



RECREATION COMMITTEE

Members of the Recreation Committee

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

Tuesday 7 September 2021

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

Mark Squire
Town Clerk

1 September 2021

Membership:

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

S Fontenelle
S Murray

Councillors
L House
M Stubbings

N Mackinnon

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 2 June 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 (RVRG)
- 6 Planting Scheme and Footpaths – Min no RC7**
Epping Forest District Council (EFDC) is working towards completion of two additional path diversions and tree planting during this autumn.
- 7 Drainage Works – Min no RC8**
EFDC is working towards an autumn completion.
- 8 Car Park Gates – Min no RC9**
Members to review and note (see attached report page 3).
- 9 Playground – Min no RC10**
Members to review and note (see attached report pages 4 – 5).
- 10 South Loughton Cricket Club (SLCC) / Loughton Athletic Club (LAC) – Min no – RC11**
Members to review (see attached report page 6).
- 11 Memorial Tree – Min no 12.1**
The Town Clerk and the Services Manager have agreed to meet with Harley Watsons mother, once the schools are back in September, to select a suitable location for the planting of the memorial tree on the RVRG. On 27 August 2021, the Town Clerk and Services Manager made a 'recce visit' and found a number of suitable sites near the lake. There are a number of suitable semi mature trees that can be planted.
To receive and note .
- 12 Plant a tree for the Queens Platinum Jubilee – Min no 12.4**
A single commemorative tree to be placed in the Murray Hall Garden would appear to be a good way forward. Members to discuss and recommend a suitable planting site.
- 13 Request for use of R.V.R.G. tennis courts from – New City College**
During the summer holidays a request had been received from the Sport Development Department at New City College (NCC) for students to be allowed to use the ball court at the recreation ground on Wednesdays, during term times, 9.30am to 11.30am.

NCC accepted that the ball court is a facility that is open to the public and may well be in use when the Wednesday group arrives at the recreation ground. As such we were also asked if they could be given permission to hold sessions on the adjacent grass area. Members of the Roding Valley Recreation Ground Improvements Projects Working Group recommended a charge of £60.00 + VAT (£30.00 + VAT per hour x 2 hours per session).

Members are requested to ratify this recommendation.

14 Hillyfields - Litter bins

Members to receive and note (see attached report pages 7).

Halls

15 Murray Hall Update

As widely reported, the NHS has vacated the Murray Hall and the venue is no longer used as a vaccination centre. (Please see attached report page 8).

16 Kingsley Hall

Please see attached report page 9.

17 Skateboard Park Equipment

There have been tentative enquiries from Louisa Stirling, District Youth and Community Commissioner (West Epping Forest) Youth Service, Essex County Council (ECC) enquired as to whether the Town Council still owned skate ramps, and if so, would the council be prepared to sell or loan the ramps to ECC. The Town Clerk will provide an oral update.

To receive and note.

Community Events

At the Strategy & Staff Group meeting of 28 June 2021, Members were of the opinion that the number of community events could be streamlined and there was general consensus that 'the Fun Run should be disbanded..... However members felt that the final decisions should be made by the relevant Committees responsible for the individual community events'.

18 Countdown to Christmas

Please see attached report page 10

19 Fun Run

Please see attached report page 11.

20 Financial Position

The current financial position is attached together with details of the funds available from earmarked reserves (see pages 12 – 13).

21 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
1 September 2021**

Agenda item 8
Car Park Gates

- Permission has been sought and granted by Essex Highways- Planning and Epping Forest District Council (EFDC) Planning for the implementation of the gates.
- The gate has been ordered at a net cost of £6,797 (including full installation and barrier posts) and we are awaiting delivery for installation. The swing gate will be a 6m overall Heavy-Duty Triangular Vehicle Barrier Gate with vehicle barrier gate above.
- The gate will be left open for a period of about a month with appropriate signage to indicate that the gate will soon be 'locked up' at night.
- Sign 1 will be made by Loughton Town Council (LTC) staff and attached to the walls of the changing rooms.
- Sign 2 will be temporary, pending the locking and unlocking regime that will follow and will be a vinyl overlay, placed on top of the permanent signage
- Sign 3 will be unveiled to coincide with the agreed start date stated in sign 2.
- The 3 signs will
 - 1. Warn that there will soon be a car park gate and height barrier – dimensions included.
 - 2. Warn of start date and times of operation.
 - 3. Reinforce locking and unlocking times and warn that vehicles cannot be released within the hours that the gate is locked.
- A discussion was held between Cllrs D.Wixley, S. Murray and R. Brookes (as part of the Roding Valley Recreation Ground Improvements Projects Working Group) together with the Town Clerk and Services Manager on 11 August 2021 to agree opening and closing times for the gate. Subject to the confirmation from this Committee, it was agreed that as of 1 November 2021 (all being well) the car park will be locked(365 days) between
 - 9pm and 7am – April 1 to 30 September 2021 and
 - 7pm and 7am – 1 October to March 31.
 - This arrangement to be reviewed periodically.
- Once the gate is in place, the Town Clerk will negotiate with the Security Companies regarding the costs for opening and closing of the gate. It is recommended that there should be an initial period of 6 months to see how the security operation works in practice. There are few security companies that are willing to provide such a service have been few and far between and some have priced themselves out of consideration. However 3 such companies are willing to provide such a service. Quotes provided so far, are in the region of
 - £250 site fee/key holding annual cost.
 - £22.50 to unlock or lock (regardless of time) i.e.£45 a day.£16,425 p.a.
 - £40 per hour for emergency response callouts to attend and the £20 per 30 minutes thereafter.

