



# RECREATION COMMITTEE

Members of the Recreation Committee

are summoned to attend a Meeting at **7.30pm** on

**Wednesday 11 March 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**  
4 March 2026

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

L House  
R Sylvan

Councillors  
N MacKinnon  
D Wixley

M Stubbings

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 14 January 2026.

**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.

- South Loughton Cricket Club (SLCC) – Min no RC155. Further input is awaited from SLCC.
- Loughton Athletics Club (LAC) – Min no RC187. Further input is awaited from LAC.
- Jessel Green – Fields in Trust status – Min no RC195. This initiative will be 'kick started ' as soon as office resources allow.

**Roding Valley Recreation Ground (RVRG)**

**6 Roding Valley Recreation Ground – Changing Rooms – Potential 'Men's Shed' Project – Min no RC186**

Three new quotes are being sought for the demolition of the buildings. Once three quotes are in place, members to agree the best option at the next Recreation Committee meeting on 27 May 2026. You may recall at the Recreation Committee meeting of 5 November 2024, two such quotes were received in the region of £24k.

Although Epping Forest District Council (EFDC) are aware of this prospect, formal planning permission will be needed before demolition.

Members to receive and note.

**7 Roding Valley Cricket Club (RVCC) – Min no RC188**

On 6 February 2026, the RVCC responded that they would be sending a team of club members to carry out the soil removal, requesting a 2/3 week window due to the prevailing period of heavy rain at that time.

The Town Clerk will provide a further oral update.

Members to review.

**8 Meetings with Qualis – Min no RC189**

A follow up meeting with Qualis was arranged for 5 March 2026. The Town Clerk and Services Manager will provide an oral update.

The Services Manager was also due to meet the new Qualis Grounds Supervisor, Terence Murphy on this day.

To receive and note.

**9 Bins – Min no RC190**

The Town Clerk and Services Manager met with the Team Manager, Waste Management, EFDC via ZOOM on 16 January 2026. The main outcome was that

- any new / replacement bins will need to be purchased by the Town Council and not EFDC/Qualis;
- any new replacement bins purchased have to be dual purpose, i.e. for litter and dog waste.

A map of Loughton Town Council's (LTC's) litter and dog waste bins, (specifically for the RVRG) was sent to EFDC. EFDC have now sent a list of 231 bins spread across Loughton, together with a breakdown of normal litter bins, dog waste bins and bins allocated to individual Loughton Wards. This will take some time to correlate and cross check. The Town Clerk will provide an oral update.

To receive and note.

**10 Skatepark – Min no RC191**

Cllr MacKinnon will provide an update if appropriate.

To receive and note.

**11 Daily Mile Request – Min no RC192**

The trial run for the route takes place on 17 March 2026. Then there will be an official launch open to the Loughton community, including the pupils of Alderton Hall Junior School on 11 June 2026. There will be a further spotlight and community walk as part of the 'Oakwood Hill Extravaganza' on 11 July 2026.

However, the intention is that it will be mapped out as a route to be used by anyone, any time, as an ongoing addition to the Loughton offering. It will be kept up to date by Active Essex and Restore Community.

To receive and note.

**12 New Bench Request**

A local resident has requested a bench and memorial plaque, to be situated along the path which leads from Greensted Road to the lake, on the side of the brook overlooking the field and 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. Photo attached page 5.

Members to agree a way forward.

**13 Fallen Tree**

A large tree fell on Saturday 28 February 2026, which was on the borders of the RVRG and the back fence line of a property along River Way. The tree fell through the fence panel knocking the concrete post out and fell across an adjoining fence into an adjoining garden. The Town Clerk has already instructed contractors to remove the tree and is looking at replacement of the damaged fences and insurance implications.

Photo attached page 6.

Members to receive and note.

**14 Decision on the Infrastructure Funding Statement – EFDC Funding**

Recently a decision was made by EFDC on the parameters of this funding which has a significant bearing on ground enhancements to the RVRG. EFDC Councillor, Ken Williamson has requested an initial meeting with all interested parties. A meeting date has been sought and is awaited.

To receive and note.

**Other Agenda Items**

**15 Town Council Community Halls**

**15.1 Murray Hall – Min no RC196.1**

A number of quotes have been received for the replacement decking work.

The work is due to commence on 23 March 2026, at a cost of £10,750,

£5,000 of which will be covered by the Locality Fund Grant of £5,000.

