



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 6 September 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
30 August 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 31 May 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.

Discussions are ongoing with neighbouring businesses at Buckingham Court regarding the installation of a number of electric charging points.

Details of the transfer of Epping Forest District Council (EFDC) Grounds Maintenance Services to Qualis Management are awaited.

Roding Valley Recreation Ground (RVRG)
- 6 Playground – Min no RC214**
The new children's playground was opened to the public on Thursday 24 August 2023, with the official opening ceremony scheduled for Friday 1 September 2023.

See attached report pages 6 – 9.
- 7 Trees**
 - 7.1 Oak Processionary Moth (OPM) – Min no RC215.1**
Inspections of Oak trees across all of the Council's outdoor spaces were carried out by the Services Manager between 13 June and 3 August 2023. OPM was only found to be present in one tree, on School Green, and was promptly reported to the City of London Corporation, who are responsible for tree works on this open space. It should be noted that across all of the open spaces inspected, an estimated 30% of Oak trees could not be checked thoroughly due to accessibility issues. The same exercise will be carried out next year unless the protocol, as set by the Forestry Commission, is altered.

To receive and note

NB. EFDC Countrycare carried out a private moth survey on 3 August 2023. EFDC have organised a 'Mad about Moths evening on Weald Common, North Weald Basset on Friday 8 September 2023, between 8pm and 10pm, should members be interested.
- 8 River Way – Garages / brick wall – Min no RC216**
All asbestos was removed by Southern Asbestos Services Ltd, a Government approved contractor, from around the proposed tree planting site on Thursday 3 August

2023. The Chairman and Cllr MacKinnon will subsequently arrange the tree planting in the autumn.

9 South Loughton Cricket Club (SLCC)

9.1 SLCC's request for a bench in memory of Mr Rob Glendinning – Min no RC217

The bench has now been installed as planned. See attached photo page 10.

To receive and note

9.2 SLCC's request e-mail dated 29 August 2023

See e-mail attachment page 11.

Recommend that a meeting with SLCC is convened in the next couple of weeks.

10 Roding Valley Cricket Club (RVCC) – Min no RC218

Awaiting final documentation to be signed off by all relevant parties.

The Town Clerk will provide an oral update.

To receive and note

11 Cranleigh Gardens parking - RC220-

The over marking of the cross hatching, parking bay markers and NO PARKING caution, in the small car park in Cranleigh Gardens, was carried out on 28 June 2023.

To receive and note

12 Residents request for a bench- RC221

The bench, including commemorative plaque, was received from the supplier on 29 August 2023. Costs for the bench, concrete base and installation has already been met by the requestee, and the installation will be carried out soonest, subject to the availability of the Town Council's contractor.

To receive and note

13 Mental Elf Charity Event -RC222

The Mental Elf charity, originally wanted to host the event on the RVRG in late autumn 2023.

However, an email received 29.8.23 cited "*I had made contact with Roding Valley Park run who gave us some insightful information about the area and the course and facilities and from that we made the decision that it would not be a viable option for us. I apologise for not advising you of this as you have been very helpful.*

Roding Valley park run said the area was prone to flooding and as we are hosting our event in the winter we thought it might be too high of a risk.

Thank you for your consideration and I hope we can work together in the future on a different project. We are always looking for opportunities to develop and create new events within our community."

To receive and note

14 Skate Park Request

See attached email, dated 16 August 2023, pages 12 – 13. Members to review and agree a way forward. It may be advisable to host an initial meeting with the respondent.

Other Agenda Items

15 Town Council Community Halls

15.1 Murray Hall – Electricity bills

The current electricity provider is causing problems with erratic and nonsensical estimated bills, despite actual meter readings being submitted.

The Town Clerk will provide further background information and the course of action taken.

To receive and note

15.2 Kingsley Hall – Publicity

A publicity campaign has commenced via Town Council media channels to encourage more use of the hall in the afternoons.

The Town Clerk will provide further background information.

To receive and note

16 Jessel Green Fun Day – Min no RC226

The Jessel Green event staged on Sunday 25 June 2023 proved to be a great success with bumper crowds. See attached report from the Community Manager page 14.

The Town Clerk will provide further background information on this year's event and financial planning for next year's event.

To receive and note

17 Skate Ramps – Min no RC204

Discussions are still ongoing between EFDC and the skateboard company on the works needed to restore the equipment.

