



# RECREATION COMMITTEE

Members of the Recreation Committee

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

**Wednesday 8 January 2020**

at **Loughton Library and Town Hall, Traps Hill, Loughton IG10 1HD**

to transact the business shown in the agenda.

**Mark Squire  
Town Clerk**

20 December 2019

## **Membership:**

**Councillor D Wixley (Chairman)  
Councillor A Omer (Vice Chairman)**

## Councillors

R Brookes  
S Murray

B Cohen  
M Stubbings

J Jogia

## 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 6 November 2019.
- 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 Matters for Report**  
To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.
  - 5.1 Hillyfields Open Space Flood Alleviation Scheme – Min no RC150.1.1**  
Contractors working on behalf of Essex County Council returned to site on Thursday 12 December 2019 to increase the height of the new bund; the Services Manager will provide a verbal report.
  - 5.2 Community Events**
    - 5.2.1 Christmas Events – Min no RC150.2.2**  
The annual Light up a Life service, in aid of St Clare Hospice, was held at Kings Green on Saturday 30 November 2019. The service was well attended and a total of £262.54 was raised for the hospice.  
  
The Countdown to Christmas event, planned for Friday 6 December 2019, was cancelled following the tragic events at Debden Park High School on Monday 2 December 2019. The Town Clerk will provide further administrative details.
  - 5.3 Loughton Cricket Club (LCC) – Min no RC150.3**  
On 12 December 2019, Fields in Trust acknowledged receipt of Loughton Town Council's (LTC) 'Fields in Trust Application'. We now await the outcome.  
  
On 25 November 2019, LTC' s solicitors confirmed that the Land Registry had completed registration of the transfer of the freehold title of the Cricket Club land to LTC.
  - 5.4 Roding Valley Recreation Ground**
    - 5.4.1 Green Corridor – Min no RC149**  
A site visit has been requested with Epping Forest District Council (EFDC), Land Drainage Engineer for late January 2020.

**5.4.2 Play in the Park Easter and Summer Holidays 2020**

The Committee is asked to approve payment of £1,020.00 for 12 sessions (at £85.00 each) in 2020, two in the Easter holidays and 10 (including five at Jessel Green) in the summer holidays. Dates to be advised.

**5.4.3 Rotary Club of Loughton, Chigwell and Buckhurst Hill, Loughton Family Feel Good Fair 2020**

The Services Manager will be meeting with the organiser of this event on Tuesday 7 January 2020.

**5.4.4 Dog Bins on the Recreation Ground – Min no RC150.4.2**

In light of ongoing concerns of dog litter, officers have increased awareness of the issue by way of a poster campaign on site and a forthcoming article in Think Loughton.

**5.4.5 Request for a Memorial Bench – Min no RC150.4.4**

The Services Manager will report on the site visit he carried out with Councillors Murray and Wixley on Tuesday 17 December 2019.

**5.4.6 Roding Valley Recreation Ground Improvements Project - Min no RC150.4.5**

The Town Clerk is arranging a site visit between the Architect, Fund Raising Manager and LTC Recreation committee members for February 2020.

**5.4.7 Cycle Paths – Min no RC150.4.6.1**

The Epping Forest Transport Action Group (EFTAG) has been invited to attend the full Town Council meeting on 17 February 2020.

**5.5 Community Halls**

**5.5.1 Kingsley Hall – Min no RC150.6.1**

The Services Manager will provide a verbal update on the window replacement project.

**5.5.2 Murray Hall**

To note that to commemorate former Town Councillor Monty Juniper, a tree was planted in the rear garden of Murray Hall on Monday 16 December 2019. The cost of the tree was met by a donation from the Juniper family, who also provided a memorial plaque.

**5.6 Tree Survey**

The tree inspection was completed in mid-November and the report is awaited.

**6 Committee Priorities for 2020/21 - Gate at Hillyfields**

To consider the provision of a gate at Pyrles Lane to provide access to Hillyfields and subsequent level of priority (page 4).

**7 Financial Position**

\* The current financial position is attached together with details of the funds available from earmarked reserves (see pages 5-6).

