



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 8 March 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
1 March 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 11 January 2023.
- 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 RC175**
HAGS made a site visit on 27 February 2023, to test the ground conditions, which all being well should enable an early start date of the beginning of April 2023.

Updated timetable below (completed stages in blue)

Updated / envisaged timetable and timescale 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 with EFDC Planning Department – February 2023.
- **Underground utilities and water piping checks completed February 2023.**
- Delivery of materials & playground equipment – to be confirmed (TBC)
- Construction (c5 weeks) – Most likely beginning of April 2023.
- Opening Spring 2023 – some weather dependency

The Town Clerk and Services Manager will provide an oral update. Members to receive and note.

- 7 **Trees**
 - 7.1 **Oak Processionary Moth**
In January of this year the Forestry Commission announced changes to the treatment of Oak Processionary Moth (OPM). Please refer to the Forestry Commission letter which sets out the changes and suggests management strategies. The Services Manager has diarised inspections to all Council

sites containing Oak Trees in early to mid-June, but the Committee is asked if it wishes to take the precautionary measures highlighted in the attached letter. See pages 5-7.

7.2 Tree Planting

Cllr MacKinnon had been offered some 50, 1 year old tree whips that could be planted in the RVRG. There are potentially 20 or so species to choose from including silver birches, bird cherries, sweet chesnuts and oaks. Cllrs MacKinnon and Wixley are looking to form a working party to progress this project.

Cllr MacKinnon to provide an update.

8 River Way – Garages / brick wall – Min no RC177

Following discussions with EFDC Countrycare, it may no longer be feasible to plant native hedging close to the new fence to add further protection against fly-tipping and other anti-social activities.

The Services Manager will provide an update.

9 South Loughton Cricket Club (SLCC) request for a bench in memory of Mr Rob Glendinning – Min no RC179

SLCC has now ordered the bench, which is expected to be installed during April.

To receive and note

10 Roding Valley Cricket Club (RVCC) – Min no RC180

The draft sublease is with the Town Council's solicitors for completion.

The Town Clerk will provide an oral update.

Other Agenda Items

11 Town Council Van – Min no RC181

The new electric van is imminently due to be collected from the Northgate depot at Waltham Cross. The van will have the Loughton Town Council (LTC) livery / logos added. The defunct old van has been disposed of and the £600 received will be added to the LTC Van Earmarked Reserves.

On 9 February 2023 a site visit was made by an external contractor to Murray Hall with a view towards providing a permanent electric charging point. Currently the Buckingham Court site is not appropriate for this purpose. The Town Clerk will set-up a meeting with the management of Buckingham Court to ascertain whether chargepoint can be set up for general use on the park long term.

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

To receive and note.

12 Willingale Road Nature Reserve – Min no RC182

EFDC Countrycare are to carry out a moth survey at this site – full details and dates/times to follow, but it will be in either April or May and it will be dependent on weather conditions.

Following the previous work session carried out by EFDC Countrycare and its volunteers on Thursday 5 January 2023, further work sessions are planned for later in the year and full details will be disclosed to members as and when they are known.

13 Town Council Community Halls

13.1 Murray Hall – Solar panels

Initial enquiries have been made to find costings for solar panels to be placed at Murray Hall. The office has registered with Solar Together who are working in conjunction with the current Essex County Council (ECC). The request went to auction with their providers on 21/02/23 and a response is due by Friday 24/03/23 with the best option.

To receive and note

13.2 Kingsley Hall – Essential works to the rear garden wall and gate – Min no RC183

The essential safety works in the back garden were completed on 17 February 2023 at a net cost of £7,250. The space has been completely transformed and Officers and hall hirers are all very pleased with the outcome. Photographs are available for members to peruse. See Page 8.

14 Jessel Green Fun Day – Min no RC184

Arrangements for this event are progressing on schedule. Local Sponsors will now be sought to reduce the outlay in costs.

To receive and note

15 Skate Ramps

Officers from EFDC had expressed an interest in re-furbishing and then using the council's skate ramps, which are currently stored at Roding Valley High School (RVHS). The arrangement in principle would see the ramps stored at N Weald Airfield and used at various locations around the district, most notably at RVHS, and the arrangement would be in partnership with Active Essex and the Red Balloon Foundation. The Services Manager is currently discussing the proposal with officers at EFDC, and early indications are that LTC could retain ownership of the ramps, if the council so preferred. We are currently awaiting something in writing to the above effect.

16 Transfer of Epping Forest District Council Grounds Maintenance Services to Qualis Management – April 2023

Please see attached letter (page 9) The Town Clerk and Services Manager will attend and investigate implications on future costings.

To receive and note

17 Financial Position

The current financial position as of 31 January 2023 is attached together with details of the funds available from earmarked reserves. See pages 10 – 11.