MS 27.8.21

Agenda item 9 Playground

The Town Clerk and Services Manager met via a remote Zoom meeting with the designated project Manager Maria Cook on the 10 August 2021 to move the project forward. However there is some doubt as how much time she will be able to commit to the project.

There are clearly two distinct stages to this project which is beyond the scale of playground projects undertaken to date

1. Civil engineering management for the relocation of the site in terms of surface, groundwork and gradient. This new site is anticipated to be adjacent to our tennis courts/all-weather track and will involve raising the base level to meet the levels of the adjacent courts, as well as laying new paths to link up with existing paths to add accessibility. We need to dismantle the old playground and dispose of the equipment, retain the bow-top fence to re-use on the new playground, remove all of the hard surfacing and level off the site. Lay sub-base for new playground and new adjoining paths to match levels of the adjacent tennis courts. Complete new paths.
2. The actual installation of the playground itself. Install new play equipment, safety surfacing and use bow-top fence retained from previous playground.

It might be possible to employ one project manager to manage the two-part process or two separate managers to oversee the two stages independently.

Advice is being sought from managing these types of projects from

- Epping Forest District Council (EFDC)
- Chelmsford City Council (CCC)
- Braintree District Council (BDC)

The Services Manager Paul Hoy has also recently sought advice from Robert Smith (RS), Chairman of the Essex Playing Fields Association (EPFA) and Tracy Smith (no relation) Secretary of the EPFA.

Some salient comments from RS are noted below

The most important decision you will have to take is choosing your project manager. Ideally you need someone who has already got experience with a similar project but that might be difficult. The person must however be familiar with civil engineering work and be capable of coordinating the various strands of the project, notably working with the suppliers of any equipment.

He or she must also be available to be on site for a significant part of the actual construction particularly in the early stages. You presumably don't want to have the expense of a quantity surveyor so it will be the responsibility of your project manager to ensure that the engineers are delivering the quality which has been specified and maintaining the agreed budget. All issues to be borne in mind when selecting the best candidate.

My best project managers were both Dutch, so it is not surprising that they always said that the issue which often caused the most problems was drainage. While water does not flow uphill, if the water table is high in the area you can get significant springs in unexpected places. From the description you give it sounds as though this is an issue which needs careful examination.

As you say there are some good examples of new/improved play areas particularly in Braintree and Chelmsford though none that I have seen are as complex from an engineering point of view as what you are proposing.

You certainly need at an early stage to work closely with the equipment company as the detailed specification for the civil work will depend to some extent on the exact specification of those units. For example, the floor loading and the securing points required .

The selection of the company to carry out the civil work will also be crucial. Again, ideally you need someone with experience of a similar project. Chelmsford and Braintree may be able to offer advice though as I said I don't think their projects were as complex.

An organisation which might be able to offer independent advice is the Sports and Play Construction Association (SAPCA) The Hexangle Stoneleigh Park

Warwickshire CV8 2LG

The CEO, Chris Trickey is well known to County Playing Field Associations (CPFAs) . I suggest that when you are fairly clear about your specifications you contact him; mention that you are EPFA members and that I advised you to get in touch with him. I am certain that Chris will help if he possibly can.

The formal application for Community Initiative Funds (CIF) requires the consent from both EFDC and our Essex County Councillor and this approval has been sought.

The Town Clerk will provide further background information and an oral update at the meeting itself.

It has also been suggested that we set up a spreadsheet / timetable of works needed for each of the LTC playgrounds so that we can allocate appropriate levels of funding in future years.

