



RECREATION COMMITTEE

Members of the Recreation Committee

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

Tuesday 3 September 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
28 August 2024

Membership:

Councillor D Wixley (Chairman)
Councillor S Murray (Vice Chairman)

Councillors		
L House	N MacKinnon	M Stubbings
R Sylvan	K Valentine	

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 29 May 2024.
- 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 South Loughton Cricket Club (SLCC) – Min no RC267**
To hear an update from Chris Couldrey, the Treasurer of SLCC, regarding the proposed replacement of the cricket pavilion. See attachment page 5.
- 6 Oakwood Hill project – Min no RC6**
Please see attached report pages 6 – 7 from Vanessa Gayton, Team Manager Community, Development and Wellbeing, Epping Forest District Council (EFDC). It is envisaged that Vanessa will attend the next Recreation Committee meeting to provide a further update.
- 7 Newmans Lane Playground Project – Min no RC7**
See attached report, page 8.

To receive and note.
- 8 Town Clerk's / Chairman's Report**
 - The installation of the bench for the Lee family has now been carried out.
 - An update will be provided regarding the Loughton Cricket Club boundary.
- Roding Valley Recreation Ground (RVRG)**
- 9 Roding Valley Cricket Club (RVCC) – Min no RC9**
Progress on the proposed transfer of cricket area continues to be protracted. An oral update will be provided.
- 10 RVRG Tree Survey – Min no RC10**
The Town Council's contractors are due to commence follow-up works to trees, (following the comprehensive tree survey carried out by Place Services in late 2023), on 19 August 2024. It is anticipated that the works will cover an approximate two week period.

To receive and note.
- 11 RVRG – Memorial Trees – Min no RC11**
The Senior Arboriculture Officer at EFDC has reported that no payments for memorial trees to be planted on the Recreation Ground had been received (up to and

including 8 August 2024), and that now the cut off period for this year's planting had passed, any new enquiries would be moved on to the 25/26 season.

To receive and note.

12 Memorial Tree and Bench Policy

See attached policy, pages 9 – 13.

Members to review and agree. Also to consider whether this policy should be extended to other green areas under the responsibility of the Recreation Committee and whether the draft policy should be taken to the next Environment & Heritage Committee meeting for consideration too.

13 RVRG Changing Rooms – Min no RC12 -Security / Health and Safety

The Senior Asset Manager at EFDC has informed that if demolition of the buildings is required, then planning consent will need to be sought from EFDC. EFDC as landlord's have no problem with the removal of the structures. Equally as LTC is the Tenant, EFDC are not entirely comfortable with somebody from EFDC assessing property, it should really be somebody within LTC or employed by LTC.

An independent inspection company has been contacted and have provided a complete Health & Safety Risk Assessment (H&S): **Football changing rooms, Roding Valley Recreation Ground, Roding Rd, Loughton, IG10 3BS – H&S = £700 + VAT.** However, further cited 'I must be completely honest, as these have been closed for several years, a H&S of the internals is likely to raise a significant number of risks, and you probably do not need to pay for full assessment to highlight this for you. Your concerns regarding the safety of the structure do go beyond the scope of this assessment and our expertise. We would suggest speaking to a structural engineer for definitive advice on this. We would be happy to complete this H&S for you but want to avoid you spending money on an unnecessary assessment if a structural engineer deems the buildings to be unsafe.'

The Town Clerk and Services Manager will provide a further oral update. Members to recommend a short term and long term strategy for these buildings.

14 Football Pitch Hire on the RVRG- Min no RC13

Only one team has booked a football pitch for the forthcoming 2024/25 season. Following consultation with the Recreation Working Party (RWP) members, permission was exceptionally granted, for one pitch to be marked out for the oncoming football season. Whilst provision should be made for social football the cost effectiveness of organised football appears unfeasible.

The RWP member and office staff will elaborate further. Members to recommend the way forward.

15 Independent Playground Inspection – Min no RC14

A purchase order has been issued to the Play Inspection Company, who are tasked to carry out the next major independent inspection of all playgrounds in November 2024, exact date to be confirmed.

To receive and note.

