



# RECREATION COMMITTEE

Members of the Recreation Committee

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

**Wednesday 31 May 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**  
25 May 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 8 March 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 RC195

HAGS, the playground contractors have made weekly site visits over the last few months. The revised, anticipated start date of early April 2023 has been deferred due to adverse weather and heavy rainfall in April and May 2023. The demolition of the old site and establishment of the new site will run concurrently. Where possible *HAGS has looked at the environmental and recyclable opportunities for Roding play area specific with our contractor and project manager..... to reuse, recycle, and refresh the new pay area from using the existing stone, fencing and soil on site*'.

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**
- **Underground utilities and water piping checks completed February 2023.**
- **Certificate of Lawful Development with EFDC Planning Department – Granted May 2023.**
- Delivery of materials & playground equipment – imminent.
- Construction (c5 weeks) – imminent.
- Opening Summer 2023 – 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 – Min no RC196.1**

The Services Manager will conduct a visual survey of oak trees in June 2023 and will report back accordingly.

To receive and note

**7.2 Tree Planting – Min no RC196.2**

Cllrs MacKinnon, Stubbings and Wixley to provide an update on the completion of the tree whips planting. Mr Williams who sourced the whips and helped on the day has been thanked for all his help.

To receive and note

**7.3 Trees donated by EFDC – Min no RC196.3**

The four trees have been planted near the Loughton Athletics Club and entrance to the RVRG.

To receive and note

**8 River Way – Garages / brick wall – Min no RC197**

The Services Manager has conducted a visual survey. Any potential asbestos content appears to be on the surface only (possibly from old roofing) and will be removed.

Recommend that hawthorn and blackthorn bushes are planted in the area concerned.

**9 South Loughton Cricket Club (SLCC) request for a bench in memory of Mr Rob Glendinning – Min no RC198**

SLCC now has the bench on site and are looking to install it shortly. The delay is due to the extremely wet ground conditions. It is proposed that the bench will be sited on the boundary edge beneath the trees about 15m from the clubhouse.

To receive and note

**10 Roding Valley Cricket Club (RVCC) – Min no RC199**

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

The Town Clerk will provide an oral update.

**11 The Alderton Infant School – litter pick**

The Alderton Infant School has requested permission, for their children to conduct a litter pick on the RVRG on Friday 9 June 2023. A comprehensive risk assessment has been provided by the school.

Members to receive and note.

**12 Cranleigh Gardens parking**

A resident of Cranleigh Gardens has requested that the "No Parking" and associated yellow cross hatchings at the end of Cranleigh Gardens be re-painted. This action would hopefully deter people from parking in front of the emergency access gate onto the fields, allowing access when required by emergency services. This will subsequently also allow local residents to safely and easily turn around.

Members to review and agree a way forward.

**13 Residents request for a bench**

A local resident wishes to pay for a new bench, including installation, base and plaque to be sited by the Roding River near Charlie Moull's bridge. Cllr Wixley will provide background information.

Members to review and agree a way forward.

**14 Mental Elf Charity Event**

The Town Council was approached on 4 April 2023 to host a charity 5k park run at the RVRG at some point in November / December 2023. The charity would coordinate with the Roding Valley Park Run. See more information about the event on the link below.

<https://www.mindinwestessex.org.uk/fundraising/mental-elf-2022-festive-fun-run/>

Members are asked to ratify his request subject to the following.

- Please liaise with the very well-established Roding Valley Park Run and ensure that your event does not clash with either the Saturday 5km park run or the Sunday Junior Park run.
- As a Town Council we would also reserve the right to sign off on your finalised date, time, and route as we may be aware of conflicting issues that the organisers are unaware of.

**15 Car park gate**

An update will be provided, including recent evidence of further fly tipping on the car park site.

Members to review

**Other Agenda Items**

**16 Town Council Van – electric charging - Min no RC200**

The Services Team have adapted well to and are pleased with the new electric van.

Work is progressing on

1. finding a more satisfactory way of charging the van for Town Council use and
2. to investigate potential opportunities to offer a charging service to local residents.

See attached report, pages 6 – 7. The Town Clerk and Services Manager will provide an oral update.

**17 Town Council Community Halls**

**17.1 Murray Hall – Solar panels - Min no RC202.1**

An initial costing from 'Solar Together' sponsored by Essex County Council (ECC) would indicate a costing of c £11k to install solar panels. At the moment there is no budget for such a project, but this may need to be considered at some point as an investment for the future, if utility costs remain so high.

The Town Clerk will provide further background information.

To receive and note

**17.2 Murray Hall - Defibrillator**

A life-saving community defibrillator has been installed outside Murray Hall, by the Town Council in conjunction with the Community Heartbeat Trust. The equipment is live and is now available should anyone suffer a cardiac arrest. Upon receiving a call, the ambulance service will direct the caller to the machine (and will issue the access code for the locked box which contains the defibrillator).

