THESE MINUTES NOT YET CONFIRMED

# LOUGHTON TOWN COUNCIL

# RECREATION COMMITTEE

## MINUTES of the meeting held at Loughton Town Council, Council Chamber,

## 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ on Wednesday 11 January 2023 at 7.45pm

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Present** |  |  |  |
| **Councillors:** | D Wixley (in the chair) |  |  |
|  | S Fontenelle | L House | N Mackinnon |
|  | S Murray | M Stubbings | K Valentine |

 |

|  |  |
| --- | --- |
| **Also in attendance:** |  R Brookes (until Min no RC189) |
| **Officers:** |  M Squire (Town Clerk) |
|  |  K Lumb (Deputy Town Clerk & Responsible Financial Officer) P Hoy (Services Manager) |

## RC170 Apologies

No apologies for absence were received.

## RC171 Declarations of Interest

Councillor Murray declared a non-pecuniary interest in agenda item 10, as an Associate Member of South Loughton Cricket Club (SLCC).

## RC172 Confirmation of Minutes

The Minutes of the meeting held on 2 November 2022 were CONFIRMED as a correct record and signed by the Chairman.

## RC173 Public Representations

 None were received.

**RC174 Town Clerk’s / Chairman’s Report**

The Chairman Reported that he was seeking clarification from Officers at Epping Forest District Council (EFDC) as to the status of the proposed planting scheme on the Roding Valley Recreation Ground, particularly regarding grant funding that had been provided by the Environment Agency. For reference, to date the project has only seen a small section of path replacement carried out and no tree planting. An update will be made at the next meeting.

 The Chairman reiterated that the Committee remained committed to investigating the feasibility of installing solar panels at the council’s buildings, Min no RC168, Committee Priorities (priority number 1). It was AGREED that officers would follow this up and report to the next meeting.

 The Committee noted that the allergy signs had been installed by the playgrounds and that the resident requesting them had expressed her gratitude.

**Roding Valley Recreation Ground (RVRG)**

## RC175 Playground – Min no RC154

The Committee NOTED the progress report and were informed that a proposed commencement date for the works, 27 March 2023, had been set by the contractor. However, the Town Clerk advised the Committee that this date was subject to favourable weather/ground conditions and would be deferred if necessary.

The Town Clerk further stated that the contractor had estimated that the installation would take approximately five weeks, again dependant on weather and ground conditions.

## RC176 Tree Survey – Min no RC155

The Committee NOTED that all outstanding work to trees was completed during week commencing 14 November 2022 and AGREED to a limited programme of works to replace lost Cherry trees, subject to budgetary constraints.

## RC177 River Way- Garages / brick wall – Min no RC157

The Committee NOTED that a new chain-link fence to replace the brick wall that was formerly the border between River Way garages and the Recreation Ground, had been installed on 9 November 2022. The Services Manager Reported that he was currently in discussion with EFDC CountyCare with regards to the planting of native hedging close to the new fence, to add further protection against fly-tipping and other anti-social activities.

## RC178 Hedgerows Survey – Min no RC158

The Committee NOTED that discussions on appropriate ways to enhance hedgerows had taken place between Loughton Town Council (LTC) Officers and counterparts at EFDC. The Committee AGREED that due to the perceived additional costs involved, this project would not now be progressed.

## RC179 South Loughton Cricket Club (SLCC) request for a bench in memory of

## Mr Rob Glendinning

The Committee NOTED that the Services Manager has spoken to members of SLCC and permission has been given for the cricket club to purchase and install a bench, at its own cost, in honour of Mr Glendinning. The bench will be situated by the row of trees close to the pavilion.

## RC180 Roding Valley Cricket Club (RVCC) - Min no RC137

The Town Clerk Reported that a draft lease was now being prepared by the Town Council’s solicitors. It was AGREED that the Town Clerk would liaise with the RVCC and RVRG Working Group to clarify the following points, to be covered within the lease:

1. Are RVCC to fence the pitch to protect it, or just rope it off?
2. How long is the lease to be for?
3. Rent to be agreed.

**Other Agenda Items**

## RC181 Town Council Van – Min no RC160

The Committee NOTED that the Town Clerk and Service Manager are in ongoing discussions with Qualis to utilise their working van fleet hire arrangements with the Northgate Vehicle Hire company. The Town Clerk Reported that discussions were now at an advance stage, and hopefully a new van will be sourced in the coming weeks.

## RC182 Willingale Road Nature Reserve – Min no RC161

The Committee NOTED that Epping Forest CountyCare and a team of its regular volunteers, aided by Cllr Fontenelle, carried out a further day of clearance work and general site maintenance on Thursday 5 January 2023. Further work sessions are planned for later in the year.

## RC183 Town Council Halls

## Kingsley Hall – Essential works to the rear garden wall and gate – Min no RC163 (ii)

The Town Clerk Reported that he and the Services Manager had met at Kingsley Hall with the chosen contractor on Friday 6 January. The scope of the works was confirmed during the meeting, and a start date is now awaited.

## RC184 Jessel Green Fun Day – Min no RC164

The Committee NOTED that at the Strategy and Staff Group meeting on the 19 December 2022, it was agreed that the event should continue on an annual basis, albeit that sponsors should be sought to minimise costs. A provisional date has been set for Sunday 25 June 2023. The Town Clerk Reported that he and the Community Manager will be holding meetings with the principal contributors to the event, commencing on 20 January 2023.

## RC185 Fees review

The Committee NOTED the Strategy and Staff Group meeting on the 19 December 2022, where it was agreed that all fee levies relevant to this Committee should be raised to 10% for the following financial year, in lieu of the ‘cost of living’ and ‘utilities’ crisis.

The Town Clerk also reported that the Town Council had recently been informed that EFDC was to increase the cost of staging its Play in the Park sessions, held at Jessel Green and RVRG in the Easter and summer school holidays, by some 47%. The Committee AGREED that the Town Clerk would write to the event organisers and inform them that due to this massive increase, Loughton Town Council would be forced to reduce its provision of sessions from 12 to six per annum.

## RC186 Financial Position

The Committee NOTED the current financial position as of 30 November 2022.

## RC187 Financial savings

The Committee acknowledged the AGREED 10% rise in Town Council fees, effective 1 April 2023, as a saving, and further AGREED that the Services Manager should seek quotations for the grounds’ maintenance contract at RVRG, following the imminent transfer of this service to Qualis.

## RC188 Estimates for 2023/24

The Committee NOTED the 2023/24 budget as discussed by the preceding meeting of the Resources and General Services Committee meeting.

## RC189 Future Work of the Committee

Councillor Brookes left the meeting during this agenda item.

 No items were raised.

##  Signed: .......................................

##  Date: 8 March 2023