16 Essex & Suffolk Water (ESW) – Min no RC18

Some remedial work has now been completed by ESW. The office continues to chase for final completion. A further oral update will be provided at the meeting.

To receive and note.

Other Agenda Items

17 Town Council Community Halls

17.1 Murray Hall

- A new heating thermostat has been installed, providing greater control and flexibility on the heating timings. Electricity bills have now been switched to British Gas and hopefully this will result in more reliable and consistent billing.
- As the Town Council electric van is now charged from Murray Hall directly, a cost reallocation will need to be considered during the financial year, from the 'Murray Hall electricity' budget line to 'van' budget line.
- It has just been observed that the air conditioning units are not working and repair quotes have been sought.

The Town Clerk will provide any further updates.

To receive and note.

17.2 Kingsley Hall – Min no RC19.2

At the time of writing, work on the front windows is near completion. The Town Clerk will provide any further updates.

To receive and note.

18 Jessel Green Fun Day – Sunday 23 June 2024 – Min no RC319

See attached report pages 14 – 15. The Town Council's major community event was a great success, with large crowds in attendance, once again. Additional sponsorship received from the community was welcomed. Final budget figures should be available at the meeting.

To receive and note.

19 Request for a memorial bench plaque – Min no RC22

Following the tragic death of a local Air Cadet, the Services Manager has now met with the person who had requested the placing of a memorial plaque, in his honour, on the bench at the junction of Colson Road and Borders Lane. Permission has been received from the family, and discussions regarding the final design remain ongoing.

To receive and note.

20 Memorial Garden bench – Min no RC23

The Town Clerk will provide any further update.

21 Oak Processionary Moth (OPM) – Min no RC242.1

The Services Manager conducted a visual survey of oak trees across all Town Council sites in June 2024. OPM was detected in two trees on the RVRG; one being a small Oak tree between the river and the lake which was subject to an infestation in 2022, and the second a mature Oak at the rear of properties bordering the recreation ground in River Way. An approved contractor was employed immediately, and the

first treatment carried out straight away. A second visit and any necessary follow-up treatment will be carried out at the end of the year.

To receive and note.

22 Financial Position

The current financial position as of 30 June 2024 is attached together with details of the funds available from earmarked reserves. See pages 16 – 17.

To receive and note.

23 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
28 August 2024

Agenda item 5
South Loughton Cricket Club (SLCC)



Planning Services
Civic Offices
High Street
Epping
CM16 4BZ

Our Ref: PRE/0064/24
Case Officer: Muhammad Rahman

By Email Only
16 August 2024

Dear Chris Couldrey,

Town and Country Planning Act 1990

Site Address	South Loughton Cricket Club, Loughton
Proposal:	Replacement Sports Pavilion

This letter is a formal response to your pre-application submission and will provide you with the planning considerations and a general opinion on your proposal. Please note that this letter is for advisory purposes only and is not binding on the Council or its Members when assessing the merits of any planning application subsequently received. Also, these views are purely officer opinion and are given without prejudice to the final decision of the Council on any planning application received, particularly as no consultation has been carried out with the Parish/Town Council and residents living within [close proximity](#) to the site.

I outline the main issues below.

Policy D4 (Community, Leisure and Cultural Facilities) Part G (iii) of the Epping Forest District Local Plan 2011 – 2033 (adopted March 2023) [states](#):

G. Proposals that would result in the loss of valued facilities currently or last used for the provision of community, leisure and cultural activities will only be permitted if it is demonstrated that:

(iii) any proposed replacement or improved facilities will be equivalent or better in terms of quality, quantity and accessibility and there will be no overall reduction in the level of facilities in the area in which the existing development is located.

Subject to appropriate materials/finishes the proposal would be acceptable. Should consent be granted there would likely be restrictions on its operating hours including no amplified music or sound during the hours of 23:00 till 7am the following day.

Please ensure the Tree impacts are [taken into account](#) as suggested and should an application be made; professional plans are submitted as opposed to hand drawn plans including the materials/external finishes specified on the plans.

To conclude, the proposed development would likely gain a positive officer recommendation.

