

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

RECREATION COMMITTEE

MINUTES of the meeting held at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD on Wednesday 9 March 2022 at 7.45pm

Present

Councillors: D Wixley (in the Chair)
B Cohen (as substitute for L House) S Fontenelle
N Mackinnon S Murray M Stubbings
K Valentine

Also in attendance

Councillors: R Brookes

Officers:

M Squire (Town Clerk)
P Hoy (Services Manager)

The Chairman welcomed Members to the final Recreation Committee meeting of 2021/22

RC81 Apologies

Apologies for absence had been received from Cllr House. The Town Clerk reported that Cllr Cohen had been nominated as substitute for Cllr House for this meeting.

RC82 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in Agenda item 11 as he is a trustee of the Open Door Friendship Group.

RC83 Confirmation of Minutes

The Minutes of the meeting held on 12 January 2022 were CONFIRMED as a correct record and signed by the Chairman.

RC84 Public Representations

None were received.

RC85 Town Clerk's / Chairman's Report

The Town Clerk Reported that Mr Fabrizio Luca Ferrari, Public Health Improvement Officer | Community, Culture & Wellbeing, Epping Forest District Council (EFDC), and colleagues, had been invited to address this Committee meeting, to provide a short presentation on community health and wellbeing needs, but were not able to attend on this occasion. The invite was extended to the next available Committee meeting.

Roding Valley Recreation Ground (RVRG)

RC86 Planting Scheme and Footpaths – Min no RC66

The Town Clerk Reported that following an update from Trevor Baker, Principal Engineer, Environmental Protection & Drainage Team at Epping Forest District Council (EFDC), funding via EFDC was no longer available for further path works as part of this project. The Committee NOTED that all remaining funds within EFDC's existing budget would be exclusively used for the planting scheme. A date for the planting of trees would be advised for later this year.

RC87 Drainage Works – Min no RC67

The Committee NOTED that the Town Clerk had been informed by Trevor Baker, Principal Engineer, Environmental Protection & Drainage Team (EFDC) that the outstanding drainage works were due to be completed within the next three weeks.

RC88 Car Park Gates – Min no RC68

The Committee NOTED that the opening and closing of the gates has been operational now for two months, and that no issues of concern had been reported to the Council thus far.

RC89 Playground – Min no RC69

The Town Clerk Reported that a final site visit had been conducted in February with an external advisor, and that due diligence (especially in terms of ensuring feasibility of groundwork and type of playground equipment at the new site) was now complete and the tender / public consultation process would commence imminently.

The Committee NOTED the updated / envisaged timetable and time scale of completion of this project **on a best case basis**, as follows.

- [Due diligence completed February 2022](#)
- Out to tender for project management March / April 2022.
- Appointment of Project Manager late April 2022.
- Report on construction/design May 2022.
- Planning permission application/approval – EFDC late June 2022.
- Consultation with local residents (subject to planning permission) by June 2022.
- Delivery of materials & playground equipment – August 2022.
- Construction (2 weeks) – September 2022.
- Opening late September / October 2022.

The Committee also NOTED that the timeline projection is ultimately dependent on delivery/ready availability of materials and the prospective Project Managers existing work schedule.

The Town Clerk presented some draft playground concepts for the play area for Committee members to consider and highlighted the necessary budget considerations.

RC90 Tree Survey / Storm Damage

The Services Manager provided an update on damage to trees caused during Storm Eunice (Friday 18 and Saturday 19 February 2022). The Committee NOTED that one Cherry tree close to the entrance to the recreation ground in Roding Road had fallen and had now been removed from site. Other lower risk damage was still being assessed and would be dealt with in the coming weeks.

The Committee also NOTED that one further quotation was outstanding for works to address the issues highlighted in the tree survey, carried out towards the end of 2021.

The Services Manager Reported that the office had just received notice from the Forestry Commission of the presence of further Oak Processionary moth; last present in summer 2020. However, following a site visit to the stated affected area, no infestation was found to be present. The Forestry Commission has been

informed and has pledged that specialist contractors would be sent to site to carry out an independent assessment in the coming weeks.

RC91 Memorial Bench/Tree request – Min no RC71

The Town Clerk Reported that he and the Services Manager had met with representatives from the 'Open Door Friendship Group' on Friday 4 March 2022 to find a suitable location for a memorial bench. Roding Valley Recreation Ground had previously been considered, but a position close to St Michaels Church had been the preferred option. The meeting took place at the Memorial Rose Garden in Roding Road, adjacent to St Michaels Church, and on close consideration it was found that space was available for a further bench at this site. The Committee AGREED that this location could be host to an additional memorial bench, subject to compliance with the usual council procedure for these matters.

The Town Clerk and the Services Manager would direct the Open Door Friendship Group through this process.