NB. Sudden cardiac arrest happens around 100,000 times a year in the UK making it one of the UK's largest killers. Statistics suggest that the CPR alone saves just 5% of people who suffer from sudden cardiac arrest. However, CPR and using an automated external defibrillator (AED) increases the chances of survival to 50%.

At the first opportunity, a training seminar will be held to train people how to use the defibrillator, CPR and the 999 call.

To receive and note

**17.3 Murray Hall – Staffing**

As from 1 April 2023, Jayne Bayley was appointed as part time Principal Caretaker & Office Cleaner and also Steven Watkins as part time Relief Caretaker / Officer Cleaner / Cemetery Assistant.

To receive and note

**18 Jessel Green Fun Day – Min no RC203**

Arrangements for this event on Sunday 25 June 2023 are progressing well. Please see attached report from the Community Manager pages 8 – 9.

Any tombola prizes that Members can provide for the Town Council tombola stall will be gratefully received.

To receive and note

**19 Skate Ramps – Min no RC204**

At the behest of Epping Forest District Council (EFDC), the Town Clerk and Services Manager met with representatives of 'King Ramps' who made an initial inspection of the Town Council's skate ramps. They believed that the ramps are generally in good condition but arranged to take them away on 31 May 2023 and reassemble the ramps for a comprehensive inspection. EFDC will pay for these initial costs and will then decide whether or not to progress further depending on the quote provided for subsequent repairs.

To receive and note.

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

After chasing an initial meeting, the Town Clerk and Services Manager have secured a face to face meeting with Qualis on 14 June 2023. Items to be discussed include the current grass cutting remit and implications on future costings.

To receive and note

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**21 Environment & Heritage Committee 28.3.23. Minute 194 Financial Savings**

'The Committee considered that no substantial savings could be made from this Committee. However, it was AGREED that representations should be made to the Recreation Committee as meaningful savings should be considered from within the Recreation Committee budget, with specific reference to the grounds maintenance contract at the Roding Valley Recreation Ground, which absorbs a significant proportion of the annual precept'.

Members are requested to respond accordingly and agree a way forward.

**22 Proposal for British Sign Language Signs in our Playgrounds.**

See attached report pages 10 – 11. These boards appear to be relatively inexpensive.

To review and recommend a way forward.

**23 Financial Position**

The current financial position as of 30 April 2023 is attached together with details of the funds available from earmarked reserves. See pages 12 – 13.

To receive and note

**24 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.

**25 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.

**26 Exclusion of the Press and Public**

The Committee is asked to RESOLVE to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to contractual matters.

**27 Potential Insurance claim**

Please see attached report pages 15 – 16.

Members to receive and note.

**Mark Squire  
TOWN CLERK  
25 May 2023**

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**Agenda Item 16**

**Town Council Van – electric charging – Min no RC200**

**1. Finding a more satisfactory way of charging the van for Town Council use.**

Currently the van is being charged on an ad hoc basis at a site at Oakwood Hill (only two charging points available at any one time). Also, at our disposal are a few 'electric cards' which give access to a growing network of electric charge points nationwide (although the most obvious charging point at the Morrisons store in Loughton has been out of service since November 2022).

A more convenient longer term option is needed.

As previously discussed, there is an option for an electric charging point at Murray Hall.

1. C £2,800 for a wall mounted charger, including product and installation.
2. C £6,200 for a post mounted charger, including product, installation and groundworks.

However, there are plans afoot from the Management team at Buckingham Court to set up 9 multiple electric charging points at units around the precinct. Net costs are envisaged to be c £20k to £26k, which could be shared equally between 4 to 5 Buckingham Court owners (including LTC).

This would be ideal for Loughton Town Council (LTC) as the charging point would be in front of LTC parking spaces, in a secure gated environment.

**2. To pursue potential opportunities to offer a charging service to local residents.**

**Legalities**

Advice has been sought as to whether the Town Council is legally permitted to raise funds from a new electric powered charging station, on the basis that it is looking to have one fitted for our own use and also to allow members of the public to use it for a charge, where income would be attributable to LTC. LTC does use the General Power of Competence (GPC).

Two replies have been received.

a. From Roger Taylor, solicitor at Wellers Hedley, who is also the editor and updates the 'Arnold-Baker on Local Council Administration' (or 'yellow book' as it is more commonly known), the definitive guidebook for Town and Parish Councils.