Should you wish to [submit an application](#) I would suggest that on the application form you state that you have obtained pre-application advice. I would also advise that you review our [Planning application validation requirements homepage](#) and submit all the required information to avoid any delay if an application is made (the validation checklist would assist you with what is required).

Please note, comments on revised plans will be charged at the hourly rate per set of drawings.

Yours sincerely,

Muhammad Rahman
Planning Officer

Agenda item 6
Oakwood Hill Project

Oakwood Hill project update - Loughton Town Council Recreation Committee

Date: 12 August 2024

Author: Vanessa Gayton – Team Manager Community Development and Wellbeing

The PHAB funding awarded to EFDC for the Oakwood Hill place-based project has permitted the recruitment of a new full-time Community Engagement Officer for the area until July 2026. Claire Evans assumed post on 29 July and will be working in the Community Centre Hub every Thursday from September.

One of the first planned community initiatives is a 'Let's get Together' session for adults to support loneliness and isolation on the estate which will take place on Wednesdays at the Community Centre, 12.30 – 2.30pm, from 25 September.

Epping Forest Affordable Counselling will commence service provision on Thursday mornings at the Community Hub from 1 September 2024 – 31 August 2025.

Over the school summer holidays, EFDC are running Play in the Park sessions for families at Oakwood Hill Green, Marlescroft Way on 16 and 30 August, 10am - 12 noon. Partners, Youth Unity CIC will be bringing their media van on site in the afternoon on both days between 12 - 3pm to engage and consult with young people about what activities they would like to see in their area.

EFDC are working in partnership with the University of Essex as part of the monitoring and evaluation of the project, to conduct a survey for residents to complete, linked to their overall wellbeing and identifying health inequalities. Representatives from the University will visit Oakwood Hill on 30 August to learn more about the area and to help conduct the survey with residents on a door knocking exercise.

The survey can be found here: <http://tiny.cc/EppingHealth>

Further Safer Streets funding success has meant that the Community Development and Wellbeing and Community Safety teams are leading on the delivery of the Diversionary Activities and Healthy Relationships strands of the project.

Local primary schools have been offered healthy relationships and consent awareness sessions. Healthy relationships can help a child feel secure and supported, but unhealthy relationships can have a long-lasting negative impact. The aim is to educate around harmful sexual behaviour. An interactive workshop, Broadcast Junior will be delivered by Arc Theatre Ltd to the following schools:

Thomas Willingale, Years 5&6; Alderton Junior, Year 5 ; Whitebridge Primary Year 5. Alderton and Whitebridge's new year 6's had already received the workshop previously when they were in Year 5.

Whole year assemblies and group mentoring has been offered to Years 8&9 at Roding Valley and Debden Park High School. This work will be delivered by Spark2Life to prevent criminal activity, tackle exclusion, reduce racial disproportionality and increase emotional resilience of vulnerable children and young people. The assemblies will cover topics such

as, knife crime, exploitation, County Lines, consequences, Stop and Search, drugs, community safety and respect.

Group mentoring will consist of 2 groups with up to 15 pupils, one day a week for 6 weeks, covering topics such as, consequences of gang involvement, how to manage conflicting situations and aspirational sessions around living for purpose.

Agenda Item 7

Newmans Lane Playground Project

Developments to date

- 3.4.24 – site visit to existing Newmans Lane Playground by Town Clerk (TC) Deputy Town Clerk (DTC) and Services Manager (SM). Plan drawn of existing site and multitude of photos take. Ideally 3 existing playground apparatus should, be retained in the new playground (saving some costs).
- 11.4.24 - Neither Planning permission or 'certificate of lawful development' needed, as per Planning Service Director EFDC .
- 16.4.24- Permission granted from Loughton Library to hold public consultation.
- 17.4.24 -St John Fisher School approached – re consultation – no response.
- 19.4.24 – Thomas Willingale approached – re consultation – no response
- 23.4.24 – Site visit to new children's playground at Hornbeam Road, Buckhurst Hill by TC, DTC & SM to compare site with LTC playgrounds.
- 24.4.24- site visit to Oakview School by TC & SM, specifically to looks at 'special needs equipment. The school was very receptive as the main users of the Newmans Lane playground. Happy to give out leaflets as part of the consultation.
- 24.4.24- site visit to children's playground at Theydon Bois by TC, SM, to compare.
- 3.7.24-Alderton Junior School approached- re consultation – no response.
- Out to tender 23.7.24 – deadline 1.10.24
- So far 8 of the main 'children's' playground players have made on site visits with the Town Clerk and or Service Manager in attendance.
- Leafleting to Newmans Lane playground residents regarding consultation 12.8.24.
- Loughton Library public consultation 14.8.24 to 20.8.24

