



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 10 November 2021

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

**Mark Squire
Town Clerk**

3 November 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 7 September 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 Roding Valley Cricket Club (RVCC) - 2nd Ground Proposal**
A request has been received from RVCC, based across the border in Buckhurst Hill, to install a second cricket pitch on the Loughton section of the Roding Valley Recreation Ground. A second pitch is needed to accommodate the club's ever expanding and diverse membership. Members to receive a short review presentation from members of the RCCC at the meeting. A subsequent site visit may be appropriate. See attached maps showing existing layout and proposed layout, pages 4 – 5.
- 6 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)
- 7 Planting Scheme and Footpaths – Min no RC25**
Epping Forest District Council (EFDC) is working towards completion of two additional path diversions and tree planting during this autumn.
- 8 Drainage Works – Min no RC26**
EFDC is working towards an autumn completion, however the ongoing wet weather experienced throughout the summer and autumn periods will present a challenge to this time frame.
- 9 Car Park Gates – Min no RC27**
Members to note (see attached report page 6).
- 10 Playground – Min no RC28**
Members to review and agree way forward (see attached report pages 7 – 8).
- 11 Memorial Tree – Min no RC30**
The Town Clerk and the Services Manager met with Harley Watson's mother at the recreation ground on 22 September 2021 and a suitable location for the planting of the memorial tree, close to the lake, was agreed. The tree was due to be planted on 4 November 2021, with the consent of the family. The Services Manager will provide an oral update.
- 12 Plant a tree for the Queen's Platinum Jubilee – Min no RC 31**
Officers recommend the grass area within the Murray Hall car park in front of the boundary wall as a suitable site for planting.

Members to agree this way forward.

Halls

13 Murray Hall

A full report on

- i. Full restoration of the Murray Hall (light decorating)
- ii. Rebate from the NHS on utility bills
- iii. Outcome of the insurance claim

will be provided at the next Committee meeting when the outcomes are known.

To receive and note.

14 Kingsley Hall

Windows work -Contractors installed the new framework and windows during week commencing 25 October 2021 and a handover meeting with the Town Clerk and Services Manager was conducted on 29 October 2021. It is pleasing that this significant project has now been completed. A final invoice for £24,113 is awaited and a retention fee has been kept as a precautionary measure. See photos page 9.

15 Family Fun Day – Jessel Green

Sunday 26 June 2022 has been agreed with the Red Balloon Charity Foundation, to stage the Family Fun Day at Jessel Green 2022. The Epping Forrest Community Church and Restore Community Church will now be approached as these organisations have traditionally provided a large number of volunteers.

Members to receive and note.

16 Playing Field Awards

Town Councillor David Wixley, Chairman of the Recreation Committee, and Paul Hoy, Services Manager, attended the annual AGM and Awards Evening of the Essex Playing Fields Association in Chelmsford on Thursday 21 October 2021. They were delighted to receive several awards from this years “Best Kept Playing Field” competition on behalf of Loughton Town Council (LTC). LTC received a gold certificate in Class 1 (for playing fields serving communities of more than 2,500 residents) for Roding Valley Recreation Ground, and in Class 3 (for children’s playgrounds), a merit certificate was received for Westall Road playground. Most notably, Traps Hill playground was the outright winner of this category, judged to be the best playground out of 120 competition entrants.

Members to receive and note.

17 Financial Position

The current financial position is attached together with details of the funds available from earmarked reserves (see pages 10 - 11).

18 Estimates for 2022/23

The Committee is requested to prepare its estimates / budget for 2022/23. The Town Clerk will run through the projections. Please note some figures may need to be updated at the final budget meeting in early January 2022. See attached pages 12 – 20.

19 Committee Priorities for 2022/23

Members are requested to review and prioritise the Committee’s priorities for 2022/23 See page 21.

20 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 recommended that officers of Epping Forest District Council (EFDC) be invited to the next Recreation Committee meeting to provide a short presentation on community health and wellbeing needs.

**Mark Squire
TOWN CLERK
3 November 2021**

Agenda Item 5
Roding Valley Cricket Club (RVCC) - 2nd Ground Proposal



Agenda Item 5
Roding Valley Cricket Club (RVCC) - 2nd Ground Proposal



Agenda Item 9
Car Park Gates – Min no RC27

- The Heavy Duty Triangular Vehicle Barrier Gate with vehicle barrier gate above, has now been installed during the week commencing 11 October 2021. On completion, both elements were locked in the open position, and the locking and unlocking regime was deferred to allow for users of the car park to familiarise themselves with the new layout.
- A purchase order has been issued for adhesive reflector strips which will be affixed to the gate posts, gate and height barrier.
- Temporary signage has been put up to indicate that the gates will be locked soon.
- Permanent 'closure' signage is on order.
- Quotes are currently being sought for a new section of tarmac, approx. 55m², for the area of rough ground immediately inside the car park gates c £7,000
- Also a bollard will need to be installed next to the gate to bridge the gap between the stand alone gate post and the metal rail fence.
- The Town Clerk and Services Manager have arranged to meet with local security contractors on 8 November at the car park to discuss the proposed locking and unlocking of the gates at a lower costing. Opening and Closing by the City of London Corporation is not feasible.
- A rolling one year contract is recommended.

