



# RECREATION COMMITTEE

Members of the Recreation Committee

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

**Wednesday 17 January 2024**

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**  
10 January 2024

**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 October 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 Play Facilities on the Oakwood Hill Estate**

On 15 Deember 2023, Mr Fabrizio Ferrari, Public Health Improvement Officer, Health Improvement Team Manager – Customer and the Community, Epping Forest District Council (EFDC) sent the followoing email (extract below).

*I am emailing because Epping Forest District Council would like to grant Loughton Town Council a grant of £30,000 from the UK Shared Prosperity Fund. The grant would be to improve the play facilities at Longcroft Rise on the Oakwood Hill Estate in Loughton by installing additional equipment and any other improvements the Town Council sees fit to make.*

*Funding would need to be spent within one year of the service level agreement being signed.*

*Please could you let me know if the Town Council would be willing to accept the grant.*

Fabrizio will attend to provide more detail on this proposal and answer Members questions.

**6 Skate Ramps – Min no RC273**

EFDC continue to liaise with the skateboard company for progress reports on the repairs. Mr Ferrari can provide a further update.

**7 Town Clerk's / Chairman's Report**

- The free tree whips (ten in all) were collected from Essex County Council (ECC) headquarters on 15 December 2023 and have now been taken by Cllr Wixley and planted on the Recreation Ground.
- An update will be provided on the sink hole at the Felstead Road playground.

**Roding Valley Recreation Ground (RVRG)**

**8 Roding Valley Cricket Club (RVCC) – Min no RC268**

The Town Council's solicitors are awaiting receipt of funds from RVCC to finalise the legal agreements. The Town Clerk has continued to chase and will continue to do so.

To receive and note.

**9 Residents requests for benches**

**9.1 Request from the Wintle family – Min no RC270**

Orders have been issued for the seat, plaque and concrete base. Delivery of the seat and plaque are awaited. The concrete base will be installed on receipt, although a delay may ensue due to the ongoing flooding issue at the RVRG.

**9.2 Request from the Lee family**

A request has been received from a local resident, for a bench with a memorial plaque for her recently deceased husband. The seat would ideally be placed facing the lake close to the memorial tree planted in November 2021. See photos on Page 5.

Members to review and agree a site for the bench.

**9.3 Other benches**

Members may be aware that the Town Council is responsible for a number of other benches in Loughton (not the High Road), the majority of these falling under the remit of the Environment & Heritage Committee.

To receive and note

**10 Skate Park Request – Min no RC271**

A site meeting took place on the 16 November 2023 between Cllrs D.Wixley, N.MacKinnon, the Town Clerk, Services Manager and Mr John Lawal (JL), instigator of a new skate park community group for Loughton. JL was very enthusiastic regarding the prospect of crowdfunding a new skate park and outsourcing management of the potential project. A possible location could be on the mound near the outdoor gym.

Members to discuss.

**11 Essex & Suffolk Water (ESW)**

Members are aware of the huge excavation crater dug by ESW in November 2023 to source a water leak, some 20 feet below ground on the RVRG close to Greentsed Road entrance. Loughton Town Council (LTC) was very grateful to have the invaluable support of EFDC drainage engineers on site. In the absence of any known records of historic drainage assets at such a significant depth in the vicinity, plus the configuration of the clay pipework that the gang had exposed, it was concluded that the pipe arrangement had existed as a form of temporary dewatering from the time of the trunk mains installation of circa 1963. The recent excavation had produced an obvious free-flowing exit route for groundwater in the vicinity, not helped by the low-laying nature of the area and its designation as a functional flood plain associated with the nearby River Roding. Consequently it was agreed with ESW that a number of reinstatement works needed to be completed.

The area has predominantly been returned to its former state with some topsoil and seeding work to be completed in the Spring of 2024.

To receive and note.