Projected Next Stages – best case basis, subject to weather and other external factors

- Consultation with Oakview School via flyers 12 .9.24 to 18.9.24
- Review of consultations 20.9.24
- Review of tenders 4.10 24
- Playground panel to meet week commencing 7.10.24
- Appointment of preferred contractor mid-October 2024
- Delivery of materials & playground equipment and construction thereafter
- Completion by March 2025
- Official opening March / April 2025

MS 16.8.24.

Agenda item 12
Memorial Tree and Bench Policy

MEMORIAL TREE and BENCH POLICY

1. INTRODUCTION

- 1.1 When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory but provides a beautiful and functional improvement to the local environment.
- 1.2 Loughton Town Council (LTC) recognises the wish of some residents to request a memorial bench or tree. LTC is happy to consider such a request, but it is important to remember that the public land is enjoyed by a wide range of users and residents.
- 1.3 LTC will always endeavour to be respectful, sympathetic and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.
- 1.4 When siting memorial trees and benches, LTC will always take into account existing benches, trees, geographical features and soil conditions before accepting a donation. It is also important to note that once donated, the trees and benches become the property of LTC.
- 1.5 This policy sets out how LTC approve memorial benches and trees; who is responsible for their upkeep; what is expected from the donor and LTC; and what happens to the memorial when the bench/tree reaches the end of its life.
- 1.6 This policy is not exhaustive and is subject to change from time to time and will be reviewed on a regular basis by LTC.

2. SCOPE OF POLICY

- 2.1 This policy has been produced with the following guiding principles.
- 2.2 To be respectful and sympathetic to those seeking to install a memorial.
- 2.3 To be clear and easily understood by residents and users of public land.
- 2.4 **This policy applies to all land under LTC's ownership or management, regardless of location including its parks, allotments, cemeteries, woodland and open spaces LTC property includes**
- 2.5 Whilst this policy is as comprehensive as possible; it does not cover every situation. Situations that occur outside of this policy's scope will be dealt with on a case-by-case basis at LTC's discretion.
- 2.6 LTC reserve the right to refuse any Memorial application which it deems unsuitable. The decision of LTC will be final.
- 2.7 Memorial trees/benches and their installation are purchased by way of a monetary donation to LTC.
- 2.8 Memorial trees/benches will not be ordered until the full donation has been received.
- 2.9 **LTC is unable to agree to the interment or scattering of ashes at public open spaces within the parish other than LTC cemetery on payment of the appropriate fee.**
- 2.10 LTC does not accept applications for memorials for pets.

3. LEGAL FRAMEWORK

- 3.1 There is no legislative requirement for the provision of public or memorial benches or trees although it is accepted that they provide a useful and valued public amenity. The provision and management of all benches/trees on all public open spaces owned or managed by LTC is the responsibility of LTC.

- 3.2 The planting of trees or installation of benches on land as memorials, is a private arrangement between the friends and relatives commissioning the memorial and LTC. LTC may support applications for benches placed on the public highway, but permission is required from the local Highways Authority, Essex County Council.
- 3.3 Generally speaking, installing trees and benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where LTC is unable to install benches for such reasons.
- 3.4 Under the Crime and Disorder Act 1998, LTC must consider the effect of its decisions on crime and disorder and may deem a location unsuitable, if it may potentially attract anti-social behaviour.
- 3.5 When LTC agrees to install a bench or tree, they are bought by the friends and family and donated to LTC. The tree or bench then becomes the property of LTC, and the donor does not retain the right to determine its future management. LTC will nevertheless endeavour to ensure it is properly maintained and cared for but has no responsibility for any subsequent deterioration.