A verbal report of the outcome of this meeting will be made to the Committee and Officers will seek confirmation from Members as to the preferred commencement of the new regime.

MS/ PH 27.8.21

Agenda Item 10
Playground – Min no RC28

Update

- Advice and subsequent site meetings had been sought from reputable land/civil engineers from
 - Epping Forest District Council (EFDC) – not able to assist
 - Chelmsford City Council (CCC) – helpful
 - Braintree District Council (BDC) – helpful
 - Contact provided from previous playground supervisor – not responded to date.

After some tribulation, the Town Clerk and Services Manager arranged two independent site visits on 2 November 2021. There were some constructive discussions, salient points highlighted below:-

- The prospective site is feasible, manageable and achievable.
- Importantly a Project Manager can manage and oversea both the groundwork and playground installation.
- Due to the size and value of this project we will need to go out to tender for the project management.
- A section of the downward slope from the top 'mound' adjacent to the front of the tennis courts will need to be cut back.
- Spoil will need to be displaced – potentially spread to other areas in the Recreation Ground.
- The new playground would be narrower and longer than the existing square shape playground.
- Consideration needs to be given to whether a single playground base should be emplaced. A less expensive option could be to install playground equipment islands, with pathways in between, but surrounded by grass sections. Most likely a cheaper option but comes with ongoing maintenance issues.
- A new pathway needs to be constructed to the new playground from the existing main path which links to the Recreation Ground entrance.
- The playground should be wheelchair accessible.
- Playground equipment can be 'themed', colour of equipment is an important consideration.
- Ideally two shallow drainage 6" pipes would need to be laid parallel to the side of the tennis courts and the adjacent grass slope.
- Groundwork would need to be slightly raised including barriers, (a variety of surfaces available) barriers and edging c £30k.
- New signage (meeting safety requirements) c£7k.
- Similar playground projects (dealing with flooding problems) have been successfully implemented at South Woodham Ferrers, Cold Norton and Runwell in Essex. The Town Clerk and Services Manager will visit these sites at the first available opportunity.
- Removal of existing equipment would cost c£1k.
- Removal of existing fence c£500.
- ROSPA certificate at completion c£500.

Agenda Item 10
Playground – Min no RC28

A broad timetable and time scale of completion of this project **on a best case basis** is as follows.

- Out to tender for project management by Year end 2021.
- Appointment of Project Manager January 2022.
- Report on construction/design February 2022.
- Planning permission application/approval – EFDC late April 2022.
- Consultation with local residents (subject to planning permission) March/April 2022.
- Delivery of materials & playground equipment – End of June 2022.
- Construction (2 weeks) – July 2022.
- Opening August 2022.

This timeline projection may be dependent on

1. delivery of materials. There are long delivery delays post Brexit, Covid and labour shortages. N.B.costs have risen dramatically on all materials in recent months.
2. Prospective Project Managers existing work schedule.

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

Funding will be provided via existing Town Council earmarked and working funds and a potential combination of Public Works Loan Board Loans and Community Initiative Funding (CIF) - a CIF application for £10k is pending.

Members are requested to review and agree to this recommended way forward. Attention should be focussed at this juncture on the core project rather than any ancillary/ cosmetic aspects.

Thought should also be given to the old site, and whether building a basic skatepark is realistic given the frequent flooding?

MS 3.11.21

Agenda Item 14
Kingsley Hall



Agenda item 17
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	
	31.8.21
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

