



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 14 January 2026

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
7 January 2026

Membership:
Councillor K Valentine (Chairman)
Councillor S Murray (Vice Chairman)

L House	Councillors	
R Sylvan	N MacKinnon	M Stubbings
	D Wixley	

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 2025.
- 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.

Members to review and agree a way forward.
- 5 Town Clerk's / Chairman's Report**
To report (for discussion only) on any further significant information/matters (if any) that may be of interest to Committee members.

Roding Valley Recreation Ground (RVRG)

- 6 South Loughton Cricket Club (SLCC) – Min no RC155**
SLCC have presented a first draft of the revised lease document to replace the existing lease agreement which expires on 31 March 2027. This draft appears to be satisfactory, but it is premature to send to Epping Forest District Council (EFDC) /Qualis, Legal Department at this juncture, because
 - 1) SLCC have not yet created the Community Interest Company (CIC) named as the tenant in the lease
 - 2) It needs to go to the Essex Cricket Board (ECB) / Sport England in order for them to confirm that it provides sufficient security of tenure to be considered for long term funding.
Members to receive and note.
- 7 Roding Valley Recreation Ground – Changing Rooms – Potential 'Men's Shed' Project – Min no RC156**
Members to discuss the demolition of the buildings, unless any further directive has been received from EFDC Cllr Nweke.

Members to review and agree a way forward.
- 8 Loughton Athletics Club (LAC) – Min no RC157**
Discussions are ongoing with LAC, regarding the draft lease to replace the existing lease (expiry date 1 May 2028).

To receive and note.

9 Roding Valley Cricket Club (RVCC) – Min no RC158

Works to the development of a new junior cricket pitch on the RVRG continue, some disposal of waste earth has been displaced near hedgerows on the perimeter of the RVRG, for which the Town Clerk has advised the club is not acceptable.

The Town Clerk will provide a further update.

Members to review .

10 Meetings with Qualis – Min no RC159

A follow up meeting has been pencilled in for next month with Qualis.

To receive and note.

11 Bins – Min no RC160

A response is awaited from the Team Manager, Waste Management, EFDC for a meeting.

To receive and note.

12 Skatepark – Min no RC162

Cllr MacKinnon will provide any update following ongoing enquiries on potential costs, and funding opportunities.

Members to review.

13 Daily Mile Request

Active Essex and Alderton Hall School would like to carry out the Daily Mile initiative on the RVRG. See e-mail request dated 10 December 2025 from the Community Engagement Officer – Oakwood Hill, Customer and Communities, EFDC dated 10 December 2025, page 5 refers.

Members to review and make a recommendation.

14 Play in the Park 2026

EFDC have increased charges to £107 per session from £100 in 2025. Although a 7% increase, the total amount is within allocated budget for financial year 2026/2027. Approval is sought for 8 sessions (same as last year) for 2026.

Members to review and make a recommendation.

15 New Bench Request

A local resident has requested a bench and memorial plaque, to be situated opposite the large fishing platform overlooking the lake on the RVRG. The Town Council's application request form for a memorial bench has been received, and the Committee is asked to consider this request.

Other Agenda Items

16 Jessel Green – Fields in Trust status – Min no RC164.2

This initiative was deferred from late 2025. This project will now be 'kick-started' soonest in liaison with Mr Bartlett.

To receive and note.

17 Town Council Community Halls

17.1 Murray Hall

A quote has already been received for the replacement decking, which will be covered /partially covered by the Locality Fund application for £5,000.

The Town Clerk will provide a further oral update.

To receive and note.

17.2 Kingsley Hall – Min no 165.2

‘Loughton Pre School’ successfully opened on 5 January 2026. The Town Clerk will provide a brief update.

To receive and note.

18 Loughton Cricket Club Boundary – Min no RC166

Thornton Rones and Loughton Cricket Club have both been chased to commence their respective tree clearance by their boundary, following requests from the Insurance Assessor.

To receive and note.

19 Memorial Garden Maintenance – Min no RC167

The office has liaised directly with the former Town Councillor concerned. The ‘bare root roses’ have been purchased and were planted on 11 December 2025. An application for Locality Funding, in conjunction with Essex County Councillor, Marshall Vance is ongoing to cover the costs involved. The Town Clerk will provide a further oral update at the meeting.

To receive and note.

20 Loughton Broadway Defibrillator – Min no RC169

On 8 December 2025, ICON Indoor Shops, Loughton Broadway were approached asking whether they would locate the defibrillator outside their shop. A specification was sent by the office with the approximate running electricity costs of £30 per annum. A further response is awaited.

To receive and note.

21 Tree survey

The review of the comprehensive *tree survey (some 111 pages) is ongoing. Due to the size of the report, a separate electronic copy will be forwarded to Committee members along with the agenda. In summary ‘the majority of trees were found to have good vitality with no visible major defects’. Whilst no imminent urgent work has been advised, there are a number of trees that require attention within 90 days. Notably a number of cherry trees will need to be felled adjacent to Southview Road adjacent to the RVRG.

It is recommended that the office works through the list in priority, obtaining relevant quotes and informing the Committee at future meetings, in respect of work carried out and impact on tree budget allocations .

Members to review.

(*This document is too large to upload to the website, for copies please contact the office.)

22 Financial Position

The current financial position as of November 2025 is attached together with details of the funds available from earmarked reserves. See pages 6 – 8.

To receive and note.

