



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 15 January 2025

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
8 January 2025

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 5 November 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 Roding Valley Recreation Ground - Changing Rooms – Potential ‘Mens Shed’ Project – Min nos RC56 & RC59

Epping Forest District Council (EFDC), Councillor, Chidi Nweke to provide an update on the potential project to convert the derelict changing rooms, to a ‘Men’s Shed’ workshop for the benefit of the local community. Cllr Nweke to report on

- plans for a full structural survey of the building.
- necessity to have a definitive project plan by the end of June 2025

Members to also review latest 2025/2026 budget implications and current maintenance considerations.

6 Town Clerk’s / Chairman’s Report

- The Speed Indicator Device (SID) is imminently due to be installed in Valley Hill by the EFDC Highway Rangers.
- The memorial bench plaque at the corner of Borders Lane / Colson Road has now been installed.
- The former Town Councillor who has offered to pay for new bench and plaque at the Memorial Garden, has now been approached with the various costings.
- The Chairman will provide an update on EFDC section 106 monies.

Roding Valley Recreation Ground (RVRG)

7 Roding Valley Cricket Club (RVCC) – Min no RC58

The Town Clerk will provide a further oral update.

8 New Bench

A local resident has requested a bench, to incorporate a memorial plaque, ideally be installed in the ‘running track’ field. The Services Manager met with the requestee on 2 January 2025, the desired position, close to the wooden footbridge, was identified, and the memorial bench policy and payment details discussed and agreed in principal.

Members to receive and note.

9 Wilding of grass areas

The office has been requested to set up a site meeting with EFDC / Qualis, with a view to preserve certain areas from the scheduled grass cutting.e.g. the land near Avondale Drive. The Town Council must be mindful of potential cost considerations.

Members to review.

Other Agenda Items

10 Newmans Lane Playground Project – Min no RC61

The preferred playground contractor ‘Proludic’ has been on site since Monday 6 January 2025 with completion set for the end January 2025 (weather permitting) – see report attached page 4.

The Town Clerk and Services Manager will provide a further oral update at the meeting. Members to give some thought for an opening ceremony which should include Oalkview School, which breaks up for school holidays from 17 to 21 February 2025.

To receive and note.

11 Jessel Green

11.1 Jessel Green Community Funday

Members to approve Sunday 6 July 2025 for the ‘Jessel Green’ event.

11.2 ‘Fields in Trust’ status - Min no RC64

Work on this project will commence at the first available opportunity to include local residents questionnaire/consulation/ feedback.

To receive and note.

12 Town Council Community Halls

12.1 Murray Hall – Min no 65.1

In December 2024 the hall floor was sanded, treated and polished (last time 2022) at a cost of £3,670, the majority of which will be funded from the remaining ‘Halls earmarked funds’ of £3,005.

To receive and note.

12.2 Kingsley Hall

During the pre-Christmas period, our regular flooring contractors attended the hall and carried out minor repairs to 2 no. damaged sections of flooring, and applied 2 no. coats of industrial strength floor polish. Following on from the above, members to note that the flooring for Kingsley Hall will need replacing entirely, at some point in the latter part of the next financial year.

To receive and note

13 Tree Whips

Cllr MacKinnon has at his disposal some 100 tree whips. Members to consider where they should be planted?

RVRG?, Adjacent Nature Reserve? Hillyfields?, Gaps in perimeter ‘green growth’, surrounding Lady Whittakers Mead / Davenant Playing Fields? Willingale Allotements? The latter two areas are under the remit of the Environment and Heritage Committee.

Members to review and recommend a way forward

14 Financial Position

The current financial position as of 31 December 2024 is attached together with details of the funds available from earmarked reserves. See pages 5-6.

To receive and note.

15 2025/26 Budget

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

16 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
8 January 2025**

Agenda Item 10 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 nor '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
Consultation with Oakview School via flyers 12.9.24 to 18.9.24
- Review of consultations 20.9.24
- By deadline day 1 October 2024 – eight tenders received (from ten separate visits from different playground contractors)
- Review of tenders completed by panel 23.10.24 - unanimous decision subject to clarification on a few final points.
- 31.10 .24 - the playground company 'Proludic' were appointed as preferred playground provider for the Newmans Lane playground for £95k exclusive of VAT, subject to a 5% retainer for 6 months after completion of the playground
- Proludic started project work on 6.1.25

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

- Office team are visiting site daily and taking photos of project development.
- Completion expected by the end of January 2025 (weather permitting).
- Payment upon completion.
- Official opening February / March 2025?

MS 6.1.25.

**Agenda item 14
Financial Position**

**Loughton Town Council
Summary Income & Expenditure by Budget Heading as of 31/12/2024
Recreation Committee Report**

Month End no 9

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
Recreation							
Kingsley Hall	Expenditure	19,031	14,773	24,521	9,748	9,748	60.2%
	Income	30,012	28,595	25,750	(2,845)		111.0%
The Murray Hall (1)	Expenditure	122,998	126,725	190,055	63,330	63,330	66.7%
	Income	109,079	119,486	124,400	4,914		96.0%
Other Services (Rec) (2)	Expenditure	15,671	14,445	16,000	1,555	1,555	90.3%
Other Services (Rec)	Income	7,163	7,469	7,000	(469)		106.7%
Service Re- Charge (3)	Expenditure	196,000	0.00	196,000			
Roding Valley Recreation Ground	Expenditure	159,717	134,974	184,490	49,516	49,516	73.2%
Open Spaces	Income	125	125	0	(125)		0.0%
	Expenditure	19,522	14,224	23,481	9,257	9,257	60.6%
Playgrounds	Expenditure	160,249	21,621	37,568	15,947	15,947	57.6%
Will. Rd. Playing Field	Expenditure	12,211	12,125	20,990	8,865	8,865	57.8%
	Income	2,152	0	696	696		0.0%

INCOME – EXPENDITURE TOTALS

Recreation	Expenditure	705,399	338,887	497,105	158,218	158,218	68.2%
	Income	152,990	158,508	162,346	3,838		97.6%

Net Expenditure over Income	(552,409)	(180,379)	(334,759)	(154,380)			
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Notes:

1. Murray Hall income includes £9,954 relating to the year 2025/2026.
2. Other services budget includes the preparation for Jessel Green Day.
3. The annual service recharge is £196,000, which is allocated at year end (March 2025).

Agenda item 14
Financial Position - continued**Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves as of 31 December 2024, is provided below.

Schedule of Earmarked Reserves	31.12.24
Recreation Committee	£
Playgrounds	95,000
Hillyfields Maintenance	7,600
Total	102,600