Agenda Item 18 Estimates for 2022/23

LOUGHTON TOWN COUNCIL BUDGET

2022.23

RECREATION COMMITTEE	2020/2021	2020/2021	2020/2021	2020/2021	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2022.23	2022.23
	BUDGET EXPENSE	ACTUAL EXPENSE	BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	YTD 15.09.21 EXPENSE	PROJECTED 31.3.22	BUDGET INCOME	ytd 15.09.21 INCOME	PROJECTED 31.3.22	EXPENSE	INCOME
Kingsley Hall												
Hall Hire			£41,000	£23,497				£30,000	£17,233	£30,000		£32,000
Rates	£1,200	£1,185			£1,235	£492	£1,235				£1,280	
Water	£740	£751			£762	£232	£762				£790	
Electricity	£765	£344			£765	£242	£765				£850	
Gas	£2,000	£2,120			£2,000	£518	£2,000				£2,500	
Insurance -specific allocation	£342	£0			£352	£0	£352				£372	
Cleaning	£6,560	£6,500			£6,560	£2,511	£6,560				£6,757	
Building Maintenance	£6,000	£2,531			£6,000	£2,269	£6,000				£6,000	
Supplies	£500	£154			£500	£60	£500				£500	
General expenses	£100	£0			£100	£0	£100				£100	
Refuse Collection	£545	£421			£550	£221	£550				£567	
Sub total	£18,752	£14,006	£41,000	£23,497	£18,824	£6,545	£18,824	£30,000	£17,233	£30,000	£19,716	£32,000
The Murray Hall												
General Income			£300	£0				£300	£59	£100		£200
Comm Ctre site ECC recharge			£6,500	£8,033				£6,500	£6,427	£6,500		£7,000
Hall hire		£51	£72,000	£11,709				£60,000	£72,636	£82,000		£65,000
Salaries	£25,000	£14,711			£25,000	£6,425	£25,000				£30,000	
Tax and National Insurance	£0	£1,490			£0	£644	£0				£0	
Pensions	£0	£3,507			£0	£1,460	£0				£0	

Staff Travel	£50	£0			£50	£0	£20				£50	
Telephone Landline & mobile	£1,000	£618			£1,030	£129	£900				£1,030	
Licences	£430	£0			£430	£0	£430				£430	
General Expenses	£200	£291			£200	£0	£200				£200	
Rates	£8,000	£7,984			£8,240	£3,329	£8,240				£8,490	
Water	£620	£661			£620	£255	£620				£640	
Electricity	£6,500	£14,327			£6,600	£7,142	£10,000				£8,000	
Gas	£3,300	£6,881			£3,400	£2,587	£4,000				£5,000	
Insurance -specific allocation	£1,965	£0			£1,925	£0	£1,925				£1,925	
Window cleaning	£730	£838			£752	£209	£752				£800	
Ext building & comm areas shared maint	£800	£690			£800	£105	£600				£800	
Building maintenance	£6,000	£5,505			£6,000	£4,915	£6,000				£6,000	
Security maintenance	£205	£113			£205	£0	£205				£210	
Supplies	£1,000	£765			£1,000	£36	£800				£1,000	
Ground maintenance	£2,500	£2,650			£2,500	£500	£2,500				£2,500	
Refuse collection	£1,560	£941			£1,560	£618	£1,560				£1,560	
Hygiene bin emptying	£305	£221			£300	£75	£300				£300	
Marketing	£800	£90										
Other works /furniture/equipment	£1,000	£0			£1,000	£119	£1,000				£1,000	
Loan Repayments -capital		£50,320					£25,834					
Loan Repayments -interest	£72,300	£21,971			£72,300	£10,311	£72,300				£72,300	
Sub Total	£134,265	£134,625	£78,800	£19,742	£133,912	£64,693	£137,352	£66,800	£79,122	£88,600	£142,235	£72,200

RECREATION COMMITTEE	2020/2021	2020/2021	2020/2021	2020/2021	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2022.23	2022.23
	BUDGET EXPENSE	ACTUAL EXPENSE	BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	YTD 15.09.21 EXPENSE	PROJECTED 31.3.22	BUDGET INCOME	ytd 15.09.21 INCOME	PROJECTED 31.3.22	EXPENSE	INCOME
Other Services												
General Income												
Community Events	£10,000	£835			£10,000	£720	£3,000				£10,000	
Defibrilators	£250	£239			£250	£0	£250				£250	
Contingency	£1,000	£0			£1,000	£0	£1,000				£1,000	
Sub total	£11,250	£1,074	£0	£0	£11,250	£0	£4,250				£11,250	
Roding Valley Recreation Ground												
General income			£1,000	£1,252				£1,000	£0	£1,000		£500
Football income			£4,795	£2,786				£4,795	£3,386	£4,795		£4,795
Licence fees			£4,850	£4,968				£4,850	£166	£4,850		£4,850
Warden Equipment and supplies	£1,225	£1,827			£1,262	£643	£1,262				£1,300	
Salaries	£23,000	£14,801			£23,000	£6,041	£19,000				£32,000	
Tax and National Insurance	£0	£1,958			£0	£852	£0				£0	
Pensions	£0	£1,924			£0	£811	£0				£0	
Staff Travel	£400	£178			£350	£140	£350				£300	
Staff phones (mobile)	£200	£153			£200	£64	£180				£200	
Rates	£2,070	£2,046			£2,132	£856	£2,070				£2,195	
Water	£205	£319			£211	£333	£350				£360	
Electricity	£200	£89			£200	£37	£100				£200	
Insurance specific allocation	£485	£0			£485	£0	£485				£485	
Building maintenance	£5,000	£509			£5,000	£0	£5,000				£5,000	
Supplies	£60	£0			£60	£0	£60				£60	
Grounds maintenance contract	£75,400	£73,376			£77,662	£0	£77,662				£80,000	
Gate security											£9,000	