To receive and note

18 Willingale Road Nature Reserve – Min no RC201

A moth survey, carried out by Tim Harris of Wren Wildlife and Conservation Group, in conjunction with EFDC Countrycare, on 3 and 4 July 2023, with the traps being set at 9.30pm and then checked at 7.30am the following morning. The observations and results following the exercise were as follows:

“A list of the 27 species of Lepidoptera was identified this morning, more or less evenly split between micros and macros, with one butterfly in the mix. I have been able to ID three micros I wasn't sure about in the field: *Paraswammerdamia nebulella* (Hawthorn Ermine), *Hedya salicella* (White-headed Marble), and *Eudonia lacustrata* (Little Grey).

Regarding the putative Dewick's Plusia, I think it's more likely to have been a dark form of Silver Y.

On the list, the main larval food plants have been added because this should chime with the plants that are present on site, and larval food plant is the key to moth distribution.”

Damien Weller of Countrycare commented in conclusion:

“The number of moths was not great, but the weather was a little windy, which would help account for that. Variety was good. Moth trapping through the season would bring

different species. It is good that we have this record and I will see if I can encourage Tim to do more in the future.”

The asbestos water tank, unearthed by Countrycare volunteers on their previous work session, was removed by Southern Asbestos Services Ltd, a government approved contractor, on Thursday 3 August 2023. This action will now enable Countrycare to continue with the clearance work, and the next work session has been booked for Thursday 14 September 2023; all members are welcome to attend (9.30am – 3.30pm), and if so must wear appropriate clothing and footwear, although tools are provided by Countrycare on the day.

To receive and note.

19 Environment & Heritage Committee 28.3.23. Minute 194 Financial Savings

The Town Clerk will arrange the meeting at the first opportunity, which should include a representative of Qualis.

To receive and note.

20 Proposal for British Sign Language Signs in our Playgrounds.

A customised sign had been ordered and now installed at the new RVRG playground. The remaining signs for the other playgrounds may have to be staggered due to budget considerations.

The Town Clerk and Services Manager will provide a further update.

21 Filming on Loughton Town Council (LTC) Open Spaces

- i. The Town Council has been approached by a commercial entity to use LTC’s open spaces for filming, offering financial remuneration (not stated) in return.
- ii. Please see LTC filming policy dated September 2009.

In practical terms, the Town Council does get ad hoc requests for filming, but when a fee is mentioned, the enquiry usually goes away. Another typical scenario is that filming may have already taken place without the knowledge of LTC. It is important to note that the areas under discussion only relate to land pertaining to LTC directly.

Members to review and agree whether they wish to pursue this request. Also if they wish to agree or update the existing film policy.

See pages 15 – 18.

22 Financial Position

The current financial position as of 30 June 2023 is attached together with details of the funds available from earmarked reserves. See pages 19 – 20.

To receive and note

23 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.

24 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.

25 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.

26 Potential Insurance claim

Please see attached report pages 22 – 24.

Members to receive and note.

**Mark Squire
TOWN CLERK
30 August 2023**

Agenda item 6

Roding Valley Recreation Ground – New Children’s Playground

- Work commenced on the playground on Monday 17 July 2023 and was completed on Thursday 24 August., including a 5 day gap whilst materials were on order.
- The site team (sourced from the Northeast of England) were impressive throughout, working long hours and staying locally during the week, ranging from a team of six to three, depending on the particular workload at any given time
- A combination of the Town Clerk, Depuy Town Clerk, and Services Manager paid daily site visits (more often twice a day) to inspect proceedings and take photos for the records.
- The old site has been completely cleared and returned to its original state. The area has currently been fenced in with whilst the grass is re seeded.
- All of the old fencing was used in the new playground, whilst the contactor HAGS purchased new fencing for the remaining gaps.
- The new and raised groundworks were put in place and the new play equipment installed to specifications.
- The Play Inspector made his inspection on Tuesday 22 August and said that the playground scheme and workmanship were excellent.
- Following the Inspectors recommendations, a few very minor tweaks were made on Wednesday 22 August and the morning of Thursday 24 August. The playground was then open to the public by lunchtime that day.
- The Town Council has received very positive feedback and the playground is proving popular with children.
- The playground has already been extensively used and the area is frequently described as ‘buzzing’
- The original budget of £120 k plus VAT was adhered to.
- The playground is now insured under the Town Council insurance policy.
- The opening ceremony was scheduled for Friday 1 September 2023 and a report will be provided at the Recreation Committee meeting.
- The Town Mayor will invite the local schools that participated in the original playground consultation to the playground at a later date in September (once they are back at school) to thank them for their contribution to the project.