**8 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  
20 December 2019**

**Agenda item 6**  
**Committee Priorities for 2020/21**

<b>Current Priority</b>	<b>Main Function</b>	<b>Greater Detail (current position)</b>
<b>Current Activities</b>		
1	RV Recreation Ground – improvements to changing rooms exterior & surrounding area to include a refreshment facility and toilets	Planning application to be submitted. Internal works to be included. External funding TBC
2	Playgrounds	New works/upgrading
3	Land adjacent to Willingale Road Allotment	Use as a nature reserve/community orchard. Some clearance and environmental studies undertaken
4	Roding Valley Recreation Ground	Registration as a “Field in Trust”
5	Roding Valley Recreation Ground path maintenance	Including the diverted path by Charlie Moules bridge – no action at present. EFDC also monitoring the erosion
6	Jessel Green Day	Preparation and organisation
7	Loughton Community Day	Preparation and organisation
8	Solar energy installations for Council buildings	Further research and budgetary allowance
9	Outdoor gym at other locations	Monitor the success of the new Willingale Road Playing Field facility
10	Skate park facility	Monthly events during summer months whilst the search for a suitable site continues
11	Byelaws for Town Council land	To be researched
12	Renaming of the Roding Valley Recreation Ground	Under consideration
13	Youth Forum	No action at present. Collaboration with Epping Forest Youth Council
<b>On-going Activities</b>		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Kingsley and Murray Halls	Bookings, admin, finance, maintenance and works
High	Millennium Remembrance Grove	Tree replacements and maintenance
High	Open spaces including the Memorial Garden in Roding Road	Maintenance
High	Willingale Road Playing Field and Roding Valley Recreation Ground	Football lettings, maintenance and works
High	Playgrounds/outdoor gyms	Maintenance
High	Responding to consultations	Variable
High	Any other matters within the committee’s terms of reference	As detailed in the Standing Orders
High	Provision of Public Access Defibrillators	Maintenance

## Agenda item 7

**Loughton Town Council**  
**Summary Income & Expenditure by Budget Heading 18/12/2019**

Month No: 8

**Recreation Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% of Budget
<b><u>Recreation</u></b>							
Kingsley Hall	Expenditure	18,436	15,165	20,550	5,385	5,385	73.8%
	Income	39,162	33,019	41,000	7,981		80.5%
The Murray Hall	Expenditure	132,636	96,458	136,200	39,742	39,742	70.8%
(1)	Income	84,399	83,193	76,428	-6765		108.9%
Other Services (Rec)	Expenditure	15,595	4,948	21,250	16,302	16,203	23.3%
(2)	Income	6,223	0	0	0	0	0.0%
Service Re-Charge	Expenditure	138,000	0	146,000	146,000	146,000	0.0%
Roding Valley Recreation Ground	Expenditure	128,202	21,780	268,900	247,120	241,179	8.1%
(4)	Income	10,012	7,736	9,450	1,714		81.9%
Open Spaces	Expenditure	20,701	12,882	23,800	10,918	10,918	54.1%
(5)							
Playgrounds	Expenditure	22,019	16,995	46,800	29,805	29,805	36.3%
	Income	1,000	0	0	0	0	0.0%
Will. Rd. Playing Field	Expenditure	20,034	10,642	19,500	8,858	8,858	54.6%
(5)	Income	1,039	1,151	900	-250		127.9%
Van replacement fund	Expenditure	0	0	1,000	1,000	1,000	0.0%
<b><u>INCOME – EXPENDITURE TOTALS</u></b>							
	Recreation Expenditure	<b>495,623</b>	<b>178,869</b>	<b>684,000</b>	<b>505,131</b>	<b>505,131</b>	<b>26.2%</b>
	Income	<b>141,835</b>	<b>125,100</b>	<b>127,778</b>	<b>2,678</b>		<b>97.9%</b>
	Net Expenditure over Income	<b>353,788</b>	<b>53,769</b>	<b>556,222</b>	<b>502,453</b>		

**Notes:**

- 1) The Murray Hall income was higher than budgeted, due to additional hirers this year and E.15 have confirmed they will continue hiring Murray Hall next year between October 2020 and May 2021.
- 2) Other Services budget includes £10,000 for community events.
- 3) The annual service recharge is £146,000. Position as at 31/10/18 = £85,166.
- 4) Roding Valley Recreation Ground year to date Expenditure figure is £21,780. Position as at 31/10/19 including the DSO grounds maintenance contract is £103,320. The budget includes £100,000 for the changing room improvements and £15,000 for the Charlie Moules bridge repair fund.
- 5) Open Spaces year to date figure is £12,882. Position as at 31/10/2019 including DSO grounds maintenance contract is £22,309.
- 6) Willingale Road Playing Field's income is paid in advance and so we have now received this year's payments for the football season.

**Agenda item 7 cont'd****Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves in this current financial year is provided below.

<b>Schedule of Earmarked Reserves</b>	
	<b>1.4.19</b>
<b>Recreation Committee</b>	
Murray Hall	40,500
Roding Valley Recreation Ground	123,200
Playgrounds	34,000
Open Spaces	2,080
Willingale Road Playing Fields	7,000
Defibrillators	250
Van replacement	8,000
<b>Total</b>	<b>215,030</b>