*'There is a debate about whether a Council, even with the General Power, can make a charge for charging points. The concern that has been expressed is that it is a form of trading, and therefore has to be undertaken by a separate Company controlled by the Council. The definition of trading is normally based on the fact that it is in competition with other businesses who do not have the advantages regarding tax and Vat which Councils have.'*

*'Each case has to be looked at separately and if the enterprise is small scale and not installed with the sole intention of making a profit, it is probably in order. There is however no definitive answer to the question at the present time!'*

b. From Alan Mellor, the National Finance & VAT Advisor of the Society of Local Council Clerks (SLCC)

*Thank you for contacting the SLCC Advice service.*

*'Parish Councils do have powers to provide parking places and I would argue that electric charging points are an associated activity. You are also covered with the GPC.'*

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*I also think that it is permitted to charge for public charging of their electric cars. However, it is also a viable supply at the standard rate. So you may need to consider this aspect subject to your VAT position'.*

The key line here, is that there is no definitive answer at the moment and it would appear that it is such a new concept that the rules are probably going to change over time. If such a service was to be offered from Murray Hall, there are some initial observations on practical issues and staff safety (see below).

### **Potential public vehicle charging point for Murray Hall**

- Car park is full at key points during the week, meaning that the charging point will have restricted access.
- The charging point might be accessible at the point of connection, but in the intervening period the car park could become filled up with hirers vehicles, thereby blocking the charging car in!
- The council would presumably incur ongoing maintenance costs (maintenance contract etc)?
- Potential impact on safety of Murray Hall Caretaking staff i.e., machine not working, machine breakdown mid-charge, payment card being rejected, vehicles blocked-in, people trying to get access to the hall because they assume they are allowed to use the facilities. **Please note:** Caretaking staff often work into the early hours at weekends, and if the public charger is in 24-hour use, this could make them even more vulnerable than they usually are.
- Potential for vandalism – isolated site
- Potential for damage caused by vehicles, particularly when the car park is full, or just by poor driving! Presumably this would have implications for our insurance cover?
- Potential for anti-social behaviour by people waiting for their charge. This may involve other vehicles accompanying the charging vehicle (convoy of cars/loud music/disturbance caused to neighbouring property's).
- Potential for council van to not be able to access charging point when needed, thus stopping outside staff from doing their job!
- If the charger is for 24-hour use, the car park is unsupervised so there would be no way of stopping any user from leaving their car in situ all night, thus making it impossible for anyone else to use it.

Paul Hoy  
Services Manager  
9/05/2023.

#### Additional Point

- Security of premises / installation of CCTV? Budget implications?

MS

Recommend that the immediate prospect of using a charge point at Buckingham Court, for use of the Town Council van is explored as a priority first.

Opening a charging point to members of the public may be a future viable operation but is fraught with potential problems at this juncture.

Members to review and agree a way forward.



## Agenda Item 18

### Jessel Green Community Day – Sunday 25 June 2023 - Update

Organisation and plans are well underway. Red Balloon, Restore and Epping Forest Community Church are involved with assisting with the event.

Red Balloon are providing volunteers and manning the registration tent and selling of the wrist bands; they are also providing the soft play equipment for the under 5's.

Restore and Epping Forest Community Church volunteers will be manning the soft play area for the under 5's and they will be operating the "Café on the Green".

LTC have organised the following.

- EFDC events licence has been granted.
- EFDC Estates have been notified, all their questions have been answered.
- TFL have been informed of bus diversion and have agreed in principle (without cost), we are still waiting for the contractor to cut back the tree on the corner of Jessel Green and Willingale Road and have escalated our urgency for this to Mark to contact so that TFL can confirm the diversion is in place.
- Zurich Insurance Company have been informed and our Public Liability has incurred an additional premium to the figure of £168.00 (including IPT).
- The following have been booked.
  - The Wombles
  - First Aiders
  - Security
  - Portable Toilets
  - EFDC Rubbish Clearance at the end of the event and again on Monday morning
  - PA System – for lost children and other public announcements
  - Marquee and 10 x plastic tables and 40 x plastic chairs for the Restore/EFCC
  - Café on the Green
  - 50 x deck chairs for the arena
  - Fun fair rides
  - Inflatables – 2 x suppliers
  - Punch & Judy
  - Mr Happy
  - Essex Kites and their Kite workshop
  - Studio 1UK and their Caribbean workshop
  - Upstage Community Theatre Company – stall, community activities and hopefully some panto characters walking around
  - Numerous charity stalls and local craft stalls
  - Ice Cream vans x 2
  - Various Food outlets

So far LTC have secured sponsorship donations from;

John Walsh publican Cottage Loaf	1,000.00
JS Bateman Roofing & Construction	50.00
Loughton Gardens & Landscapes	150.00
MG Tree Services	100.00

Robbins Pie and Mash outlet at the Cottage Loaf have expressed an interest in supporting. And we have been given free van hire from Loughton Self Drive for the van we hire on the day (LTC to cover the insurance cost)

The following local businesses on Langston Road have been approached for sponsorship.