MS 27.8.21

Agenda item 10

South Loughton Cricket Club (SLCC) / Loughton Athletic Club (LAC)

Cllrs D Wixley, S. Murray, the Town Clerk and the Services Manager met with Andrew Shields, Chairman of SLCC and Tony Maycraft, Chairman of LAC and other SLCC members on 17 June 2021 to discuss the Sports Club's proposals to move and relocate their clubhouse on the Roding Recreation Valley Recreation Ground (RVRC) to a new RVRC location.

The SLCC have provided a rough sketch map and comments re the preferred new location.

- The yellow rectangle shows the optimal location of the pavilion: it is well clear of the treeline along the border between the field and the houses; sufficiently distanced from the nearest houses to avoid any significant concerns about noise; and set behind the existing small hedgerow to provide effective screening. If the pavilion were to be set at an angle to this hedgerow, the cricket playing area could also be angled further away from the treeline, houses and tennis courts. The pavilion needs to face directly onto the cricket playing area.
- The green line roughly indicates the playing area, and the rectangle shows where the 'square' approximately would be.
-
- This location would, crucially, move the pavilion and the 'square' well out of the flood plain.
-
- This location also is close to the current athletics pavilion, ensuring that our proposed partners in this project would remain very close to their traditional location.

Members to discuss, review and agree to this proposal in principle

MS 31.8.21



Agenda item 14
Hillyfields Litter Bins

Currently there are no litter / dog waste bins for the large green expanse of 'Hillyfields'. The existing two dog waste bins were removed without notice to Loughton Town Council (LTC) sometime ago. Similarly a dog waste bin had been removed at the junction of The Meadway and Valley Hill, Loughton. Cllr D.Wixley has reported these issues to Mr David Marsh (DM), Waste Management EFDC at the end of July 2021

DM has undertaken to investigate and will revert by mid-September 2021, reporting as follows

Biffa have not and do not have the power to remove litter bins etc – if they did, we would see the debris in the depot of theirs that we work from or from reports at the county disposal site. At this stage I can't answer why it has not been repaired/replaced.

Waste Management did not deal with the installation/repair/replacement of litter bins just with the policy, operational emptying and cleansing of litter bins and if there were any questions concerning repairs or installations these enquiries would go to parking@eppingforestdc.gov.uk. However after discussion with the different teams involved with litter bins it was agreed that all issues concerning litter bins would come back to waste management.

DM will

- *Meet with officers currently involved with installation and repair of litter bins.*
- *Understand the budget for litter bins – there is no separate budget at the moment and a new bin can be close to £400 to buy, install and fix.*
- *Meet on site to see the current stock of litter bins and transfer them to waste management control & responsibility.*
- *Meet with my director the current small works contractor to understand the process and timescales involved with replacement/repairs/installation.*
- *Discuss with Biffa and another contractor concerning basic repairs such as hinges/inner container etc.*
- *Write up a process and allocate the liaison with the contractors for the district to the Area Officer for Waltham Abbey .*

Once I have done that I intend to carry out a full survey of litter bins, their type, condition and location so our inventory details are up to date as waste have their location at the moment. We will be numbering the bins as well to help residents when they report a bin, we can identify it from the number.

I will look into the missing litter bin/s that were on the public highway in your emails to see if I can replace/repair them sooner. Hopefully in future I can give you more accurate answers in relation to them.

Thank you for your patience

David

The Town Clerk will liaise with DM and report back in due course.

Members to receive and note

MS 31.8.21

Agenda item 15
Murray Hall Update

1. A Handover Meeting with the NHS was held on 27 July 2021

Present:

Paul Hoy, Services Manager, Loughton Town Council

Jennie Knight, Covid-19 Vaccination Centres Operational Lead, Herts and West Essex, Hertfordshire Community Trust

Diane Brent, Estates Advisor and Project Manager, Hertfordshire Community NHS Trust & Bedford, Luton and Milton Keynes CCG

Salient extracts of the report are highlighted below.

A comprehensive inspection was made and given the high volume of use; the hall had been left in pretty good shape.

1. Carpets to entrance lobby and corridor – some stains and marks caused by floor stickers. **Action needed:** All carpets in need of cleaning by specialist carpet cleaning contractor.
 2. Wooden floor in hall – Remnants of floor stickers still evident and large areas of scuff marks where the vaccination stations had been situated. **Action needed:** Specialist flooring contractor to sand floor to remove, stickers, scuffs and scratches, then apply requisite amounts of coats of polish.
 3. Main hall – holes in walls caused by removal of adhesive information posters and general wear and tear. **Action needed:** Holes to be filled and lower level of hall (below picture rail) to be re-painted.
- The NHS would accept liability for the issues highlighted and meet the subsequent costs.
 - Jennie promised to forward the final tally of vaccines carried out at the hall once all of the data had been collated.

