



RECREATION COMMITTEE

Members of the Recreation Committee

are summoned to attend a Meeting at **7.30pm** on

Tuesday 7 June 2022

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

Mark Squire
Town Clerk
30 May 2022

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 9 March 2022.
- 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 Loughton Film Club (LFC)**
To receive an update from representatives of the Loughton Film Club and a donation of £3,346.32, (from the winding up proceeds of LFC) which will be earmarked by the Town Council for additional grant funding for community groups in Loughton.
- 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 RC86**
This EFDC project appears as to have stalled through lack of funding, although the tree planting may go ahead. A further update has been sought.

To receive and note.
- 8 Drainage Works – Min no RC87**
EFDC, Environmental Protection & Drainage Team have completed the works satisfactorily. Alongside the playground where they cut the new shallow ditch they found an old broken 6 inch pipe. They have replaced the pipe under the path and installed a new pipe under the field access (gap in the hedge) and re-graded the existing ditch to the south. Water is not going to drain away fast from the flat flood plain but this should assist at least. See page 4

To receive and note
- 9 Playground – Min no RC89**
See attached report. See page 5

To review and note.
- 10 Tree Survey**
An extensive programme of essential works, as detailed in last years' independent tree report, is to be carried out at the RVRG in September 2022, following the bird nesting season. The work includes the felling of 10 dead Cherry trees, as well as work including removing deadwood from several Oak trees, felling a Whitebeam and

canopy reductions to Oaks and Cherries. The cost will be in the region of £7,000.00 + VAT.

Work at all other sites, as stated in the 2021 inspection, has been completed.

The loss of so many Cherry trees will be felt by residents and recreation ground visitors alike, therefore a timetable and future budget 2022/23 for replacement planting is necessary to mitigate the widespread loss of trees.

We currently have the following budget categories; £1,000 - Tree works, £1,000 – Contingency, £1,000 budget improvement works. Also £5,000 in Willingale Road Playing Field budget, can be 'vired'.

There is a case to stagger the work and increase tree budget for 2023/24. Any shortfall could be taken from General Reserves.

The Services Manager will provide an oral update. Members to discuss and agree a way forward.

11 Football Terms and Conditions

Approval is sought to change the Terms & Conditions, that if a team plays over their 32 games in a season they have to pay for additional games at the casual hire rate.

Normal rate for full pitch £975 for 32 games (£30.46 per game)
Casual hire rate per game £61 + VAT

12 New Bench

Members to review requests from local residents for an additional bench on the RVRG. A suggestion has been made for a bench to be positioned by the tennis courts. Members to review this request, mindful that (from experience) positioning of benches in the wrong place can potentially attract anti-social behaviour.

13 Roding Valley Cricket Club (RVCC) request – Min no RC93

RVCC has now sent a revised location map of their desired cricket boundary range. See page 6.

Members to discuss and recommend a further response.

Other Agenda Items

14 Willingale Road Nature Reserve – Min no RC94

Further to the recent site visit, Countrycare has requested that a pond is installed at the Willingale Road Nature Reserve. Members to consider, bearing in mind there are some health and safety implications.
The Committee Chairman has requested that another site visit is made this summer.

15 GFA Loughton FC (GFA) – Min no RC96

(1)The Town Clerk has spoken to a Fields in Trust representative. Any area that is within the overall boundary that limits access (e.g. fencing) is not likely to be viewed favourably. Each individual case can be assessed on its own merit if a detailed report is submitted to the Fields in Trust.

The Town Council Standing Orders – Recreation Committee – Purposes, state.
1 'To consider and to implement, as appropriate, proposals for the promotion and development of sports, playing fields, recreation grounds, open spaces, and youth facilities'.

Members to decide whether they wish the Town Clerk to contact GFA to obtain a detailed report of their plans to submit to the Fields in Trust.

16 Murray Hall

(i) Improvements

The new ceiling lights and implementation of WIFI will take place in July 2022 when E15 Drama School take their summer recess.

To receive and note.

(ii) Defibrillator (defib)

To recommend the purchase of a defib for Murray Hall. Each defib costs c£500-£600. There is already a £250 defibrillator budget allocation and a grant can be obtained from 'London Hearts' for £300, see page 7.

Members to decide

- a. Whether they wish to purchase a defib.
- b. Whether the defib should be housed within or outside the building.

17 Kingsley Hall

From September 2022 onwards, the 'pre-school' wish to reduce their hire hours to morning only, 8.30am to 12.30pm (4 hours a day).

The Town Clerk will provide a further oral update.

