pages 8 - 9).

19 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.

**Mark Squire
TOWN CLERK
26 May 2021**

Agenda item 7
Drainage Works

The Services Manager met with Trevor Baker, Principal Engineer, Environmental Protection & Drainage, Contracts & Technical Services, (EFDC on Tuesday 18 May 2021, to discuss the continuation of drainage works to the land adjacent to South Loughton Cricket Club. The work had commenced in November 2020, but due to a prolonged period of weather leading to ground saturation, coupled with unforeseen issues with the configuration of the existing land drainage on site, the work had been postponed over the winter/spring period. Trevor Baker outlined the following scope of works, which would see the project through to completion:

1. A small section of pipe will be laid beneath the opening in the hedge line to ensure the run-off of water stored in the ditch that runs from the base of the mound. This is currently a dead end, and at the time of the meeting the ditch was full of water.
2. To ensure the flow of stored water, a shallow ditch will be dug from the new pipe (see point 1 above) through to the small 'blocked' section of pipe close to the playground gate. The new ditch will run parallel with the rear fence line of the playground and is land that is not used by the public as it is a narrow space sandwiched between the playground fence and the hedge line.
3. The small section of blocked pipe (see point 2 above) will be unblocked thus allowing water to flow into the ditch that runs through to the river.
4. To summarise, the work will see the creation of a continuous ditch running from the base of the mound through to the ditch that feeds into the river, thus allowing for the run-off of flood water from the field that houses the playground.

These measures will afford a greater chance for flood water to drain out of this area of land. However it should be noted that in times of extreme wet weather its effectiveness will be dictated by factors such as the level of the River Roding and the degree of rainfall.

PH 25.5.21

Agenda item 9
Playground

Roding Valley Recreation Ground Playground

From: Maria Cook <

Sent: 06 April 2021 19:29

>

Subject: Roding Valley play area

Dear Paul

It was good to meet with you and Mark recently to discuss the future improvements/refurbishment of the children's play area at Roding Valley.

We discussed relocating the play area to the flatter ground adjacent the tennis courts. The actual area will be dependent on the budget.

You told me you intended to use the existing fence, where possible.

It is recommended that an access footpath off the main path is constructed to the new gate. The path should be a minimum of 1.2 metres wide with a wider area at the gate, say 3m wide x 1.5m. This will allow for the opening of the gate and pushchairs to access without going onto the grass. There should be two pedestrian gates, 1.2 m wide, that open out into the playing field for a quick escape. If there is any grass within the fence line then a service gate will be required.

The recommended age group for the new site would be up to 12 years - to be confirmed - and should include swinging, sliding, climbing, rotating and rocking. Seats, litter bins and signs will also be required. An additional item for older children could be installed outside the fence with the main contract or at a later date. Approximate budget of £5-6K to include safer surfacing.

To give you an idea of what you can get for your money I have attached some schemes from HAGS from £50,000 to £100,000. This cost will include equipment, installation and safer surfacing. It is not clear if any fencing or hard landscaping has been included.

I would suggest that £75,000 is a good round figure that will include tarmac to any remaining areas around the safer surfacing.

There are a few sites that offer funding

North West London Waste Authority, Essex County Council Grant Directories, Awards for All I hope this has been useful. If I hear of any further sites, I will forward them on to you. This information is just a guideline to start with. Once you know what your budget is you can work on a specification of what you want to send out to the play companies.

Please give me a call if I can help further.

Kindest regards

Maria

The Town Clerk and Services Manager met Maria Cook on site on 16 March 2021. She was very helpful with many constructive ideas. She is well known to the Town Council and was instrumental as Project Manager in setting up the successful Traps Hill childrens playground. She is very experienced in this field of expertise with a wide network of relevant contacts Recommend - that Maria Cook is employed as project manager Members to review and Recommend which option to go for. There is currently £80k in earmarked funds allocated to this project plus another £25k working funds for playground development, totaling £105k.