2. Finance

To date £25,272 has been received in hall hire fees with a further invoice due for £6,696. A separate invoice for utility charges will be calculated soonest.

3 Hall hire

It is pleasing to note that all regular hirers are returning to the Murray Hall during October 2021, ensuring a high percentage of weekday use – see list below (firm commitments to date in black, requests to date in red. Private hire will resume in January 2022.

9.30am-4.30pm	Monday – Thursday	E15 Acting School
5.30pm – 9.30pm	Monday & Thursdays	Cha Cha Dance School
7.00pm-9.00pm	Tuesdays	Robin Childs new exercise dance class
7.15pm-9.15pm	Wednesday	Dancercize
10.00am-11.00am	Fridays	Zumba
12.30pm-2.30pm	Fridays	Loughton Muslim Assoc

4. Insurance claim

Unfortunately on 25 August 2021, a Thames Water van rolled into the Youth Centre side of the building on 25/8/2021 causing minor damage to the wall and window frame. Full details have been established with photos of the resulting damage. A claim is being made to our own insurers, who will no doubt claim back from Thames Water's insurance company.

MS 1.9.21

Agenda item 16
Kingsley Hall

1. Windows work

Unfortunately, due to scheduling problems, the contractors were not able to carry out the required work in the summer recess but are now committed to the week commencing 25 October 2021.

2. Hall Hire

Again, it is pleasing to note that virtually a full uptake has resumed in Kingsley Hall

8.30am-3.30pm	Monday-Friday	Kingsley Pre-school
7.00pm-9.00pm	Mondays	Guides
6.00pm-8.00pm	Tuesdays	Brownies
8.00pm- 9.00pm		Judo
5.30pm-7.30pm	Wednesdays	Judo
6.00pm-7.00pm	Thursdays	Rainbows
7.30pm-10.30pm	Thursdays	Friends of Light & Healing
8.00pm-9.00pm	Thursdays	Akin Therapy – Alternate weeks

MS 1.9.21

Agenda item 18

Countdown to Christmas

A number of community events have historically been passed over to Loughton Town Council (LTC), typically due to depleted resources at the original Community Group and on the basis that LTC can and will deliver. The ownership and delivery then become the full responsibility of LTC. However the 'tipping point' has been reached given existing resources. Currently there are 11 community events organised by LTC staff each year.

There is a general consensus that some of these events should be streamlined.

Countdown to Christmas

The outlay in terms costs, time and staffing resources outweighs the benefit for a relatively small number of people Typically preparation should have commenced from July 2021 to deliver the event.

Sundry factors

- Notify Highways of road closure – and cost – usually completed sometime ago.
- Book specialist Security company that assists with the manning of the road closure – cost
- Book security company to patrol at the event for anti-social behaviour – cost
- Inform TFL of road closure and reroute buses 20 and 67
- Cribbs to provide Father Christmas, horses and carriage – The arranger has now retired so we have no Father Christmas or contact for the horses and carriage – the main attraction for the event
- Contact with the supporting partners who are we working with Restore, Red Balloon? A key factor to the event taking place
- Organise Stage, PA Sound System – cost -
- Stewards / LTC office staff / how many where from? – not enough staff to manage / control the event
- Book the two fairground rides – availability and cost – this is usually done by end of September
- Book Carol Singers / School choir / Performers / Stage
- Book Children's balloon entertainer
- Organise Street / Market license for the stall holders – no license for street market at present
- Organise Performance license for the performers – no license
- Arrange for a Comper for stage
- Charity Street Collection License to be obtained from EFDC for collection buckets
- Publicity Flyers / leaflets / banners – cost and production
- Book stalls / food stalls / to make the event worthwhile as all Broadway Shop traders close at 5pm and do not keep their shops open for the event
- We receive complaints from traders on the day of setting the event up because the road closure means their customers find it difficult to get to them.

Agenda item 19
Fun Run

The Fun Run, although enjoyed by all who attend, is not well attended by local residents and although we are grateful to the hard core of attendees (mainly from the Running Club), the outlay in terms of staff costs (overtime) and resources in organisation outweighs the modest sums raised for the respective charities concerned. At the SSG meeting in June 21 it was agreed that this event should be disbanded.

Recommend that we focus our main focus and resources on the two major events - Loughton Day in September (new event) – open to all residents and Jessel Green Day in June, which predominantly attracts local residents from around the Debden area.

NB. We are currently arranging 'Remembrance Day Parade and 'Light up a Life', the first community events since the covid outbreak

Agenda item 20
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	
	31.7.21
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