MS. 30.8.23

A question has been raised by a resident, regarding the provision of harnesses for certain pieces of equipment. The Town Clerk will provide an update during the meeting itself.

Agenda item 6 /Cont'd...



Agenda item 6 /Cont'd...



Agenda item 6 /Cont'd...



Agenda item 9.1 – SLCC’s request for a bench in memory of Mr Rob Glendinning



Agenda item 9.2 – SLCC’s request e-mail dated 29 August 2023

All,

I'm writing with an update on our ambition to build a replacement cricket pavilion on Roding Valley Recreation Ground. This is further to our site visit in early summer 2021.

For reference, those on this email are myself and Chris from South Loughton Cricket Club, Tony from Loughton Athletics Club, Mark and Paul from Loughton Town Council, and Graham Pryke from Essex Cricket in the Community.

After consideration of potential alternative sites and the cost implications of having to create a new cricket ground as well as build a new pavilion, our firm preference is to remain where we are and accept the inevitability of flooding and its impact on our playing facilities. Building a pavilion raised above the flood plain would remove the problem that is always the most troublesome: drying out, cleaning and sanitising a wet and dirty building, often more than once per winter. A raised construction would also keep the building in use for much longer during the cricket off-season.

Tony: we would very much like Loughton Athletics Club and ParkRun to remain potential partners in this project. Our view is that your exact location is less of an issue than for us, and the proposed pavilion site would still facilitate your activities on the enclosed running straight and adjacent grass track.

Our President, Chris Couldrey, has led our work on this project so far and his comments and assumptions are below. These include an indicative cost..... We are a registered Community Amateur Sports Club (CASC) and would seek to take advantage of any tax benefits this offers for such a project.

As Chris mentions, we received planning permission from Epping Forest District Council for a new pavilion on our current site in 1997/8. This didn't proceed.

Our proposed next steps within our club are: 1. to make a firm executive commitment to proceed; 2. to announce this to the club, most likely at the AGM in November; 3. to seek to set up a working group based on a skills matrix with members drawn mainly from outside the current club officers.

Before we do any of these, however, I believe we need to establish: 1. that Loughton AC remain an interested party; 2. that Loughton Town Council don't see any obvious and overwhelming impediment to the project proceeding as proposed; 3. whether Essex Cricket in the Community have any guidance to offer at this stage.

If parties feel a meeting within the next few weeks would be useful, we are happy to host.

Many thanks and best wishes

Andrew
Chairman, SLCC

Agenda item 14 – Skate Park Request

Sent: Wednesday, August 16, 2023 3:26:56 pm

Subject: New skate park community group - Roding Valley Recreation Ground

Dear Mark

Further to our conversation yesterday (Tuesday), the purpose of my call was to make your authority aware that a new community group has been formed, to campaign, to build a new skate park in Roding Valley Recreation Ground. My call was also to establish the name of the officer with whom the group needs to liaise with, to achieve its purpose.

As I mentioned, I sent your Council a text message, via your website, however, for whatever reason you informed me, you had not received it. Attached are screen shots of my message (sent 7th, this month).

Of myself, I support skate park users (and their parents and guardians), by helping them improve their skate park facilities, and where there is no skate park, to campaign to have one built.

I am currently helping a community group get a new skate park built in a park, in Palmer's Green, north London - link:

<https://www.change.org/p/lets-build-a-skatepark-in-broomfield-park>

As you will see, with the group's petition, it has nearly reached its goal, and the group have ongoing meetings with the park landowner - Enfield Council. The Council have now engaged a company to undertake a feasibility study for the new skate park, in the park.

I am also helping other skate park community groups improve their skate parks.

Please note, I do not represent any business interests and the work I am doing to help improve skate parks or get new skate parks built, is voluntary, and I am not paid for the work I am doing.

To overcome funding issues, with limited funds available from local authorities, a solution is for community groups to fundraise. To do this the groups need to be formally constituted, have officers, and have a bank account.

Fundraising is of course a key point, to build the skate park, and despite the high cost, I am confident that the necessary funds can be raised.

Recently I was contacted by skaters and parents who want a skate park in Loughton. Three potential sites were identified as possible sites for new skate parks. These were Roding Valley Recreation Ground, a site off Langston Road (opposite the Bank of England site), and Willingale Road Playing Fields.

Having visited each site, using a criteria for amenities, I have concluded the best potential sites are at Roding Valley Recreation Ground, and Willingale Playing Fields.

