



# RECREATION COMMITTEE

Members of the Recreation Committee

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

**Wednesday 12 January 2022**

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

**Mark Squire**  
**Town Clerk**  
6 January 2022

**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 10 November 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.  
  
The Town Clerk will provide an update on;
  - the Roding Valley Cricket Club (RVCC) request,
  - a potential insurance claim for damage caused at the Traps Hill playground.  
An informal meeting has been requested with GFA Loughton FC to discuss their aspirations for the Willingale Playing Field.  
  
**Roding Valley Recreation Ground (RVRG)**
- 6 Planting Scheme and Footpaths – Min no RC47**  
A further update has been sought from Epping Forest District Council (EFDC), Principle Engineer, Environmental Protection & Drainage Team.
- 7 Drainage Works – Min no RC48**  
Similarly a further update has been sought from EFDC, Principal Engineer, Environmental Protection & Drainage Team.
- 8 Car Park Gates – Min no RC49**  
The tarmac work at the car park entrance was due to be completed by external contractors in the first week of the New Year. Whilst the groundwork is finished, unfortunately their tarmac crew has been hit by Covid and they were not then available until Saturday morning 8 January 2022. The security contract wording with the local security firm has been verbally agreed and the start date for the opening and closing of the gate now deferred until Monday 17 January 2022. The signage has been altered to reflect this and the Parkrun coordinator has been informed. The Town Clerk and Services Manager will provide a further oral update
- 9 Playground – Min no RC50**  
A fact finding visit by the Town Clerk , Deputy Clerk and Services Manager to the comparable South Woodham Ferrers, Cold Norton and Runwell playground sites in Essex has been scheduled for the early part of the week commencing 10 January 2022. Following these visits the tender process will commence. The Town Clerk and Services Manager will provide a further oral update.

- 10 Tree Survey**  
Members to note that following the recent survey of trees at all council sites, RVRG has been reported as having many trees in need of extensive works or to be felled completely. One quote has been received for the works, c. £8,000.00, and two further quotes are outstanding. An oral report will be presented at the meeting by the Services Manager.
- 11 Memorial Bench/Tree request**  
Members to review a request from the co-founder of Open Door Friendship, see attached page 4.
- 12 Condition of Avondale Avenue path at Junction with RVRG**  
Members to review a request from a local resident, see attached page 5.
- 13 Condition of Football Pitches**  
Matches are increasingly called off due to waterlogged pitches, resulting in extended football seasons, making it harder to maintain the pitches to a satisfactory level. Additionally the Roding River ever more frequently bursts its banks, not helping the situation and on occasions, Loughton Town Council (LTC) has had to pay out refunds to the football club patrons. To aid the situation a reconfiguration of some of the pitches may help. The Services Manager will provide further background information.

**Other Agenda Items**

- 14 Murray Hall**
- i. Decorators are currently working in the hall to bring the hall back to good order following its use as an NHS vaccination centre.
  - ii. As per the agreement with the NHS a claim has been made for a total of £3,713.77 for the additional utilities costings during their period of tenancy and includes a few claims for work needed to restore the building to its previous state.
  - iii. Recommend purchase of a basic domestic washing machine, c £300-£350 including installation. This is required on site to clean the cotton mop heads we use. A service wash at the launderette costs approximately £10 per session. Normally a washing load is required on a weekly basis.
- 15 Willingale Road Nature Reserve – RC46**  
The Services Manager has arranged a site visit for Committee members on Friday 14 January 2022 at 9.30am. Damian Weller, EFDC CountryCare, will also be in attendance. Members are advised to be prepared for wet and muddy ground conditions.
- 16 Film Club request**  
The Loughton Film Club has unfortunately folded. A request has been made to pass on the old filming equipment and residual funds to LTC. Historically LTC was instrumental in setting up the club and has regularly provided grant funding over the years. Members to discuss and review the way forward.
- The Town Clerk will provide further background information.
- 17 Financial Position**  
The current financial position is attached together with details of the funds available from earmarked reserves see pages 6 – 7.

**18 Estimates 2022/2023**

Members are asked to note the 2022/23 budget as discussed by the preceding meeting of the Resources & General Services Committee meeting.

**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.

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.

**20 EFDC tree planting proposals for Jessel Green and Rochford Green**

Members are requested to review the tree planting proposals from EFDC for Jessel Green and Rochford Green. Please note that the deadline for any response is 20 January 2022. The Committee Chairman and Town Clerk will provide further background information.

**Mark Squire  
TOWN CLERK  
6 January 2022**

**Agenda item 12**  
**Memorial Bench/Tree request**

Dear Sir,

I am the co founder of Open Door Friendship Group which is aimed at adults with mental ill health, We meet in Loughton weekly. This is our third year of operation. Stephen Murray is one of our trustees.

