



# RECREATION COMMITTEE

Members of the Recreation Committee

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

**Wednesday 11 January 2023**

at Loughton Town Council, Council Chamber, 1 Buckingham Court,  
Rectory Lane, Loughton IG10 2QZ  
to transact the business shown in the agenda.

**Mark Squire**  
**Town Clerk**  
4 January 2023

**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 November 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.

### **Roding Valley Recreation Ground (RVRG)**

- 6 **Playground – Min no RC154**  
HAGS have been approached for a start date for the works this year. Updated graphics of the new playground development will be distributed at the meeting.

#### Updated timetable below (completed stages in blue)

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 – completed 31 July 2022.**
- **Consultation with local residents – completed 16 July 2022.**
- **Review of tenders Friday 2 September 2022**
- **Appointment of Project Manager- 16 September 2022.**
- **Report on construction/design –any modifications needed - by 16 September 2022.**
- **Planning permission application/approval – EFDC by late October /early November 2022- not needed**
- Certificate of Lawful Development to be obtained in January 2023.
- Delivery of materials & playground equipment – to be confirmed (TBC)
- Construction (c5 weeks) – TBC.
- Opening early Spring 2023 – some weather dependency

Members to receive and note.

- 7 **Tree Survey – Min no RC155**  
All outstanding work to trees was completed during week commencing 14 November 2022. The Committee is asked to consider what budget, if any, will be available in 2023/24 to commence the replacement of the lost Cherry trees. It had been hoped that a rolling programme of works for this purpose would be commenced during 2023.

**8 River Way- Garages / brick wall – Min no RC157**

A new chain-link fence to replace the brick wall that was formerly the border between River Way garages and the recreation ground, had been installed on 9 November 2022. The Services Manager will engage EFDC Countrycare early in 2023 to discuss the planting of native hedging close to the new fence to add further protection against fly-tipping and other anti-social activities.

To receive and note

**9 Hedgerows Survey – Min no RC158**

Discussions on appropriate ways to enhance hedgerows are ongoing between Loughton Town Council (LTC) Officers and counterparts at EFDC.

To receive and note

**10 South Loughton Cricket Club (SLCC) request for a bench in memory of Mr Rob Glendinning**

The Services Manager has spoken to members of SLCC and permission has been given for the cricket club to purchase and install a bench, at its own cost, in honour of Mr Glendinning. The bench will be situated by the row of trees close to the pavilion.

To receive and note

**11 Roding Valley Cricket Club (RVCC) - Min no RC137**

To receive an update on, and review requirements for the RVCC request, including the following

1. Are RVCC to fence the pitch to protect it?
2. How long is the lease to be for
3. Rent to be agreed ?

To review

**Other Agenda Items**

**12 Town Council Van – Min no RC160**

The Town Clerk and Service Manager are in ongoing discussions with Qualis to utilise their working van fleet hire arrangements with the Northgate Vehicle Hire company. It is envisaged that a further oral update will be provided at the meeting. The fall-back position would be to buy a van outright, with the funding balance to be taken from General Reserves.

**13 Willingale Road Nature Reserve – Min no RC161**

Epping Forest Countrycare and a team of its regular volunteers are to carry out a further day of clearance work and general site maintenance on Thursday 5 January 2023 (9.30am to 3.30pm).

To receive and note

**14 Town Council Halls**

**Kingsley Hall – Essential works to the rear garden wall and gate – Min no RC163 (ii)**

Three quotes have been secured for this essential work; all contractors having been previously used by the council. The Town Clerk and Services Manager will agree a definitive specification early in 2023 and one of the contractors will be chosen to carry out the work.

To receive and note

**15 Jessel Green Fun Day – Min no RC164**

At the Strategy and Staff Group meeting on the 19 December 2022, it was agreed that the event should continue on an annual basis, albeit that sponsors should be sought to minimise costs. A provisional date has been set for Sunday 25 June 2023. The Town Clerk and Community Manager will be holding meetings with the principal contributors to the event within the next few months .

To receive and note

**16 Fees review**

At the Strategy and Staff Group meeting on the 19 December 2022, it was agreed that all fee levies relevant to this Committee should be raised to 10% for the following financial year, in lieu of the ‘cost of living’ and ‘utilities’ crisis.

To receive and note

**17 Financial Position**

The current financial position as of 30 November 2022 is attached together with details of the funds available from earmarked reserves. See pages 4-5.

To receive and note

**18 Financial savings**

Following the Town Council meeting of 20 December 2022, the Committee is asked to review, if and where any further savings can be made.

**19 Estimates for 2023/24**

Members are asked to note the 2023/24 budget as discussed by the preceding meeting of the Resources and General Services Committee meeting.

**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.

**Mark Squire  
TOWN CLERK  
4 January 2023**

**Agenda item 16**  
**Financial Position**

**Loughton Town Council**  
**Summary Income & Expenditure by Budget Heading as of**  
**30/11/2022 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	33,811	22,257	18,636	(3,621)	(3,621)	119.4%
	Income	34,016	24,995	32,000	7,005		78.1%
The Murray Hall	Expenditure	142,621	108,231	138,305	30,074	30,074	78.3%
	Income	76,349	85,245	77,200	(8,045)		110.4%
Other Services (Rec) (1)	Expenditure	3,540	5,743	11,250	5,507	5,507	51.1%
Service Re- Charge (2)	Expenditure	150,000	0	152,000	0	0	0%
Roding Valley Recreation Ground (3)	Expenditure	146,872	34,190	160,037	125,848	125,848	21.4%
	Income	3,650	5,426	10,145	4,720		53.5%
Open Spaces	Expenditure	23,149	10,767	27,428	16,661	16,661	39.5%
	Income	250	609	0	(609)	0	
Playgrounds (4)	Expenditure	31,555	15,419	52,447	37,028	37,028	29.4%
Will. Rd. Playing Field	Expenditure	10,791	10,281	21,297	11,016	11,016	48.3%
	Income	582	612	600	(12)		102%

**INCOME – EXPENDITURE TOTALS**

Recreation Expenditure	<b>542,338</b>	<b>206,890</b>	<b>581,400</b>	<b>374,510</b>	<b>374,510</b>	<b>35.6%</b>
Income	<b>114,847</b>	<b>116,886</b>	<b>119,945</b>	<b>3,059</b>		<b>97.4%</b>
Net Expenditure over Income	<b>427,490</b>	<b>90,003</b>	<b>461,455</b>	<b>371,452</b>	<b>0</b>	<b>0</b>

**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 16**  
**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>20.12.22</b>
<b>Recreation Committee</b>	
Murray Hall/Kingsley Hall	2,888
RVRG clubhouse & surrounding area	53,550
Playgrounds	92,000
Van replacement	12,000
Charles Moules Bridge	15,000
Hillyfields Maintenance	7,600
<b>Total</b>	<b>£183,038</b>