However, given each of the sites would need its own community group being formed, to help two groups at the same time would create issues for me, given I am already helping over 20 other community groups. Therefore, having asked members of my group which site they preferred; the majority agreed to the Roding Valley site.

For information, there is a Facebook page for those residents in the Willingale Road area, at: <https://m.facebook.com/groups/104325852396/>

The working title of the group I have formed is called 'Roding Valley Recreation Ground Skatepark Group', however when the draft group constitution is offered to them, the name may change.

I am aware there is a long process to go through before a new skate park is built in Roding Valley Recreation Ground. Currently I need to let residents know of this new campaign group, and invite them to join the group.

As I mentioned during our chat, a potential location for the new skate park is on the upper ground, near to the disused buildings (pavilions?). See attached photograph.

From conversations I have had with my group members, there would be a lot of support for a new skate park. Therefore, as a first step our group will be setting up an online petition page. Once set up, I would be grateful if you would advertise the petition, through your normal means of communicating with residents. Also, if any major special events are being organised for residents in that area, I would be grateful if you would please let me know.

Currently I am your point of contact for the Roding Valley Recreation Ground Skatepark Group, however prior the group constitution being adopted, I will seek to have a Chair, Secretary and Treasurer in place, in an acting role prior to the constitution being adopted, when members will have the opportunity to elect members to fill those posts.

Depending on the situation at the time, I look forward to a partnership agreement between your authority and my group, for the new build project.

Please let me know if you have any queries.

Kind regards

John Lawal

Founder, Roding Valley Recreation Ground Skatepark Group

Agenda item 16 – Jessel Green Fun Day

Jessel Green Fun Day 25 June 2023

Report for Recreation Committee Meeting 6 September 2023

Another successful event – we received no complaints!

We took on board all the considerations from last year's event.

Arranged via EFDC for trees along the bus route to be cut back to ensure the bus route diversion took place.

We didn't rely on volunteers and employed operatives to man all inflatables at an extra cost, we booked more fairground rides who provide their own staff to man the rides and we doubled up on rides where long queues had formed last year so residents were able to have more turns on their favourite rides.

We widened the event area to make it more spacious and less crowded in areas. We provide a picnic area for those families who set up camp for the day.

More councillors attended and helped on the Town Councillors tombola stall which raised £154.00 for the Town Mayor's chosen charity Guide Dogs.

We thanked John Walsh at the Cottage Loaf for his donation of £1,000.

To keep the wrist bands costs at last year's price we reached out to other local businesses and received generous donations from the following local businesses and supporters: Galliard Homes, Higgins Group Plc, Daniel Robinson Funeral Directors, Loughton Gardens & Landscape Gardeners, MG Tree Services, Essex Boot Camp, JS Bateman Roofing & Construction and Loughton Self Drive

The footfall wasn't lower this year, but because the area was more spaced out it seemed less congested.

It was evident that families were being thriftier as the wristband sales were down on last year. More individual single tickets were sold rather than wristbands. Parents/carers were actively discussing with their children in the registration queue what inflatables they could/could not go on rather than just saying 'have a wristband and go for everything'. We also offered a very generous half price wristbands for under 7's which also accounted for the lower takings.

Total Expenditure	£14,763.
Income received	£6,959
Total Expenditure	£7,804

The lower wristband and ticket fees coupled with the extra costs to man the inflatables contributed to the additional total expenditure.

Pippa Bryce
August 2023

Agenda item 21 – Filming on Loughton Town Council (LTC) Open Spaces

From: Kimmy Cruz <
Sent: Tuesday, July 11, 2023 8:09 AM
To: Pippa Bryce
Subject: Get Booked for Filming With Giggster

Hi Pippa,

Would you be open to renting your location for filming? We work with the top production studios, brands, and agencies, as well as independent content creators who use Giggster daily to find unique locations of all shapes and sizes.

We've got hot demand for locations in Loughton, so we're reaching out to see if you'd be interested in giving this a try!

Renting out your location on Giggster, is much like hosting on Airbnb, except for that there is much higher earning potential and our renters are professionals from companies you've probably heard of like Disney, Netflix, and HBO.

If you'd like to schedule a time to discuss this further, respond to this email with a time that works best. Otherwise, you can go ahead and begin creating a listing for your space here: giggster-hosts.com/kimmy

Best wishes,
Kimmy Cruz
Location Onboarding
Giggster - A Better Way to Book Locations

Agenda item 21 – Filming on Loughton Town Council (LTC) Open Spaces /Cont’d...