4. DETERMINING REQUESTS

- 4.1 LTC will endeavour to accommodate any reasonable requests for the planting of memorial trees or installation of memorial benches on LTC property only. Requests may not be able to be fulfilled if the location is unsuitable due to the risk of vandalism, antisocial behaviour, over-population of trees, or benches, or any other material factors.
- 4.2 Only trees and benches suitable, in-keeping to the immediate surrounds, and benches of a robust design from an approved supplier will be considered.
- 4.3 The exact location of the tree or bench will be agreed between the donor and LTC staff.
- 4.4 Where an existing bench is in poor condition, LTC and donor may agree to install a memorial bench in its place, the full cost to be met by the donor.
- 4.5 Memorial benches and trees will only be considered from people who can demonstrate a close tie with the person being commemorated. LTC reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.

5. MEMORIAL BENCHES

- 5.1 All applications for a memorial bench should be made in writing (preferably by e-mail) and signed by the applicant to the Town Clerk. The request will be considered on behalf of LTC by the Recreation Committee **and/or the Environment & Heritage Committee.**
- 5.2 LTC will try to accommodate the wishes of applicants, however only sites which do not already have a sufficient number of benches will be considered.
- 5.3 All inscriptions must be approved by LTC prior to installation. LTC reserves the right to refuse any inscription that is deemed offensive or inappropriate.
- 5.4 Whilst every effort will be made to accommodate the applicants wishes, the final design and bench location are at the discretion of LTC.
- 5.5 LTC promotes the provision of eco-friendly, recycled, durable plastic benches.
- 5.6 LTC does not accept responsibility for any damage or loss that may occur if a memorial is damaged, vandalised or stolen.
- 5.7 LTC reserves the right to remove a memorial bench at any time. If it is within 10 years of installation, LTC will contact the applicant (providing that contact details are up to date) and attempt to relocate the bench to a suitable location.

- 5.8 No additional mementos, e.g. statues, flowers, wreaths, vases, etc will be permitted on or around the bench. LTC reserves the right to remove and dispose of any such items.
- 5.9 Scattering of cremated remains and burial of urns with cremated remains not permitted at any time.
- 5.10 Only maintenance work authorised by LTC will be permitted.
- 5.11 Memorial plaques must not be removed, or inscriptions amended without the written approval of LTC.
- 5.12 LTC will undertake regular assessment of all benches and reserves the right to remove any bench that is no longer considered safe and fit for purpose. In this event, LTC will attempt to contact the named person(s) on the enquiry form. The donor will be asked to collect the inscribed plaque within 4 weeks. If contact cannot be made plaques will also be disposed of within 8 weeks.
- 5.13 LTC will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide LTC with updated details in writing. Failure to do so could lead to plaques or benches being removed without notice to the donor.

6. MEMORIAL TREES

- 6.1 All applications for a memorial bench should be made in writing (preferably by e-mail) to the Town Clerk. The request will be considered on behalf of LTC by the Recreation Committee **and/or the Environment & Heritage Committee**.
- 6.2 LTC will always try to accommodate the wishes of applicants, however as trees are dynamic living organisms, they need specific conditions to thrive and survive, therefore the final planting location will be entirely at LTC's discretion.
- 6.3 Tree species will be selected (where possible) taking into account the wishes of the applicant, existing trees in the area, the tree's final expected size, soil conditions and geography of the area. Wherever possible LTC will offer a choice of species suitable for the location.
- 6.4 Tree species availability and price can vary significantly, therefore the price agreed when the donation is paid will be honoured by LTC unless supplier costs increase significantly between receipt and ordering.
- 6.5 Trees will always be sourced from reputable growers/suppliers and be of a high standard.
- 6.6 Trees will generally be planted between November and March, late autumn and early spring, as this is widely recognised as the best time to establish newly planted trees.
- 6.7 Trees will be planted with a suitable sized stake/stakes at the correct depth, and top dressed with a good layer of mulch. A suitable stem guard will be added if the area is prone to deer or rabbits.
- 6.8 Whilst every effort will be made to maintain newly planted trees, LTC cannot be held accountable for trees that do not establish or die.
- 6.9 In most instances, a single memorial plaque on a post may be placed in the ground to the front of the tree, but not on the tree itself. All inscriptions must be approved by LTC prior to installation. LTC reserves the right to refuse any inscription that is deemed offensive or inappropriate.
- 6.10 LTC does not accept responsibility for any damage or loss that may occur if a memorial plaque is damaged, vandalised or stolen. Memorial plaques must be removed, or inscriptions amended without the written approval of LTC.
- 6.11 LTC retains the right to re-site a plaque should this become necessary.
- 6.12 No additional mementos, e.g., statues, flowers, wreaths, vases etc will be permitted on or around the tree. LTC reserves the right to remove and dispose of any such items.

