



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 9 March 2022

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

Mark Squire
Town Clerk
3 March 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 12 January 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 **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.

Mr Fabrizio Luca Ferrari, Public Health Improvement Officer | Community, Culture & Wellbeing, Epping Forest District Council (EFDC) and colleagues were not able to attend this Committee meeting to provide a short presentation on community health and wellbeing needs. They will be invited again to the next available Committee meeting.

Roding Valley Recreation Ground (RVRG)

- 6 **Planting Scheme and Footpaths – Min no RC66**
Further updates have been sought from Epping Forest District Council (EFDC), Principal Engineer, Environmental Protection & Drainage Team.
- 7 **Drainage Works – Min no RC67**
Similarly, further updates have been sought from EFDC, Principal Engineer, Environmental Protection & Drainage Team.
- 8 **Car Park Gates – Min no RC68**
The opening and closing of the gates have been operational now for nearly two months. The Town Clerk and Services Manager will provide an oral update.
- 9 **Playground – Min no RC69**
A final site visit was conducted in February with an external advisor. Due diligence has now been completed and the tender / public consultation process will now commence.
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 March / April 2022.
 - Appointment of Project Manager late April 2022.
 - Report on construction/design May 2022.
 - Planning permission application/approval – EFDC late June 2022.
 - Consultation with local residents (subject to planning permission) by June 2022.
 - Delivery of materials & playground equipment – August 2022.
 - Construction (2 weeks) – September 2022.
 - Opening late September / October 2022.

This timeline projection is ultimately dependent on 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.
Prospective Project Managers existing work schedule.

The Town Clerk and Services Manager will run through some playground concepts and budget considerations for the play area with Committee members.

10 Tree Survey / Storm Damage

The Services Manager will provide an oral update. Members to discuss.
N.B. the office has just had notice of further Oak Processionary moth work required.
See page 5.

11 Memorial Bench/Tree Request – RC71

The Town Clerk and Services Manager were due to meet with representatives from 'Open Door Friendship' on Friday 4 March 2022 to find a suitable location for a memorial bench on the Recreation Ground. The Memorial Garden in Roding Road may now be a more suitable location as it is closer to St Michael's Church.

The Town Clerk and the Services Manager will provide an oral update.

12 Condition of Avondale Avenue Path at Junction with RVRG – RC72

The remedial work has been completed at a cost of £1,375. The office received very complimentary feedback from the local resident who originally raised the issue.

To receive and note

13 Roding Valley Cricket Club (RVCC) request – RC45

Councillors Wixley, Murray, MacKinnon and Stubbings, together with the Town Clerk and Services Manager met with representatives of RVCC, on 11 February 2022 to review, on site, RVCC's request for an additional cricket pitch to the Loughton side of the RVRG.

After measuring the desired cricket boundary range, it was clear that the boundaries would be too close to the pathway by the lake and also too close to pedestrian footfall on the other side of the RVRG by residential housing. Health and safety concerns were raised and the request was declined. A provisional offer to RVCC, of a pitch much further over to the Loughton side was made, subject to usual due diligence, as this is a far wider expanse of land.

Members to discuss and review.

Other Agenda Items

14 Willingale Road Nature Reserve – RC75

On Friday 14 January 2022, members of the Recreation Committee carried out a site visit at the Willingale Road Nature Reserve. The Chairman, along with Councillors Fontenelle, MacKinnon and Stubbings, and the Services Manager, met with Damian Weller from EFDC Countrycare. Mr Weller directed the visiting party around the site and explained the work that Countrycare had been undertaking and continues to work on the council's behalf over many years. The various species of insects and reptiles were highlighted, and the habitats of slow worms, lizards and grass snakes identified. Mr Weller, his Countrycare colleagues, and especially the numerous volunteers that attend Countrycare work sessions, in all weathers, were thanked for their hard work and commitment to the nature reserve.

To receive and note.

15 The Loughton Film Club Request – RC 76

The Town Clerk has liaised with Mr Johnson of the former Loughton Film Club (LFC)

1. The LFC committee have agreed the sale of the film club to the Loughton Club with the proceeds to be donated to the Loughton Foodbank.
2. The LFC committee wish to donate any residue funds to Loughton Town Council (LTC) on the condition that these funds are used for LTC's community grant programme. LTC historically provided financial grants and support for the set up to LFC.