Current Council policy agreed by Recreation Committee 21/03/07 regarding charges:

- (1) News stories, small scale regional programmes, small scale documentaries: no charge.
- (2) Major documentaries, large scale investigative programmes: £250/day.
- (3) Dramas, films, advertisements: £500/day.
Subject to:
 - (a) Officers may negotiate alternative fees if required.
 - (b) Users agreeing to the council's conditions of use.
 - (c) Additional fees may be charged if vehicles are to be taken on to the ground.
 - (d) Users are responsible for reinstating any damage caused to the Recreation Ground or its appurtenances.
 - (e) Users indemnifying the council against any claims arising from their use of the Recreation Ground.

Copy of Company's PLI to £5m minimum cover to be provided in advance.

Free use for restricted period of 1 hour after which a fee would be charged.

Content to be non-offensive.

Company to sign standard Terms and Conditions of hire (these exist for RVRG)

Agenda item 21 – Filming on Loughton Town Council (LTC) Open Spaces /Cont’d...

FILMING ON LOUGHTON TOWN COUNCIL PROPERTY

TERMS AND CONDITIONS

Definitions

The Council	Loughton Town Council
Council Representative or The Company	a person or persons either appointed by the Council or a person persons carrying out a statutory function the organisation or person authorised to carry out filming on council land or premises
Agreement	written authority from the council to use council land or premises for the purposes to film
Location Site	The agreed venue or premises to be used for filming
Filming	The agreed production, storyline and script submitted by the Company

Agreement – Terms and conditions

1. The Council in consideration of any payments and indemnities agreed will allow and permit the Company access to the agreed location site for the purposes of the production and filming for the agreed number of days, dates and times.
2. The Council in its absolute discretion may allow and permit the substitution of such alternative and additional days and times as requested by the Company, should for any reason the filming not proceed on the dates set out in the agreement. This is provided that a written request for alternative or additional days is not less than three working days prior to any date specified in the film agreement. All other terms and conditions in the agreement will remain in full force for any alternative or additional day or days.
3. The Company will represent the agreed location site under its proper title or if desired to represent it as being either another real place or a fictional place according to the requirements of the story of the film.
4. The Council will allow and permit the Company to represent the said location site under its proper title or if desired, to represent it as being either another real place or a fictional place according to the requirements of the story of the film.
5. The Council will allow and permit the Company to incorporate any scenes filmed in the said location site in the final version of the film either as a sequence on its own or preceded interlaced or followed by such other scenes as the Company may require including scenes and stage sets representing for the purposes of the film any part or portion of the aforesaid location site and to take still photographs of the location site.
6. The Council will allow and permit the Company to exploit and exhibit the film and stills thereof with or without the scene photographed on the aforesaid location site in any medium not known or hereafter devised without any restriction whatsoever.

7. The Company must examine the location site and find it suitable and sufficient for their use and that it will require no alterations, items of equipment or services from the Council to facilitate or assist in the production and filming of the said film save the attendance of a member of the Council's staff at such times as the filming is in progress if requested or necessary.
8. The Company will, at its own expense, obtain all consents, orders or other statutory or mandatory notices in respect of the filming at the location site.
9. The Company will indemnify the Council against any liability, loss, claim, proceedings, fatality or personal injuries to any person or loss or damage to the property of any person (including property of the Council) caused by the negligence, omission, default or deliberate and wrongful act of any person in the employ of the Company or over whom they have control. Such indemnity shall be in the maximum sum of 5 million pounds (£5,000,000) in respect of any one occurrence.
10. Without limiting their obligations and responsibilities under the Agreement, the Company before commencing any filming at the location site on the agreed dates, shall effect a policy or policies of insurance to the satisfaction of the Council in respect of the risks set out in item 9 above and shall produce to the Council the policy or policies so effected together with the current premium renewal receipts if required to do so.
11. The Company shall not break, damage, alter or tamper with any part of the location site (including damage to any tree, shrub, flower bed or lawned or grassed area) nor shall the Company cut, maim, injure, destroy or deface or otherwise alter or effect in any way any structure standing on or forming part of the location site or being in its immediate environs.
12. The Company shall not have the use of any mains or public utility facilities (save for the normal and necessary toilet and washing facilities) available at the location site unless the prior consent is obtained by the Council representative.

Agenda item 22
Financial Position - continued

Earmarked Reserves:

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

Schedule of Earmarked Reserves	
	30.06.23
Recreation Committee	
RVRG Playground	92,000
Van replacement	12,600
Charlie Moull's Bridge	5,000
Hillyfields Maintenance	7,600
Playgrounds	40,000
Total	£157,200

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