Other works	£7,000	£8,964			£7,000	£2,281	£7,000					£7,000
Dog bin emptying	£400	£515			£412	£200	£515					£520
Grounds maintenance contract - football	£25,000	£19,114			£25,750	£0	£25,750					£26,522
Grounds maintenance contract -nursery	£2,050	£0			£2,112	£0	£2,112					
Other Essential works - football	£1,000	£0			£1,000	£105	£1,000					£1,000
Improvement works	£1,000	£0			£1,000	£0	£1,000					£1,000
General expenses	£50	£0			£50	£0	£50					£0
Ditches and drainage	£2,000	£0			£2,000	£0	£2,000					£2,000
Van re-charge	£2,100	£1,315			£2,160	£0	£2,160					£2,170
Sub total	£148,845	£127,088	£10,645	£9,006	£152,046	£12,363	£148,106	£10,645	£3,552	£10,645	£171,312	£10,145

	2020/2021	2020/2021	2020/2021	2020/2021	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2022.23	2022.23
RECREATION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	YTD 15.09.21	PROJECTED	BUDGET	ytd 15.09.21	PROJECTED	EXPENSE	INCOME
COMMITTEE	EXPENSE	EXPENSE	INCOME	INCOME	EXPENSE	EXPENSE	31.3.22	INCOME	INCOME	31.3.22		
Open Spaces												
Salaries	£7,000	£5,920			£7,300	£2,416	£7,400				£10,000	
Tax and National Insurance	£0	£783			£0	£341	£0				£0	
Pensions	£0	£770			£0	£324	£0				£0	
Staff Travel	£100	£66			£100	£56	£100				£100	
Other works	£3,000	£0			£3,000	£0	£3,000				£3,000	
Lindens	£1,200	£1,055			£1,240	£0	£1,240				£1,240	
Kings Green contract	£200	£167			£206	£0	£206					
Kings Green other works	£200	£304			£206	£0	£206					
Kings Green											£500	
Standard Green - contract	£80	£77			£83	£0	£83					
Standard Green - other works	£0	£0			£0	£0	£0					
Standard Green											£100	
Hillyfields -contract	£9,500	£9,207			£9,785	£0	£9,785					
Hillyfields Flood Scheme				£7,600								
Hillyfields Green											£9,875	
Land adj WR allotments	£1,070	£645			£1,102	£0	£1,102				£1,100	
Memorial Rose Garden	£1,530	£2,535			£1,530	£560	£1,530				£1,530	
General expenses	£50	£0			£50	£0	£50					
Tree works /supplies	£1,000	£0			£1,000	£0	£1,000				£1,000	
Van re - charge	£820	£526			£845	£0	£845				£845	
Sub total	£25,750	£22,055		£7,600	£26,447	£3,697	£26,547	£0	£0	£0	£29,290	

Playgrounds										
General income										
Salaries	£10,500	£8,880		£11,000	£3,624	£11,000			£15,000	
Tax and National Insurance	£0	£1,175		£0	£512	£0			£0	
Pensions	£0	£1,155		£0	£487	£0			£0	
Staff Travel	£130	£118		£130	£84	£130			£130	
Roding Valley Recreational Playground	£1,500	£0		£1,500	£50	£1,500			£1,600	
Felsted Road Playground	£1,700	£2,436		£1,700	£0	£1,700			£1,800	
Traps Hill Playground	£500	£1,960		£500	£0	£500			£600	
Felsted Road -grass cutting	£55	£174		£57	£0	£57			£100	
Annual playgrounds report	£1,000	£540		£1,000	£880	£1,300			£1,100	
Playgrounds general maintenance	£1,000	£0		£1,000	£65	£1,000			£1,000	
Newmans Lane Playground	£2,500	£2,004		£2,500	£322	£2,500			£2,500	
Westall Road Playground	£250	£1,940		£250	£0	£250			£250	
Colebrook Lane playground	£2,000	£1,944		£2,000	£0	£2,000			£2,000	
Hillyfields Road Playground	£250	£0		£250	£960	£960			£500	
RV outdoor gym	£300	£0		£300	£2,669	£2,669				
Outdoor gyms various locations	£2,000	£0		£2,000	£80	£2,000				
Outdoor gyms									£2,500	
General expenses	£50	£0		£50	£0	£50				
Playgrounds planned new works	£25,000	£0		£25,000	£0	£25,000			£25,000	
Van recharge	£1,225	£789		£1,160	£0	£1,160			£1,160	
Public Sector Loan Board (PSLB)									£2,000	
Sub total	£49,960	£23,115	£0	£50,397	£9,733	£53,776	£0	£0	£57,240	£0