Recommend that LTC takes up the offer under 2. For transparency and sound financial housekeeping, these funds, to be held as Earmarked Reserves and only to be used for LTC's community financial grant scheme.

16 GFA Loughton FC (GFA)

The Recreation Chairman, Town Clerk & Services Manager met with representatives of GFA on 18 February 2022 to discuss the club's aspirations to enclose an area of the Willingale Playing Field to develop the football club.

The Committee Chairman and officers will provide an oral update.

17 Traps Hill Playground

The Town Clerk will provide an update on the insurance claim which is ongoing.

18 Murray Hall

Ceiling lights

There are eight ceiling lights, two of which are broken, and the lighting system is now obsolete. We are seeking quotes for new LED efficient lighting and early indication quotes, suggest that this can be achieved under £5000.

Recommend that the office implement this work.

WIFI

Implementation of WIFI at Murray Hall is proving difficult and expensive.

One quote from a provider is from £35 a month with special boxes to be installed, (costs awaited)

A site visit has been arranged for another provider, where it is likely that the car park would need to be dug up and cabling laid. On top of the installation costs the monthly charge ranges from £32 to £69 a month depending on internet speed and contractual time ranges.

The Town Clerk will provide further details at the meeting.

19 Platinum Jubilee Tree

A large Sycamore tree at the Memorial Garden was destroyed by 'Storm Eunice'. As such this may be a preferable location / option for the planting of the 'Platinum Jubilee Tree'.

Members to review and agree a way forward.

20 Family Fun Day – Jessel Green – Sunday 26 June

The Town Clerk, Community Manager, Services Manager and Community & Services Officer met with representatives from Restore Community, Epping Forest Community Church and Red Balloon Charity on 11 February 2022. The community

groups were enthusiastic and committed to the event, so it can now be staged. The Community Manager is now undertaking the organisation of the event.

N.B. Subsequently St Mary's Church and the Methodist Church have also requested to be involved, which is very welcome as many volunteers are needed on the day.

Members to receive and note.

21 2022/23 Fees for Hall Hire and Football Pitches

The current level of fees and charges may be viewed on the LTC website under Documents, Forms and Policies section, or a paper copy can be made available on request from the Council office

We historically base our hire increases on Retail Price Index (RPI) increases. Inflation is running at 5.5% as of January 2022 and rising. Retail Price Index (RPI) is currently 7.8% (last year 1.1%). Comparison fees at other Councils and hirers have been compared with LTC's charges and LTC's are generally in line or lower.

Recommend

- i. Increases of 5%
- ii. Rounding up to the nearest pound as historic charges set with 2 decimal places are not user friendly and over complicate the charging procedure.

22 Financial Position

The current financial position as of 31 January 2022 is attached together with details of the funds available from earmarked reserves (see pages 6 – 7).