18 Memorial Garden - Benches and Repairs

A quotation for a new timber bench to be donated by the 'Open Door Friendship' group has been requested from our supplier. Subject to the agreement of the group to meet the costs for the council to supply and install the seat, this work will be included in the imminent programme of works to restore the Memorial Garden following storm damage in February 2022.

19 Family Fun Day – Jessel Green – Sunday 26 June 2022

Members to receive and note. See page 8.

20 Financial Position

The current financial position as of 30 April 2022 is attached together with details of the funds available from earmarked reserves. See pages 9-10.

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.

Mr Fabrizio Luca Ferrari, Public Health Improvement Officer, Community, Culture & Wellbeing, Epping Forest District Council (EFDC) will be attending on Wednesday 7 September 2022. A short presentation on community health and wellbeing needs, will be provided at 7pm, preceding the main committee meeting.

**Mark Squire
TOWN CLERK
30 May 2022**

Agenda Item 8
Drainage Works – Min no RC87



Agenda item 9 Playground – Min no RC69

A tender request has now been submitted with a deadline of 29 July 2022.
A consultation process with local residents is being organised.

- Presentation display at Loughton Library (with questionnaires) to run for a week – 4 to 8 July 2022
- Leafletting of immediate local residents to the park, highlighting the library display.
- Presentations (with questionnaires) at both Alderton and Whitebridge schools.
- Leafletting at St Michaels and all Angels Church
- At Town Council stall – Jessel Green event 26 June 2022

Updated / envisaged timetable and time scale of completion of this project **on a best case basis** is as follows.

- Due diligence completed February 2022
- Out to tender for project management / park installation May 2022 – completion July 2022.
- Consultation with local residents June 2022. Ongoing – completion 8 July 2022
- Review of tenders 3 & 4 August 2022
- Appointment of Project Manager mid August 2022.
- Report on construction/design – late August 2022.
- Planning permission application/approval – EFDC September 2022.
- Delivery of materials & playground equipment – September 2022.
- Construction (2 weeks) – October 2022.
- Opening November 2022. – weather dependant (fallback position early Spring 2023)

This timeline projection is ultimately dependent on delivery of materials and prospective Project Manager's existing work schedule. The cost of materials is continually rising.

Recommend that the Town Clerk, Deputy Town Clerk (RFO), Services Manager, review the tender applications. There must also be representation from Town Councillor/s. Members to agree the preferred option.

At the Recreation meeting of 2 June 2021, the Committee agreed a budget of £85k for the whole project. Having completed much due diligence subsequently and conducted various site meeting with potential contractors, it is clear that a higher budget is required to provide a modern and comprehensive playground to be proud of. In 2016 (six years ago) the Traps Hill playground cost £90.6k (£72k ex VAT). This was a much simpler project on an existing site.

There is already £117 K budgeted for this project (£92k earmarked funds and £25k working funds) allocated for this specific project. We also have scope from other available budget headings to bring this total up to a max £128k.
At the Recreation Committee meeting of 9 March 22, some draft playground concepts for the play area were reviewed and members considered the necessary budget implications.

Members to confirm the new tender figure of £120K (ex-recoverable VAT).
The Town Clerk and Services Manager will provide a further oral update

Agenda Item 13
Roding Valley Cricket Club (RVCC) request – RC93



Agenda item 16
Murray Hall (ii) Defibrillator (defib)

Dear Sir/Madam,

My name is Tia and I am the Development Officer here at London Hearts, a registered charity who specialises in the supply of Defibrillators, related equipment and training.

Recent tragic Cardiac Arrest events has highlighted the fact that Cardiac Arrest can happen to ANYONE of any age, ANYTIME, ANYWHERE!

If an adult or a child goes into cardiac arrest, without a defibrillator, there is only a 7% chance of survival. If a defibrillator is on the patient within the first 3-5 minutes, the chances of survival is over 70%.

We have therefore launched an initiative to assist you in obtaining this life-saving equipment. We are currently offering a £300 grant towards the cost of every Defibrillator we supply to across the UK.

With every Defibrillator we supply we provide free online training.

In order to proceed in obtaining a Defibrillator simply complete our short online application to receive a quote via the following link: <https://londonhearts.org/apply-for-a-defib>

If you have any queries or wish to discuss obtaining a Defibrillator please contact myself on 02070432493 or by email reply to: tia@londonhearts.org

Kindest Regards,

Tia

TIA MEMMOTT

e. tia@londonhearts.org
t. 02070432493

londonhearts.org
   [@LondonHearts1](https://www.facebook.com/LondonHearts1)

215-221 Borough High Street, London, SE1 1JA
Registered charity 1180901



Agenda Item 19
Jessel Green Fun Day 26 June 2022

Update for Recreation Committee Meeting 7 June 2022

All licenses have been granted

- EFDC Event
- EFDC Housing
- TfL Bus Diversion

Risk Assessments and Public Liability Insurances will be obtained from all participants. LTC insurers have been notified.