RECREATION COMMITTEE	2020/2021	2020/2021	2020/2021	2020/2021	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022	2022.23	2022.23
	BUDGET EXPENSE	ACTUAL EXPENSE	BUDGET INCOME	ACTUAL INCOME	BUDGET EXPENSE	YTD 15.09.21 EXPENSE	PROJECTED 31.3.22	BUDGET INCOME	ytd 15.09.21 INCOME	PROJECTED 31.3.22	EXPENSE	INCOME
Willingale Road Playing Field												
General income			£250	£0				£250	£0	£200		
Football income			£900	£128				£600	£582	£600		£600
Rates	£945	£936			£973	£389	£973				£975	
Water	£150	£98			£150	£46	£150				£150	
Electricity	£205	£225			£211	£152	£211				£250	
Insurance specific allocation	£72	£0			£72	£0	£72				£72	
Building maintenance	£2,500	£40			£2,500	£188	£1,000				£2,500	
Other works	£2,000	£650			£2,000	£825	£2,000				£2,000	
Grass cutting	£3,775	£3,660			£3,890	£1,634	£3,890				£4,000	
Hedge cutting	£1,490	£1,450			£1,535	£650	£1,535				£1,600	
Car park grass area	£685	£710			£706	£316	£706				£710	
Pitch marking initial	£290	£0			£300	£196	£300				£300	
Pitch marking weekly	£1,890	£2,357			£1,950	£1,333	£1,950					
Pitch marking											£2,400	
Dog bin emptying	£180	£285			£250	£110	£250				£300	
Tree works	£6,000	£1,300			£6,000	£0	£3,000				£5,000	
Supplies	£50	£0			£50	£0	£50				£50	
Ditches and drainage	£1,000	£0			£1,000	£0	£1,000				£1,000	
Sub total	£21,232	£11,711	£1,150	£128	£21,587	£5,839	£17,087	£850	£582	£800	£21,307	£600
Service Re-charge	£148,000	£148,000			£150,000	£0	£150,000				£152,000	
Sub total	£146,000	£146,000	£0	£0	£148,000	£0	£148,000	£0	£0	£0	£148,000	£0

TOTALS	£556,054	£479,674	£131,595	£59,973	£551,213	£102,870	£549,692	£108,295	£100,489	£130,045	£589,100	£114,945
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Agenda Item 18
Estimates for 2022/23

RECREATION COMMITTEE - EARMARKED FUNDS

	1.4.22 GBP	Less	Add		31.3.22
Murray Hall/ Kingsley Hall	40,000	- 25,000			15,000
Roding Valley Recreation Ground (RVRG) and PWLB	70,000				70,000
RVRG Playground +PWLB	80,000		20,000		100,000
Playground upgrades			5,000		5,000
Van replacements	10,000		4,000		14,000
Charles Moules Bridge	15,000				15,000
RVRG pathways			10,000		10,000
Hillyfields Maintenance	7,600				7,600
TOTAL	222,600	- 25,000	39,000		236,600

Agenda Item 19
Committee Priorities for 2022/23

Current Priority	Main Function	Greater Detail (current position)
Current Activities		
1.	RV Recreation Ground car park gate	Completion imminent
2	RV Recreation Ground Playground	To complete summer 2022
3	Other playgrounds	New works/upgrading after no 2.
4	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules Bridge – ongoing with EFDC
5	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
6	Hillyfields litter bins	Working with EFDC
7	Hillyfields landscaping / new gate	Specifications and costings
8	Roding Valley Recreation Ground	Registration as a “Field in Trust”
9	Jessel Green Day	Preparation and organisation
10	Solar energy installations for Council buildings	Further research and budgetary allowance
11	Byelaws for Town Council land	To be researched
On-going Activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Open spaces including the Memorial Garden in Roding Road	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works
High	Playgrounds/outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee’s terms of reference	As detailed in the Standing Orders
High	Provision of Public Access Defibrillators	Maintenance