23 2026/27 Budget

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

24 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
7 January 2026

Agenda item 13
Daily Mile Request

From: Claire Evans <CLEvans@eppingforestdc.gov.uk>

Sent: 10 December 2025 13:49

To: Mark Squire <Mark.Squire@loughton-tc.gov.uk>; Contact Info <contact@loughton-tc.gov.uk>

Subject: Daily Mile at Roding Valley Recreation Ground

Good afternoon, having popped into the offices yesterday, Pippa advised that I put this request in writing so please see below:

I have been approached by Active Essex and Alderton Hall School to bring the 'Daily Mile' initiative (www.thedailymile.co.uk) to Oakwood Hill as a community initiative as well as a school one.

The idea is to encourage residents to become more physically active and commit to a daily mile which is made easier by us mapping it out for people so they can use it alone or to meet others and follow a measured area without having to make too much effort!

Active Essex will work with Park Run to create a shortened version of their current route around Roding Valley Recreation Ground, this meeting is scheduled for 5 February 2026.

The school children will then be encouraged to walk the mile, in schooltime, with parents invited too, the proposed date for this activity is 17 March 2026.

Finally, there will be a community event to walk the Daily Mile route en masse and we will go on to use it to encourage ongoing buggy walks for our Under 5's Hub users as well as encouraging other residents to get involved and meet others by meeting at the Community Centre before or after.

Active Essex proposes to create a QR code that can be affixed to gate entrances so that people can easily access the route.

So, the question is, what would you need from me to present this to the Town Council to obtain approval for us to action the above please?

Your guidance would be much appreciated, every best wish, Claire

Claire Evans
Community Engagement Officer – Oakwood Hill
Customer and Communities
EFDC

Agenda item 22

Financial Position

07/01/2026

Loughton Town Council Current Year

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11:11

Summary Income & Expenditure by Budget Heading 07/01/2026

Month No: 9

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Recreation								
208	Kingsley Hall							
	Income	32,002	13,456	33,990	20,534			39.6%
	Expenditure	19,373	10,148	22,520	12,372		12,372	45.1%
	Net Income over Expenditure	12,629	3,308	11,470	8,162			
	plus Transfer from EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	12,629	3,308	11,470	8,162			
209	The Murray Hall							
	Income	112,934	113,236	123,700	10,464			91.5%
	Expenditure	161,085	109,567	182,270	72,703		72,703	60.1%
	Net Income over Expenditure	(48,150)	3,669	(58,570)	(62,239)			
	plus Transfer from EMR	5,000	0	0	0			
	Movement to/(from) Gen Reserve	(43,150)	3,669	(58,570)	(62,239)			
210	Other Services (Rec)							
	Income	7,469	7,850	7,000	(850)			112.1%
	Expenditure	14,445	16,573	15,520	(1,053)		(1,053)	106.8%
	Movement to/(from) Gen Reserve	(6,976)	(8,723)					
220	Service Re-charge (Rec)							
	Expenditure	211,000	0	0	0		0	0.0%
301	Roding Valley Recreation Gnd							
	Income	3,649	2,716	3,000	284			90.5%
	Expenditure	190,854	122,666	193,370	70,704		70,704	63.4%
	Net Income over Expenditure	(187,205)	(119,950)	(190,370)	(70,420)			
	plus Transfer from EMR	0	850	0	(850)			
	Movement to/(from) Gen Reserve	(187,205)	(119,100)	(190,370)	(71,270)			
303	Open Spaces							
	Income	125	125	175	50			71.4%
	Expenditure	20,236	13,177	25,041	11,864		11,864	52.6%
	Movement to/(from) Gen Reserve	(20,111)	(13,052)					
306	Playgrounds							
	Expenditure	137,153	15,736	38,248	22,512		22,512	41.1%
	plus Transfer from EMR	95,000	0	0	0			
	Movement to/(from) Gen Reserve	(42,153)	(15,736)	(38,248)	(22,512)			
320	Will. Rd. Playing Field							
	Expenditure	14,602	6,012	22,225	16,213		16,213	27.1%
	Recreation Income	156,180	137,383	167,865	30,482			81.8%
	Expenditure	768,748	293,879	499,194	205,315	0	205,315	58.9%
	Net Income over Expenditure	(612,568)	(156,496)	(331,329)	(174,833)			
	plus Transfer from EMR	100,000	850	0	(850)			
	less Transfer to EMR	0	0	0	0			
	Movement to/(from) Gen Reserve	(512,568)	(155,646)	(331,329)	(175,683)			

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Agenda item 22
Financial Position – Continued

07/01/2026	Loughton Town Council Current Year						Page 2
11:11	Summary Income & Expenditure by Budget Heading 07/01/2026						
Month No: 9	Committee Report						
	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	156,180	137,383	167,865	30,482			81.8%
Expenditure	768,748	293,879	499,194	205,315	0	205,315	58.9%
Net Income over Expenditure	(612,568)	(156,496)	(331,329)	(174,833)			
plus Transfer from EMR	100,000	850	0	(850)			
less Transfer to EMR	0	0	0	0			
Movement to/(from) Gen Reserve	(512,568)	(155,646)	(331,329)	(175,683)			

Agenda item 22
Financial Position – continued**Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves as of 30 November 2025, is provided below.

Schedule of Earmarked Reserves	30.11.25
Recreation Committee	£
Hillyfields Maintenance	7,600
Kingsley Hall Floor	10,000
RVRG Changing Rooms	14,150
Speed Indicator	2,000
Fencing	5,000
Total	38,750