- Bank of England Printing Works
- Chyrstalkil
- Howard Wise Cars
- Higgins Homes
- Galliard Homes
- Loughton Tyres
- Triton Cycles
- Fairview Homes (Epping Gate Loughton)

and Essex Boot Camp, who use Jessel Green as one of their boot camp venues

PB 24.5.23

**Agenda Item 22**

**Proposal for British Sign Language Signs in our Playgrounds.**

On 13 May 2023 a local resident has sent the following request:

Dear Mark,

My name is ..... and I have a deaf daughter who is 21 months old and a bilateral cochlear implant user. We live in Loughton, Essex.

I am writing to you today to ask for help to increase accessibility and promote inclusion for deaf children within our local playgrounds.

Apologies if you're not the right person to contact for this, can I ask to signpost me if not or if you're able to forward for me please?

As you may be aware, the profile of British Sign Language (BSL) has increased considerably in the past couple of years, with it legally being recognised as a language in the UK last year, on 28th April 2022.

You may know that Deaf Awareness Week this year ran from 1 to 7 May and so I felt this was a perfect time to contact you and ask to consider installing British Sign Language communication boards within our playgrounds.

This will promote inclusion for deaf children and also a fun but educational activity for all children to learn a new language.

The following link is to a company called The School Sign Shop which produce these boards; I am proposing that the BSL Playtime Words sign would be a perfect way to include deaf children and encourage everyone to learn some sign language.



[BSL Playtime Words Sign - British Sign Language Sign for Schools  
theschoolsignshop.co.uk](http://theschoolsignshop.co.uk)

I feel strongly that these boards will encourage hearing children to interact with deaf children or anyone else they see using sign language and 'giving it a go'. Sign language usage in loud environments such as a playground can be so important for deaf or hard of hearing children as, despite being supported by technology like hearing aids, cochlear implants or brainstem implants, background noise can make it very difficult to distinguish speech.

These will also make the environment safer for deaf children to play in.

Thank you so much for taking the time to read my proposal, I really hope this can be considered going forward and I would absolutely love to see these boards in our Loughton playgrounds.

I hope I can count on your support to bring this proudly to our local area.

Best wishes,

**Agenda item 23**  
**Financial Position**

**Loughton Town Council**  
**Summary Income & Expenditure by Budget Heading as of 30/04/2023**  
**Month End no 1 Recreation Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budge t
<b>Recreation</b>							
Kingsley Hall	Expenditure	37,046	1,161	25,536	24,375	24,375	4.5%
	Income	30,707	3,244	25,750	22,506		12.6%
The Murray Hall	Expenditure	207,382	5,078	187,420	182,342	182,342	2.7%
	Income	78,001	28,748	119,200	90,452		24.1%
Other Services (Rec) (1)	Expenditure	7,957	9,855	5,500	(4,355)	(4,355)	179.2%
Other Services (Rec)	Income	0	80	0	(80)		
Service Re- Charge (2)	Expenditure	152,000	0.00	196,000			
Roding Valley Recreation Ground (3)	Expenditure	151,585	2,041	168,593	166,552	166,552	1.2%
	Income	6,065	0	6,300	6,300		0.0%
Open Spaces	Expenditure	29,191	715	17,795	17,080	17,080	4.0%
	Income	609	0	0	0		
Playgrounds (4)	Expenditure	31,844	1,083	57,340	56,257	56,257	1.9%
Will. Rd. Playing Field	Expenditure	13,273	551	20,788	20,237	20,237	2.7%
	Income	696	0	612	612		0.0%

**INCOME – EXPENDITURE TOTALS**

Recreation Expenditure	<b>630,277</b>	<b>20,484</b>	<b>678,972</b>	<b>462,488</b>	<b>462,488</b>	<b>4.2%</b>
Income	<b>116,078</b>	<b>32,072</b>	<b>151,862</b>	<b>119,790</b>		<b>21.1%</b>
Net Expenditure over Income	<b>514,200</b>	<b>11,588</b>	<b>527,110</b>	<b>342,698</b>		

**Notes:**

- 1) Other services budget includes the preparation for Jessel Green Day (e.g. marquee, toilet facilities and rides / inflatables etc). Income from the event will positively affect the budget upon completion of the event itself.
- 2) The annual service recharge is £196,000, which is allocated at year end (March 2024).
- 3) Roding Valley Recreation Ground (RVRG). DSO grounds maintenance contract costs are paid at year end (March 2024).

**Agenda item 23**  
**Financial Position - continued**

**Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves as at 30 April 2023, is provided below.

<b>Schedule of Earmarked Reserves</b>	
	<b>30.04.23</b>
<b>Recreation Committee</b>	
RVRG Playground	92,000
Van replacement	12,600
Charlie Moull's Bridge	5,000
Hillyfields Maintenance	7,600
Playgrounds	40,000
<b>Total</b>	<b>£157,200</b>

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