- 6.13 Once a tree has been planted it is expected that it will remain for perpetuity, however, LTC reserves the right to remove the tree for a variety of reasons, including safety, disease, mortality, changing environment, changes to infrastructure and common law nuisance.
- 6.14 The scattering of cremated remains and burial of urns with cremated remains is not permitted at any time.
- 6.15 Memorial trees will be recorded on a register kept by LTC.
- 6.16 LTC will keep a record of donors and their contact details in accordance with the General Data Protection Regulations. It is the responsibility of the donor to provide LTC with updated details in writing. Failure to do so could lead to plaques or trees being removed without notice to the donor.
- 6.17 Trees will normally be planted by LTC or an appointed qualified contractor. However, donors are welcome to be present at the tree planting and carry out a small ceremony, if they wish.

7. COSTS

- 7.1 The cost of the tree or bench will include any plaque/inscription, transportation costs, delivery and planting/installation costs (e.g. fixings, tree guard, paving or concrete base around the bench). All costs will be exclusive of VAT.
- 7.2 Total costs will be agreed on a case by case basis between LTC and the donor.

Agenda item 12 /...cont'd



LOUGHTON TOWN COUNCIL

Application – Request for a Memorial Tree / Bench

Applicant's Details

Full Name:	
Address:	
Postcode:	
Telephone:	
Email:	
Relationship to the person for whom the tree / bench is being provided:	

Please ensure you notify the Clerk of any change in contact details.

Details of the Memorial Tree / Bench

Dedicated to:	
Association with Loughton:	
Preferred Location:	
Proposed Plaque Inscription:	

Declaration by the applicant.

I declare that I have read and understood the Loughton Town Council Memorial Tree and Bench Policy.

Signed Date

When completed, please send to: Town Clerk, Loughton Town Council, 1 Buckingham Court, Loughton IG10 2QZ or by email to contact@loughton-tc.gov.uk

Agenda Item 18

Jessel Green Fun Day – Sunday 23 June 2024 – Min no RC319

Another successful event – we received no complaints from residents and all positive feedback from stall holders.

A good turnout of councillors attended and helped on the Town Councillors tombola stall which raised £91.60 for the Town Mayor's chosen charity Haven House Children's Hospice. The remaining unused prizes were also given to Haven House to assist with their continued fundraising.

We thanked John Walsh at the Cottage Loaf for his donation of £1,000, together with Daniel Robinson Funeral Directors, Haslers Accountants and Oak Tree Group of Schools for their financial donations. Loughton Self Drive loaned us the use of a van for the weekend and John Perry at Universal Waste Ltd, a Loughton based licensed waste collection company removed all the rubbish from the site free of charge. He also returned on the Monday morning for a second collection. Thames Water installed a drinking water station.

We have a very good rapport with all our contractors, KBL Event Hire who provide the Marquee and generator for the Café on the Green, and all the inflatables, the fairground operators and the food vendors, they know the layout of Jessel Green and we know that they will turn up at the time agreed. Chris, CBSVL who provide the PA system and Peter who provides the deck chairs both work above and beyond on the day and assist us to ensure everything runs smoothly.