**12 Play in the Park**

A new invitation has been received from EFDC dated 9 January 2024 (see attached pages 6 - 7) for LTC to contribute to the 'Play in the Park' sessions for Easter 2024. Members may recall that the large increase in funding requested last year, meant that LTC could fund fewer sessions. Last year LTC assisted with two sessions at Easter and four sessions in the summer holidays at £140 per session compared with the reduced rate of £100 promoted by EFDC this year.

Members to review and recommend an appropriate response.

**13 Jessel Green Fun Day**

Members to agree the proposed date of Sunday 23 June 2024, 12 noon until 4pm.

**14 RVRG Playground**

- I. Disability harnesses are now available for specific play equipment use. However please see attached pages 8-10. The Director of Playground Inspections categorically confirms that the harness should **not** be left on the equipment unsupervised, at anytime. A way forward might be to allow the resident to borrow the harness but to return after use, with a suitable disclaimer attached.

Members to review.

- II. The cracked platform of the toddler multi-play area was promptly replaced at no additional cost. In the Spring of 2024 attention will be given to any additional grass seeding required by the playground entrance.

To receive and note.

**Other Agenda Items**

**15 Town Council Community Halls**

**15.1 Murray Hall – Min no RC272**

**I. Electric Charging Point**

An EV electric charging point and installation has been secured at a net cost of £2,478.67 for the wall box and installation for the use of the Town Council van, which serves the Loughton community. On this basis Cllr CC Pond has been able to secure £1,000 towards the costs, from the ECC Locality fund in his capacity as a County Councillor. The office is also exploring eligibility for a further 'workplace-chargpoint grant' of £350. This additional asset will also obviate some of the logistical problems that we are currently encountering in charging the Town Council van.

The Town Clerk will provide a further oral update.

**II. Electricity charges**

A further 'Teams' meeting has been held with the Billing Customer Services Manager of SSE on 6 January 2024. We are now very close to agreeing the current status of bills and have set optimum dates for meter readings to be provided, ready for use for billing. The company will also provide a quote for future contact options with SSE.

The Town clerk will provide a further oral update

**III. Defibrillator training**

Now that the festive period is over, prospective training dates will be circulated, envisaged to be either a Monday or Thursday evening.

To receive and note.

**15.2 Kingsley Hall Heating – Min no RC272.2.1**

During December 2023, further works were carried out on the heating system which would appear to have alleviated the previous issue of consistently low temperatures quite considerably. Further checks were carried out to the

pipework and an additional radiator installed, with the result being that temperatures are at an acceptable level for hall hirers. This situation will continue to be monitored closely.

All being well this will preclude the need to have a completely new heating system installed.

To receive and note.

**16 Filming on Loughton Town Council (LTC) Open Spaces – Min no RC275**

The company concerned 'Giggster' is a start-up company based out of Los Angeles USA but wanting to expand into Europe and the UK. They describe themselves as 'the Airbnb for meetings, events, weddings, birthdays, film locations and photoshoots.'

- It is free to list our venues with them, no monthly fees, no contracts & no commitments.
- Event spaces can be at weekends or weekdays for photoshoots and film locations.
- They state that they can meet any customization needs for agreements, additional services, pricing, etc.
- Simply a marketplace to expose our venues to their guest base to increase our bookings (similar to Wedding Wire, Reel Scout).
- They claim that they have a large production based guest base that can fill our unbooked time with film/photoshoot bookings on weekdays for additional revenue.
- They can help create the draft listing for LTC but need the 'price per hour' in renting our venue space.

The company cites a buffer from their published price of the 19% - the Giggster Commission for every completed booking completed

Current Committee policy is to charge £250 a day for major documentaries, large scale investment programmes and £500 a day for dramas, films and advertisements. Officers have the discretion to negotiate alternative fees, so an hourly rate can be calculated.

Members to review. It may be worth conducting a trial period to see if any income can be generated.

**17 Financial Position**

The current financial position as of 31 October 2023 is attached together with details of the funds available from earmarked reserves. See pages 11 – 12.

To receive and note.

**18 2024/25 Budget**

Members may wish to comment following the preceding Resources and General Services budget meeting.