Unfortunately we lost three of our members over the past eighteen months during these difficult times. We meet in St Michael and All Angels Church in Loughton. We have been looking for a way to remember these lost members. This we feel will help our existing members as they will have something tangible to focus on when remembering their lost friends. We have approached the church with either buying a bench or tree to remember our three friends. They are at the moment restructuring their grounds therefore are not sure of helping us with a tree or a bench.

I then asked Stephen to enquire about the area just to the right of the church which is owned by the council. Stephen reported back that the council were contemplating a generic memorial for the town to all those that lost thier lives to Covid.

My daughter and her friend walk regularly over the Nature reserve at the back of Broomfield Ave. They came upon the tree in the memory of the young boy that was killed tragically whilst going to school.

I appreciate that this young boys death was a real tragedy but I was wondering if we could buy a bench or a tree to remember our three friends that were lost not directly from Covid but from the effects of the restrictions and isolation that they had to endure.

If we are not allowed to buy a bench or tree to plant in the nature reserve I wonder if you have any other ideas that we could pursue.

Thank you for your time in reading this email.

Kind regards

Paula Wilson  
Open Door Friendship Group

**Agenda item 13**  
**Condition of Avondale Avenue path at Junction with RVRG**

**Sent:** 01 January 2022 17:06

**To:** Contact Info <[contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)>

**Subject:** Avondale Avenue path at junction with Roding Fields - condition

For the attention of Mr M Squire

Mr Squire

Attached are 2 photos showing the condition of the above access point. The access is well used by dog walkers and Mums with children in prams and buggies. I hope that in looking at these photos you'll see how muddy the area between the grassed area and the concrete hard standing can get. Pram/pushchair users particularly, and dog walkers can find this area can make boots, dogs and prams quite muddy. In addition there is a significant level difference between the field and the concrete hard standing.

Is It possible that this area be looked at with a view to considering some remedial measures to assist park users. Might I suggest a simple approach might be to infill the low lying with shingle or ballast to deal with the mud situation and to provide a graded ramp from the field to the hardstanding for pram/pushchair users.

I would appreciate any consideration this matter may be given.

Regards



**Agenda item 18  
Financial Position**

**Loughton Town Council  
Summary Income & Expenditure by Budget Heading as of 30/11/2021  
Month End no 8  
Recreation Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b>Recreation</b>							
Kingsley Hall	Expenditure	14,006	28,942	18,824	(10,118)	(10,118)	153.8%
(1)	Income	23,497	26,272	30,000	3,728		87.6%
The Murray Hall	Expenditure	134,575	100,400	133,862	33,462	33,462	75.0%
(2)	Income	19,641	81,087	66,800	(14,287)		121.4%
Other Services (Rec)	Expenditure	1,074	1,200	11,250	10,050	10,050	10.7%
(3)							
Service Re-Charge	Expenditure	148,000	0	150,000	0	0	0%
(4)							
Roding Valley Recreation Ground (5)	Expenditure	127,088	28,398	152,046	123,648	123,648	18.7%
	Income	9,006	3,650	10,645	6,995		34.3%
Open Spaces	Expenditure	22,055	6,817	26,817	20,000	20,000	25.4%
(6)							
(7)	Income	7,600	0	0	0	0	0%
Playgrounds	Expenditure	23,116	17,032	50,997	33,965	33,965	33.4%
Will. Rd. Playing Field	Expenditure	11,711	7,927	21,565	13,638	13,638	36.8%
	Income	128	582	850	268		68.5%

**INCOME – EXPENDITURE TOTALS**

Recreation Expenditure	<b>481,625</b>	<b>190,717</b>	<b>415,361</b>	<b>224,644</b>	<b>224,644</b>	<b>45.9%</b>
Income	<b>59,872</b>	<b>111,591</b>	<b>108,295</b>	<b>(3,296)</b>		<b>103.0%</b>
Net Expenditure over Income	<b>421,753</b>	<b>79,126</b>	<b>307,066</b>	<b>227,940</b>	0	0

**Notes:**

- 1) Kingsley Hall income includes the pre-payment from the Preschool up until mid-July 2021.
- 2) NHS rebate income awaited.
- 3) Other Services budget includes £10,000 for community events, £250 for defibrillators and £1,000 contingency.
- 4) The annual service recharge is £150,000 which is allocated at year end 2022.
- 5) Roding Valley Recreation Ground (RVRG). DSO grounds maintenance contract costs are not paid until March 2022.
- 6) DSO grounds maintenance contract is not paid until March 2022.
- 7) £7,600 now held in Earmarked Funds for Hillyfields Ground maintenance

**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.

<b>Schedule of Earmarked Reserves</b>	
	<b>06.01.22</b>
<b>Recreation Committee</b>	
Murray Hall/Kingsley Hall	20,390
Roding Valley Recreation Ground	70,000
Playgrounds	80,000
Van replacement	10,000
Charles Moules Bridge	15,000
Hillyfields Maintenance	7,600
<b>Total</b>	<b>£220,990</b>