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 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
1 March 2023**

**Agenda Item 7.1
Oak Processionary Moth**



**Oak Processionary Moth Control Programme
Plant Health Forestry Team**

Bucks Horn Oak
Farnham
Surrey
GU10 4LS
Phone 0300 067 4442
opm@forestrycommission.gov.uk

Mr Mark Squire
Loughton Town Council
1 Buckingham Court
Rectory Lane
Loughton
IG10 2QZ

January 2023
Contact ID: 39894

Dear Sir/Madam

Control of Oak Processionary Moth (OPM) in 2023

Site	Site Name
20710	Roding Valley Recreation Ground, Loughton, IG10 3LQ (Epping Forest)
35453	Newmans Lane Park, Rectory Lane, Loughton, IG10 1TN (Epping Forest)

We are writing to tell you about what is happening with the control of Oak Processionary Moth (OPM) this year. OPM caterpillars are pests which are a hazard to the health of oak trees, people and animals. The pest was accidentally introduced into London in 2005 and, despite early eradication attempts; it has become established over a wide area of London and other parts of south-east England.

Last year you may have received a Statutory Plant Health Notice (SPHN) from us requiring control of OPM infestations in your oak tree(s), and the Forestry Commission may have arranged and funded the spraying. This is because your trees were in the 'buffer area' - the peripheral area around the outer limits of the London outbreak - where government funding was being used to minimise the spread of the pest out of the 'established area'.

There have been changes to the OPM management boundaries, and you will see from the map at the end of this letter that your sites are now in the 'established area'. Control of OPM in this area is at the discretion of landowners and managers who can take a flexible risk-based approach to the management of OPM based on the characteristics of their site / property.

This means that this year you will not receive a SPHN requiring you to control and/or to remove any infestations. Unfortunately, it also means that any treatment, if required will have to be at your expense.

OPM caterpillars will be appearing from late March onwards. The first caterpillars will develop their irritating hairs and will be visible by late May and be building nests on oak trees' trunks and branches by early June. Even if you cannot see evidence of OPM in your trees (it can often be difficult to detect) you might wish to have them treated as a precaution. Treatment can begin once there is sufficient oak leaf cover (this tends to be

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Agenda Item 7.1 Oak Processionary Moth

mid-April to May) and OPM has emerged, we therefore encourage you to make preparations soon.

To help you, we have published a resource hub for managing OPM at:
<https://opmhub.fera.co.uk>

We hope you will find the resource hub useful, and you can provide feedback to us at the contact details below. Please let us know if you do not have Internet access and would like a hard copy posted to you.

Several pest control contractors in the Southeast are equipped and trained to carry out OPM control work, please see list of potential suppliers of this work at this link - <https://www.trees.org.uk/News-Blog/Latest-News/Oak-Processionary-Moth-Management-Specialists>.

Detailed information about OPM is available at:
<https://www.gov.uk/guidance/managing-oak-processionary-moth-in-england> , but if you need further advice, please:

- email us on opm@forestrycommission.gov.uk; or
- call us on 0300 067 4442.

Please also contact us as above if you are not the responsible person for this site or property, so that we can update our records.

The map attached to this letter shows the 2023 extent of the OPM established area. Please be aware that the maps on our website are in the process of being updated, and may therefore be out-of-date.