**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.

**Agenda Item 9.2**  
**Request from the Lee family**

**Proposed Position of Memorial Bench, as Requested by the Lee Family**



**Frontal view**

**View to the left**

**View to the right**



Paul Hoy  
Services Manager  
9 January 2024



## Agenda item 12 – Play in the Park

9 January 2024



Ashleigh Howard 07596 890924

Email: [ahoward@eppingforestdc.gov.uk](mailto:ahoward@eppingforestdc.gov.uk)

Dear Town Clerk,

Thank you for participating in our popular Play in the Park activity programme during 2023.

Each year we ask Town Councils to contribute towards the cost of delivering the programme. This contribution helps us to deliver the programme to Epping Forest District residents free of charge but does not cover the full costs of delivering the programme. To continue to offer the programme free of charge and maintain the high-quality delivery, we are asking Town Councils to pay £100 per session.

We are now in the process of preparing the Easter Play in the Park programme for 2024 and invite you to complete the enclosed/attached proforma, indicating your preferred locations, dates and times for Easter 2024.

When preparing the programme, we shall as always, endeavour to fulfil your requested dates and times. However, as these sessions are run throughout the district it may be necessary to adjust where requested dates and times coincide.

Please complete the attached form and kindly return it to me by Monday 12 February 2024 to reserve your sessions. You will then be sent a copy of the draft programme for final approval.

Thank you for supporting Play in the Park, and we look forward to working with you again in 2024.

Yours sincerely,

Ashleigh Howard  
Health & Wellbeing Officer  
Community, Culture & Wellbeing  
Epping Forest District Council  
07596 890924



Town / Parish	
Contact name	
Email address	
Telephone number	
Publicity required?	

Please use the tables below to select your preferred locations, dates, and times. Morning sessions take place between 10am-12noon, and afternoon sessions take place from 1.30-3.30pm. The team will require access to the site ½ prior to and following the session for set-up and take-down.

At the bottom of each form, please provide the following:

- Full address
- Access details e.g. codes or key requirements

We would like to bring our transit-sized van onto the field to allow easy access to equipment, please would you tell us at the bottom of the form if this is possible.

### Easter 2024

**Week 1: Tuesday 2nd (PM ONLY), Wednesday 3rd, Thursday 4th, Friday 5th**

Location/Site requested	Number sessions required	AM/PM	Preferred date

**Week 2: Monday 8th, Tuesday 9th, Wednesday 10th, Thursday 11<sup>th</sup>, Friday 12th (AM ONLY – Just Friday)**

Location /Site	Number sessions required	AM/PM	Preferred date

\* Please indicate if you have a preferred day and time.



**Agenda Item 14**  
**RVRG Playground**

**From:** Catherine Hopkins <Playground Inspections>

**Sent:** Tuesday, January 9, 2024 9:25 AM

**To:** Paul Hoy <

**Subject:** RE: Advice

**Importance:** High

Good Morning Paul,

Thank you for your enquiry, Managing Director Jon Dalton has asked you to action this as soon as possible.

*The harnesses are not permitted to be left in place as there is a strangulation risk; they should only be used under supervision.*

*This is also confirmed on the manufacturer website so I would strongly recommend they do not leave it in place: <https://hags.co.uk/en-gb/playground-equipment/accessories/safety-belt>*

I hope this meets your requirements if you do have any further queries please do not hesitate in contacting myself or the office.

Kind Regards,

Catherine Hopkins

Sales & Director Support



**Click here for more info and to book a free demo!**

Record and manage your inspections digitally with the  
UK's Number 1 playground inspection app!

**From:** Paul Hoy < >

**Sent:** Monday, January 8, 2024 3:20 PM

**To:** Catherine Hopkins <

**Subject:** Advice

Hi Catherine

Happy New Year to all at the Play Inspection Company

I would like to ask you for your advice on a matter, namely your thoughts on leaving harnesses on DDA seats? Our new playground at Roding Valley Recreation Ground has a DDA roundabout with three of the following seats [Carousel Mirage Revolution \(hags.co.uk\)](https://hags.co.uk), and I have been asked to fit one harness set and leave it in place. I thought it best to check with an inspector before I do so, in case of any health and safety concerns. I would welcome your thoughts on this and look forward to hearing from you soon.