RC92 Condition of Avondale Close path at Junction with RVRG – Min no RC72

The Committee NOTED that the remedial work had been completed at a cost of £1,375.00, and that the office had received very complimentary feedback from the local resident who originally raised the issue.

RC93 Roding Valley Cricket Club (RVCC) request – RC45

The Chairman reported on a meeting that he, Councillors Murray, MacKinnon and Stubbings, together with the Town Clerk and Services Manager held on site with representatives of RVCC, on 11 February 2022 to review RVCC's request for an additional cricket pitch on the Loughton side of the RVRG. Members could not agree to the RVCC proposed pitch location as the boundary of the outfield could detract from the enjoyment of the Recreation Ground for other users. Members did agree to another location where the RV Recreation Ground widens out thus allowing more room for the cricket pitch and requested a site plan showing this new location (subsequently received).

RVCC raised further issues and requests which would be considered separately. Further to this meeting, additional information had recently been received from RVCC in support of their request, however it was felt that furthermore detailed information was required, and it was AGREED that the Town Clerk should write to RVCC in this regard. Members to discuss and review any response at the next Recreation Committee.

Other Agenda Items

RC94 Willingale Road Nature Reserve – RC75

The Chairman Reported on the site visit that he, Cllrs Fontenelle, MacKinnon and Stubbings, and the Services Manager carried out on Friday 14 January 2022. It was NOTED that the visit had been highly informative, thanks to Damian Weller (EFDC Countrycare).

The Committee AGREED that a follow-up visit should be arranged for members to return to view the site during the summer months. The Services Manager will liaise with Mr Weller in this regard and contact members with prospective dates for a second visit.

RC95 The Loughton Film Club Request – RC 76

The Town Clerk Reported that he had liaised with Mr Johnson of the former Loughton Film Club (LFC) and the Committee NOTED the following:

1. The LFC committee has agreed the sale of the film club equipment to the Loughton Club with the proceeds to be donated to the Loughton Foodbank.
2. The LFC committee wish to donate any residue funds to Loughton Town Council (LTC) on the condition that these funds are used for LTC's community grant programme. LTC historically provided financial grants and support for the set up to LFC.

The Committee AGREED to take up the offer under 2, and for transparency and sound financial housekeeping, these funds would to be held as Earmarked Reserves and only be used for LTC's community financial grant scheme.

RC96 GFA Loughton FC (GFA)

On 18 January 2022 the Chairman, the Town Clerk and Services Manager met with representatives of GFA to discuss the club's aspirations to enclose an area of the Willingale Road Playing Field to develop the football club. The Chairman Reported that further investigation was required before any direction could be given to GFA, because 1) Willingale Road Playing Field is a Queen Elizabeth II Playing Field with Fields in Trust status, and 2) whether any exclusive use given to an outside body would contravene the council's Standing Orders.

The Town Clerk would seek clarification on both points and report back to the next meeting.

RC97 Traps Hill Playground

The Town Clerk Reported that dialogue with the insurance company regarding the insurance claim remained ongoing. A report would be made to the next meeting.

RC98 Murray Hall

Ceiling lights

The Committee considered the report and AGREED that officers should implement this work as soon as possible.

WIFI

The Committee considered the options available and AGREED that officers should implement this work as soon as possible.

RC99 Platinum Jubilee Tree

The Committee considered the report and AGREED to the change of location from Murray Hall to The Memorial Garden in Roding Road. A large Sycamore tree at the Memorial Garden was destroyed during 'Storm Eunice,' creating space for the Oak tree that is to be purchased to commemorate the Queens Platinum Jubilee.

The Chairman stipulated that Jennie Hart (designer of the garden) should be consulted, just to ensure the suitability of planting a new tree, in and around the existing stump that remains in the memorial garden.

The Committee AGREED to suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 9.45pm.

RC100 Family Fun Day – Jessel Green – Sunday 26 June

The Committee NOTED the report.

RC101 2022/23 Fees for Hall Hire and Football Pitches

The Committee NOTED the report and AGREED to the following recommendations:

- i. Increases of 5%
- ii. Rounding up to the nearest pound as historic charges set with 2 decimal places are not user friendly and over complicate the charging procedure.

RC102 Financial Position

The Committee NOTED the current financial position together with details of the funds available from earmarked reserves. It was AGREED that in future, all references to 'Hillyfields Ground Maintenance' should be changed to 'Hillyfields Flood Alleviation Works.' Additionally the Earmarked Reserves for the Roding Valley Recreation Ground should be shown as Roding Valley Recreation Ground Football Changing Rooms and Car Park.

RC103 Estimates 2022/2023

The Committee NOTED the report.

RC104 Future Work of the Committee

No items were raised.

Signed:
Date: ???? 2022 TBA