The following Partners (as previous years) are on board and have their designated areas;

- Luke Lowrie, Red Balloon Family – Registration Desk / Wrist Bands / 42 x Volunteers to man the Bouncy Castles and also providing the Archery
- Epping Forest Community Church – Volunteers - Provide and man the Café Marquee
- Restore Community Church – Volunteers - Stage / PA System / Performances

LTC have booked;

- Security Guards x 6 – Triangle Security
- First Aiders
- Portaloos x 3 (2 x Cottage Loaf – 1 x Colebrook Lane playground)
- EFDC Rubbish Removal – evening pick 5pm and Monday morning pick up 11am
- Marquees for Café
- Trestle tables for Café x 8
- Plastic Tables x 8 and Chairs x 40 for Cafe
- Wombles invited to litter pick
- 50 x Old fashioned Deck Chairs
- PA System – for Official announcements, lost children etc
- Bouncy Castles x 10 including Rodeo Bull
- Face Painter
- Punch & Judy – 3 performance on stage area
- Mr Happy
- Fun Fair Rides x 2
- Food Vendors x 4
- Ice-Cream Vans x 2
- Kite Flying
- Community Village stalls; Geraldine Tombola for Cancer Research, St Clare Hospice, Plant Stall, Tattoo, Soft Toys Game, Honey, Summer Camp School Club, EFDC Well Being, Taekwondo Club and performance on stage, Guide Dogs
- Provided Cottage Loaf with Banner – John Walsh - providing a donation £600 (cottage loaf will also have a burger / BBQ stall) and their music will start at 4pm
- Best Crown Competition – Cllr Barbara Cohen Town Mayor, Janet Thomas Civic Award Winner and Mrs Sue Walsh (Cottage Loaf) will be the three judges. Tony's on the Broadway have donated the prize for the winners
- Publicity in hand – Will heavily hit social media, schools, notice boards all after Jubilee weekend.

LTC Councillors to have their own Gazebo and are asked to sell Raffle Tickets – money to Town Mayor's chosen charity. One prize a Bicycle.

Cllr Philip Abraham booked to be official photographer

PB Community Manager
30 May 2022

Agenda item 23
Financial Position

Loughton Town Council
Summary Income & Expenditure by Budget Heading as of 30/04/2022
Month End 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	33,811	5,367	18,636	13,269		28.8%
	Income	34,016	11,728	32,000	20,273		36.6%
The Murray Hall	Expenditure	142,621	4,927	138,305	133,378	133,378	3.6%
	Income	76,349	23,091	77,200	54,109		29.9%
Other Services (Rec) (1)	Expenditure	3,540	6,455	11,250	4,795	4,795	57.4%
Service Re-Charge (2)	Expenditure	150,000	0	152,000	0	0	0%
Roding Valley Recreation Ground (3)	Expenditure	146,872	2,390	160,037	157,647	157,647	1.5%
	Income	3,650	1,972	10,145	8,174		19.4%
Open Spaces	Expenditure	23,149	766	27,428	26,662	26,662	2.8%
	Income	250	0	0	0	0	
Playgrounds (4)	Expenditure	31,555	2,009	52,447	50,438	50,438	3.8%
Will. Rd. Playing Field	Expenditure	10,791	1,143	21,297	20,154	20,154	5.4%
	Income	582	0	600	600		0%

INCOME – EXPENDITURE TOTALS

Recreation Expenditure	542,338	23,057	518,400	558,343	558,343	4.0%
Income	114,847	36,790	119,945	83,155		30.7%
Net Expenditure over Income	427,490	13,733	461,455	475,188	0	0

Notes:

- 1) Other services budget includes the preparation for Jessel Green Day (e.g. marquee, toilet facilities and rides / inflatables etc).
- 2) The annual service recharge is £152,000 which is allocated at year end March 2023.
- 3) Roding Valley Recreation Ground (RVRG). DSO grounds maintenance contract costs are not paid until March 2023.
- 4) Playgrounds – The first of the bi-annual playground and outdoor gym inspections have been undertaken for all sites.

Agenda item 23
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	
	30.05.22
Recreation Committee	
Murray Hall/Kingsley Hall	20,390
RVRG clubhouse & surrounding area	53,550
Playgrounds	92,000
Van replacement	12,000
Charles Moules Bridge	15,000
Hillyfields Maintenance	7,600
Total	£200,540