Regards

Paul.

Paul Hoy

Services Manager

## Agenda Item 14

### RVRG Playground

# HAGS

## Safety Belt

### Accessory

This unique 5-point, fully adjustable harness further increases the usage of the Mirage Seat, making it even more inclusive. This great accessory is perfect for those that need extra support and security, allowing them to enjoy the ride and make the most of the play activity. It is easily fitted and removed, and there is an emergency quick-release button in the centre of the harness. The harness is an accessory that comes with the supervisor and leaves with the supervisor. It is not to be left on the seat when not in use.

### [Read Less](#)



Product Number: H8000988-2

### Product Specifications

Age Range:	5-12
Assembly Time:	1 hours
Length (mm):	420 mm
Width (mm):	540 mm
Height (mm):	850 mm
Net Weight:	0,59 kg
Volume (m3):	0.001 m³

### Material

LOOKING FOR HELP?

X

---

**Agenda Item 14**  
**RVRG Playground**

Material	kg	%
Polyethylene (PE)	0	100
	0 kg	100%

**Add to my Collection?**

Fill your basket with products by clicking "Add to my collection" so that you can create and print your own custom brochure, download the files you need for all the products in one go, or to request a quote.

**Agenda item 17**  
**Financial Position**

**Loughton Town Council**  
**Summary Income & Expenditure by Budget Heading as of 31/10/2023**  
**Month End no 7 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	37,046	8,476	25,536	17,060	17,060	33.2%
	Income	30,707	23,262	25,750	2,488		90.3%
The Murray Hall	Expenditure	207,382	52,474	187,420	134,946	134,946	28.0%
	Income	78,001	113,296	119,200	5,904		95.0%
Other Services (Rec) (1)	Expenditure	7,957	15,464	5,500	(9,964)	(9,964)	281.2%
Other Services (Rec)	Income	0	6,959	0	(6,959)		
Service Re- Charge (2)	Expenditure	152,000	0.00	196,000			
Roding Valley Recreation Ground (3)	Expenditure	151,585	109,087	168,593	59,506	59,506	64.7%
	Income	6,065	4,151	6,300	2,149		65.9%
Open Spaces	Expenditure	29,191	8,953	17,795	8,842	8,842	50.3%
	Income	609	125	0	(125)		
Playgrounds (4)	Expenditure	31,844	137,874	57,340	(80,534)	(80,534)	240.4%
Will. Rd. Playing Field	Expenditure	13,273	7,779	20,788	13,009	13,009	37.4%
	Income	696	1,274	612	(662)		208.2%

**INCOME – EXPENDITURE TOTALS**

Recreation Expenditure	<b>630,277</b>	<b>340,105</b>	<b>678,972</b>	<b>338,867</b>	<b>338,867</b>	<b>50.1%</b>
Income	<b>116,078</b>	<b>149,068</b>	<b>151,862</b>	<b>2,794</b>		<b>98.2%</b>
Net Expenditure over Income	<b>514,200</b>	<b>191,037</b>	<b>527,110</b>	<b>336,073</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 offsets some of the expenses.
- 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) although Qualis are currently producing monthly invoicing.
- 4) Playgrounds – actual year to date expenditure, includes £92,000 taken from earmarked reserves (new RVRG playground).

## Agenda item 17

### Financial Position cont.

#### Earmarked Reserves:

A summary of the Committee's reserves showing the amounts available from reserves as at 31 October 2023, is provided below.

<b>Schedule of Earmarked Reserves</b>	
	<b>31.10.23</b>
<b>Recreation Committee</b>	
RVRG Playground	0
Van replacement	12,600
Charlie Moull's Bridge	5,000
Hillyfields Maintenance	7,600
Playgrounds	40,000
<b>Total</b>	<b>£65,200</b>