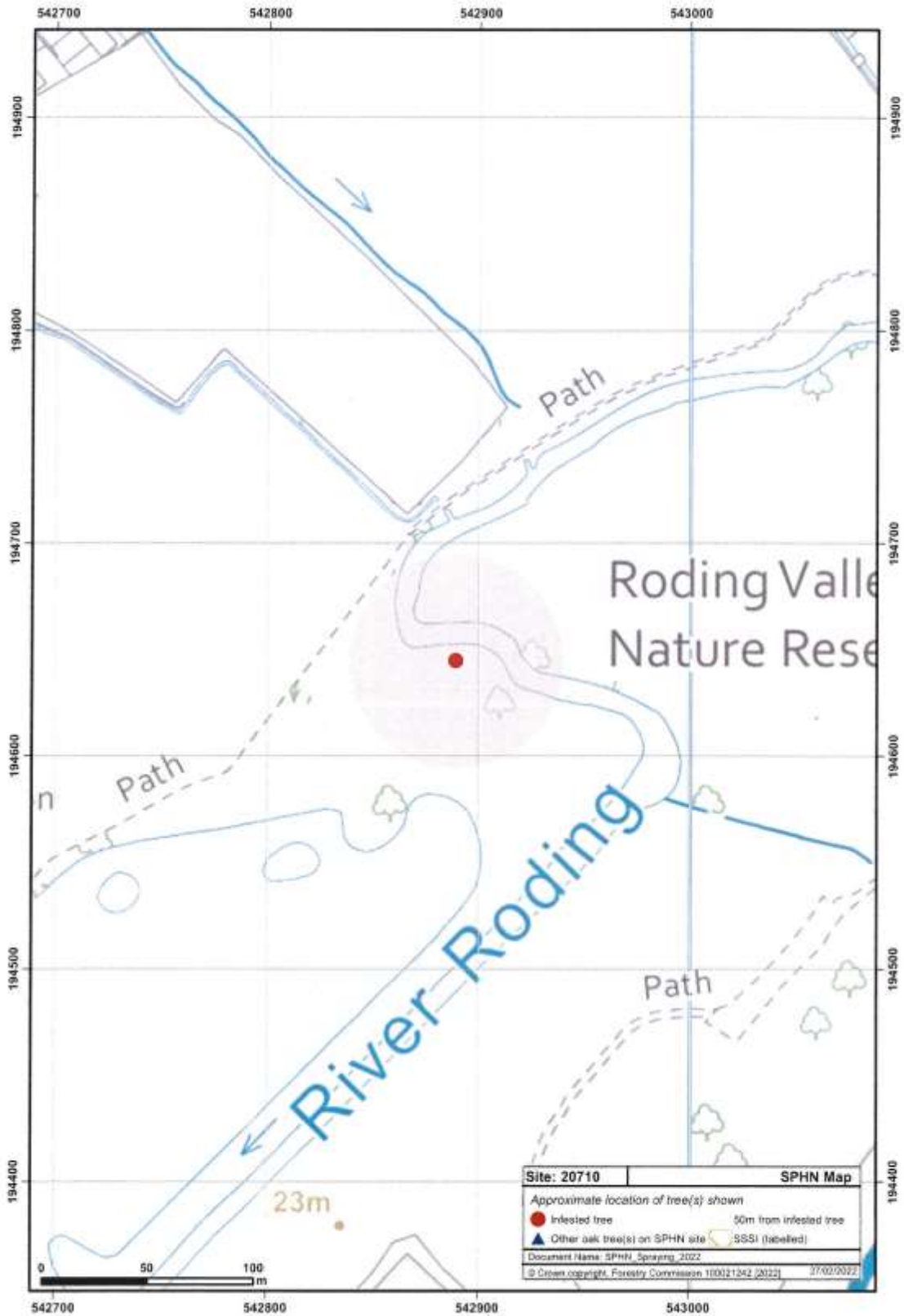
23 Future Work of the Committee

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
3 March 2022**

Agenda item 10
Tree Survey / Storm damage



**Agenda item 23
Financial Position**

**Loughton Town Council
Summary Income & Expenditure by Budget Heading as of 31/01/2022
Month End no 10
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	31,712	18,824	(12,888)	(12,888)	168.5%
(1)	Income	23,497	28,752	30,000	1,248		96.8%
The Murray Hall	Expenditure	134,575	111,601	133,862	22,261	22,261	83.4%
(2)	Income	19,641	88,974	66,800	(22,174)		133.2%
Other Services (Rec)	Expenditure	1,074	1,243	11,250	10,007	10,007	11.1%
(3)							
Service Re-Charge	Expenditure	148,000	0	150,000	0	0	0%
(4)							
Roding Valley Recreation Ground (5)	Expenditure	127,088	42,705	152,046	109,341	109,341	28.1%
	Income	9,006	3,650	10,645	6,995		34.3%
Open Spaces	Expenditure	22,055	8,521	26,817	18,296	18,296	31.8%
(6)							
(7)	Income	7,600	250	0	(250)	0	0%
Playgrounds	Expenditure	23,116	21,817	50,997	29,180	29,180	42.8%
Will. Rd. Playing Field	Expenditure	11,711	9,230	21,565	12,355	12,355	42.8%
	Income	128	582	850	268		68.5%

INCOME – EXPENDITURE TOTALS

Recreation Expenditure	481,625	226,830	415,361	188,531	188,531	54.6%
Income	59,872	122,208	108,295	(13,913)		112.8%
Net Expenditure over Income	421,753	104,622	307,066	202,444	0	0

Notes:

- 1) Kingsley Hall expense includes expenditure on windows and frames.
- 2) NHS utilities rebate awaited. – Outstanding rent now received.
- 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 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	
	28.02.22
Recreation Committee	
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
Total	£202,990