Agenda item 14
Scout Hut Request

From: Jessie Ford - Board of 16th Scout Troupe -12 May 2021

To: Paul Hoy >

Subject: Scout Hut

Hi Paul,

I'm on the board for the 16th Scout troupe over in Debden. They've had lots of difficulty with the people they hire their room from over the years, and have been desperate to build/find their own scout hut. They also have lots of children with additional needs/disabilities, so the need for affordable and usable space is crucial. They do have a very long waiting list which would allow them to open up spaces for 3 times as many kids as they have now, but the building they currently hire won't allow them to rent more evenings. They also aren't able to meet in the building right now as they aren't supplying them with a COVID updated property risk assessment.

Needless to say, having their own scout hut on Debden Estate would be absolutely amazing. They have raised some money over the years for this, and just this week the Scout Association announced a pot of funding which will be available soon to help scout groups build their own hut. When this opens, groups will need to move really quickly though.

So, I'm hoping we could start a conversation about whether or not the town council could help us with finding some land to build on please? Either that, or possibly finding an existing building which could be re-purposed and turned into the 16th's Scout Hut?

Jessie

Agenda item 17

Land adjacent to Willingale Road Allotment

Epping Forest Countrycare attended site on Thursday 6 May 2021 and carried out a volunteer work session. As with previous sessions at this site, grass was cut and areas covered in bramble were cut-back. A pathway has also been created, which runs through the section of brambles close to the border with Debden Park High School. Whilst on site, Countrycare Officers placed a number of refugia (mats to encourage habitat for reptiles and insects) around the site. On 24 May 2021 the Services Manager met on site with Damian Weller from Countrycare to discuss the recent works, and on inspection of the refugia it was noted that many were now home to slow worms, common lizards and a grass snake.

PH 26.05.21.

Agenda item 18
Financial Position

Loughton Town Council
Summary Income & Expenditure by Budget Heading as of 25/05/2021
Month no 1 Recreation Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Recreation							
Kingsley Hall	Expenditure	14,006	202	18,824	18,622	18,622	1.1%
(1)	Income	23,497	10,629	30,000	19,371		35.4%
The Murray Hall	Expenditure	134,575	2,746	133,862	131,116	131,116	2.1%
	Income	19,641	18,995	66,800	47,805		28.4%
Other Services (Rec)	Expenditure	1,074	0	11,250	11,250	11,250	0%
(2)							
Service Re-Charge	Expenditure	148,000	0	0	0	0	0%
(3)							
Roding Valley Recreation Ground	Expenditure	127,088	1,805	152,046	150,241	150,241	1.2%
(4)							
(5)	Income	9,006	238	10,645	10,407		2.2%
Open Spaces	Expenditure	22,055	569	26,817	26,248	26,248	2.1%
(6)							
	Income	7,600	0	0	0	0	0%
Playgrounds	Expenditure	23,116	1,903	50,997	49,094	49,094	3.7%
Will. Rd. Playing Field	Expenditure	11,711	719	21,565	20,846	20,846	3.3%
(5*)	Income	128	0	850	850	0	0%

INCOME – EXPENDITURE TOTALS

Recreation Expenditure	481,625	7,944	415,361	407,417	407,417	1.9%
Income	59,872	29,862	108,295	78,433	0	27.6%
Net Expenditure over Income	421,753	-21,918	307,066	328,984	0	0

Notes:

- 1) Kingsley Hall income includes the pre-payment from the Preschool up until mid-July 2021.
- 2) Other Services budget includes £10,000 for community events, £250 for defibrillators and £1,000 contingency.
- 3) The annual service recharge is £148,000. Position as at 30/04/2021 = £12,333 which would equate to 8.3%.
- 4) Roding Valley Recreation Ground year to date Expenditure figure is £1,805 Position as at 30/04/2021 including the DSO grounds maintenance contract is £16,872. Which would equate to 13.3% of Budget.
- 5) Willingale Road and Roding Road Valley Recreation Ground, Playing Field's income for the football season pitch hire is normally invoiced in September in line with the new season.
- 6) Open Spaces year to date Expenditure figure is £569. Position as at 30/04/2021 including DSO grounds maintenance contract is £2,407 which would equate to 10.9%.

Agenda item 18
Financial Position - continued**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	
	1.4.21
Recreation Committee	
Murray Hall/Kingsley Hall	40,000
Roding Valley Recreation Ground	70,000
Playgrounds	80,000
Van replacement	10,000
Charles Moules Bridge	15,000
Hillyfields Maintenance	7,600
Total	222,600