First Aiders were happy and only dealt with one minor inflatable friction burn, a wasp sting and a resident who had injured their foot playing football elsewhere and stopped when they saw the first aiders were in attendance at Jessel. The Security company had no issues but did suggest that cones should be placed along the road outside the cottage loaf in future to stop cars from parking, to ensure a clear sight line along the whole section of Jessel Drive. Ideally, the section of Jessel Drive between the Cottage Loaf and Jessel Drive should be closed for the duration of the event. They also directed car drivers away that were trying to park at the bottom end of Jessel Green amongst the trees.

All stall holders attending were contacted after the event and would like to be included in next year's event. The Guide Dogs raised over £350 on the day and were very happy. Straight Up Dance UK arrived on time, gave an excellent performance and would like to perform again next year. And Mr Happy, as always was extremely popular.

We received the following email from EFCC after the event.

Just wanted to convey our heartfelt thanks on behalf of the church for once again putting on a great community day on Sunday... I think it may have been the best ever!

The atmosphere was lovely, and the weather of course was a great help.

From our perspective, everything went efficiently well - so a special thanks for organising the generator and releasing us from a huge burden. Also, the water supply - despite the distance from the cafe, water pressure was so good that the entire filling operation took not much time! And so great to offer free drinking water/bottle refills to customers or direct them to the taps.

Having the facility to offer people a listening ear or prayer in our gazebo was also excellent - making friends with people in our community is important to both Epping Forest Community Church and Restore, once again many thanks for allowing us this privilege.

So overall, from our small corner - a hands down great day! I hope you are able to say the same.

Here's to next time...

We increased the hire fees for the food and commercial stalls and received more income this year from sponsorship/donations.

As of today's date, after numerous email reminders, we are still waiting to receive the final income and report from The Red Balloon Family Foundation for the wristband and ticket sales.

Further information may be available at the time of the meeting.

LTC Expenditure	£14,292.00
Income received from sponsors / commercial stall holders	£2,460
Income received from wristband/ticket sales	Still awaiting this amount of income from Red Balloon
Total Expenditure	

Pippa Bryce
28 August 2024

Agenda item 22
Financial Position

Loughton Town Council
Summary Income & Expenditure by Budget Heading as of 30/06/2024
Month End no 3 Recreation Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Recreation							
Kingsley Hall	Expenditure	19,031	5,994	24,521	18,527	18,527	24.4%
	Income	30,012	12,394	25,750	13,356		48.1%
The Murray Hall	Expenditure	122,998	37,867	190,055	152,188	152,188	19.9%
	Income	109,079	43,139	124,400	81,261		34.7%
Other Services (Rec) (1)	Expenditure	15,671	14,354	16,000	1,646	1,646	89.7%
Other Services (Rec)	Income	7,163	2,715	7,000	4,285		38.8%
Service Re-Charge (2)	Expenditure	196,000	0.00	211,000	211,000		
Roding Valley Recreation Ground	Expenditure	159,717	47,248	184,490	137,242	137,242	25.6%
	Income	4,459	0	4,500	4,500		
Open Spaces	Expenditure	19,522	6,862	23,481	16,619	16,619	29.2%
	Income	125	0	0	0		
Playgrounds (3)	Expenditure	160,249	8,155	37,568	29,413	29,413	21.7%
Will. Rd. Playing Field	Expenditure	12,211	6,775	20,990	14,215	14,215	32.3%
	Income	2,152	0	696	696		0%

INCOME – EXPENDITURE TOTALS

Recreation Expenditure	705,399	127,256	708,105	580,850		25.6%
Income	152,990	58,248	162,346	104,098		35.9%
Net Expenditure over Income	552,409	69,007	545,759	476,752		

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 offset some of the expenses.
- 2) The annual service recharge is £211,000, allocated at year end March 2025).
- 3) Playgrounds – actual last year to date expenditure includes the new RVRG playground.

Agenda item 22
Financial Position cont.**Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves as at 30 June 2024, for the current financial year is provided below.

Schedule of Earmarked Reserves	
	30.06.24
Recreation Committee	
Hillyfields Maintenance	7,600
Playgrounds	95,000
Halls Heating / Car Park	3,005
Total	£105,605