Yours faithfully

Oak Processionary Moth Control Programme

Privacy Policy

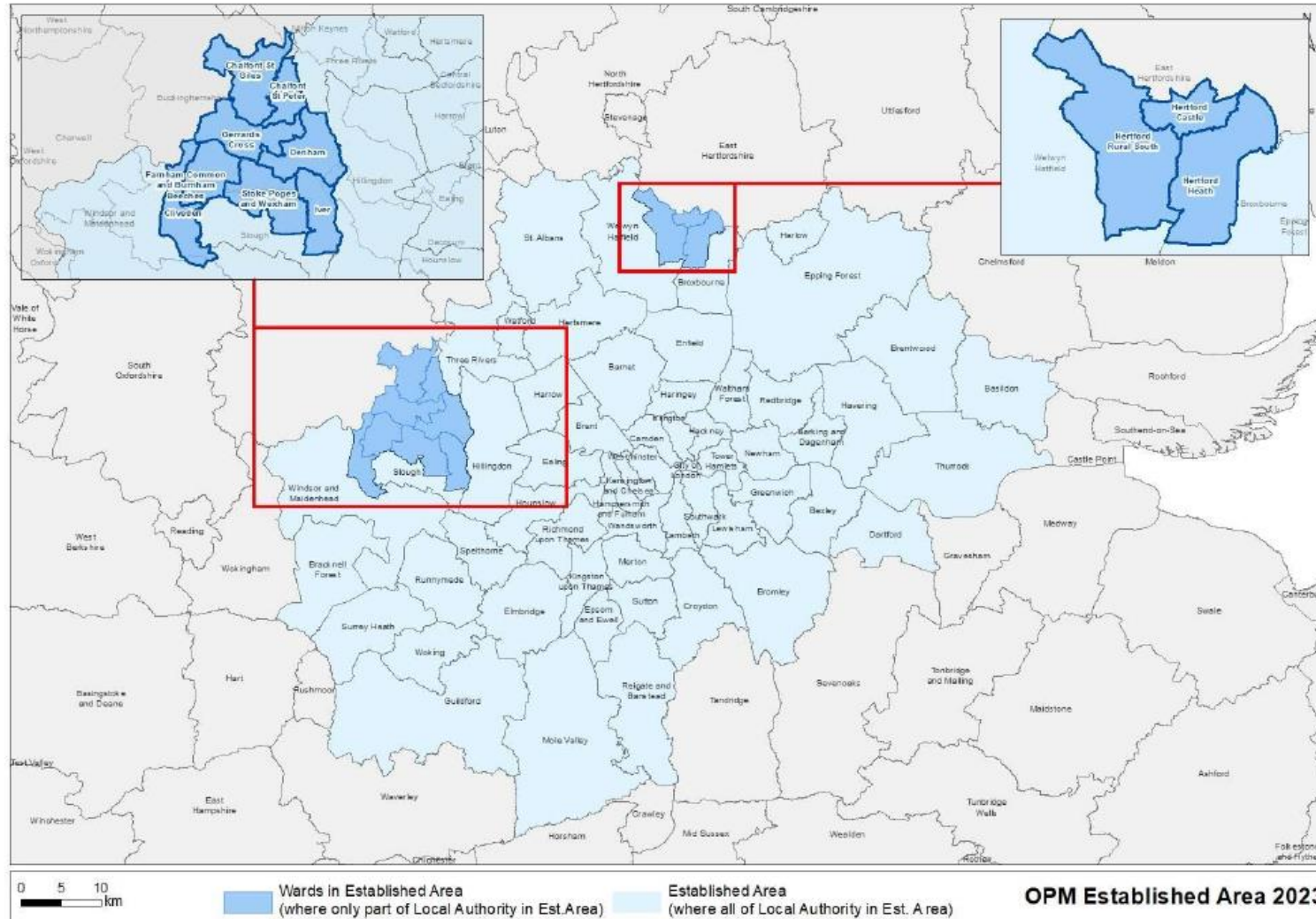
The personal information we have used to contact you is held and processed by the Forestry Commission in connection with its statutory duties under the plant health legislation (<https://www.gov.uk/guidance/tree-health-legislation>) our lawful basis for processing your personal data. Your personal data may be shared with our agents and representatives who carry out activities on our behalf.

If the information is incorrect then please let us know so that it can be corrected. You may also be able to restrict processing or have your personal information deleted. More information on how we treat personal data, including information on your rights is in our personal information charter <https://www.gov.uk/government/organisations/forestry-commission/about/personal-information-charter>.

The Forestry Commission is registered as a data controller under the Data Protection Act 2018 (Registration No: Z6542658). Your data may be stored in the UK or European Union where adequate safeguards will be in place. If you have any concerns you can contact the Forestry

Commissions Data Protection Officer informationrights@forestrycommission.gov.uk or the supervisory authority, the Information Commissioner: www.ico.org.uk

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Agenda Item 13.2
Kingsley Hall – Essential works to the rear garden wall and gate – Min no RC183



**Agenda Item 16
Transfer of Epping Forest District Council Grounds Maintenance Services to Qualis Management -
April 2023**

Loughton Town Council

By email contact@loughton-tc.gov.uk

14th February 2023

Dear Clerk

Transfer of Epping Forest District Council Grounds Maintenance Services to Qualis Management - April 2023.

I am writing to inform you of the proposed service provision change for Grounds Maintenance services from EFDC to Qualis Management, part of The Qualis Group.

Qualis Group has been established by Epping Forest District Council (EFDC) to ensure that the council's objectives to create more jobs, grow the local economy, improve housing and public amenities are achieved going forward. The Qualis Group consists of three companies. Qualis Commercial, Qualis Management and Qualis Living. Each of these companies have a common purpose to enhance the District through regeneration, investment, and asset management to support the community.

Qualis has established a vision for itself as a property company promoting and undertaking property development, management, and maintenance. The Council has the opportunity to use this vehicle to group together and transfer services which fall under this heading to Qualis Management with the intention that they can be run in a more agile way, benefiting from a private sector performance approach. The transfer is proposed to take place in April 2023.

Services will continue to be delivered to the same high standards that are expected by the same team. The 2023/24 existing terms and charges will remain the same as advised by the Council in January this year.

The Qualis team will contact you in the coming weeks to arrange an introductory meeting. I would like to like to take this opportunity to thank you for all of your previous support and to reassure you that Qualis Management will continue to provide the excellent services that are provided by the team.

Please do not hesitate to contact me should you require any further information.

Yours faithfully



Mandy Thompson

Acting Director – Technical Services

Epping Forest District Council

E: mthompson@eppingforestdc.gov.uk



Civic Offices
High Street
Epping
Essex
CM16 4BZ

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	
	31.01.23
Recreation Committee	
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
Total	£183,038