Evidence of completion must be submitted to Essex County Council (ECC) by 31 March 2026.

Quotes for the provision of solar panels will be undertaken in the new Financial Year, from 1 April 2026.

To receive and note.

**16 Loughton Cricket Club Boundary – Min no RC197**

Thornton Rones and Loughton Cricket Club are continually chased to commence their respective tree clearance by their boundary, following requests from the Insurance Assessor. The Town Clerk will provide an oral update.

To receive and note.

**17 Memorial Garden Maintenance – Min no RC198**

The work has now been completed on the Memorial Garden (see photo page 7) with the planting of bare root roses and new bedding work (euonymus green spire). The total cost including labour amounts to £2,300 which will be covered by a Locality Fund grant.

St Michaels Church have provisionally given permission for LTC staff and the external gardener contractor to use their outside tap to water the new plants.

To receive and note.

**18 Loughton Broadway Defibrillator – Min no RC199**

Despite some chasing there has been no further response from ICON Indoor Shops, Loughton Broadway. The office will try once more but then look for a further source if no further feedback.

To receive and note.

**19 Tree survey – Min no RC200**

The Services Manager has met with our tree contractor, who will be working with the office on batches of trees, in priority order.

For the 2027/2028 budget, members should consider establishing earmarked reserves for tree replanting, in addition to tree maintenance work.

To receive and note.

**20 Financial Position**

The current financial position as of 31 January 2026 is attached together with details of the funds available from earmarked reserves. See pages 8 – 10.

To receive and note.

**21 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  
4 March 2026**

**Agenda item 12**  
**New Bench Request**  
**Memorial Bench location – Roding Valley Recreation Ground (Appleton)**



**Agenda item 13  
Fallen Tree**

73 River Way



**Agenda item 17**  
**Memorial Garden Maintenance**



## Agenda item 20 Financial Position

04/03/2026		Loughton Town Council Current Year				Page 1	
09:37		Summary Income & Expenditure by Budget Heading 04/03/2026					
Month No: 11		Committee Report					
		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>Recreation</b>							
208 Kingsley Hall	Income	32,002	23,064	33,990	10,927		
	Expenditure	19,373	13,493	22,520	9,027		9,027
	Net Income over Expenditure	12,629	9,570	11,470	1,900		
	plus Transfer from EMR	0	0	0	0		
	Movement to/(from) Gen Reserve	12,629	9,570	11,470	1,900		
209 The Murray Hall	Income	112,934	123,998	123,700	(298)		
	Expenditure	161,085	122,509	182,270	59,761		59,761
	Net Income over Expenditure	(48,150)	1,489	(58,570)	(60,059)		
	plus Transfer from EMR	5,000	0	0	0		
	Movement to/(from) Gen Reserve	(43,150)	1,489	(58,570)	(60,059)		
210 Other Services (Rec)	Income	7,469	7,850	7,000	(850)		
	Expenditure	14,445	17,504	15,520	(1,984)		(1,984)
	Movement to/(from) Gen Reserve	(6,976)	(9,654)				
220 Service Re-charge (Rec)	Expenditure	211,000	0	0	0		0
301 Roding Valley Recreation Gnd	Income	3,649	2,716	3,000	284		
	Expenditure	190,854	151,924	193,370	41,446		41,446
	Net Income over Expenditure	(187,205)	(149,208)	(190,370)	(41,162)		
	plus Transfer from EMR	0	850	0	(850)		
	Movement to/(from) Gen Reserve	(187,205)	(148,358)	(190,370)	(42,012)		
303 Open Spaces	Income	125	125	175	50		
	Expenditure	20,236	20,028	25,041	5,013		5,013
	Movement to/(from) Gen Reserve	(20,111)	(19,903)				
306 Playgrounds	Expenditure	137,153	20,653	38,248	17,595		17,595
	plus Transfer from EMR	95,000	0	0	0		
	Movement to/(from) Gen Reserve	(42,153)	(20,653)	(38,248)	(17,595)		
320 Will. Rd. Playing Field	Expenditure	14,602	8,435	22,225	13,790		13,790
	Recreation Income	156,180	157,752	167,865	10,113		
	Expenditure	768,748	354,545	499,194	144,649	0	144,649
	Net Income over Expenditure	(612,568)	(196,793)	(331,329)	(134,536)		
	plus Transfer from EMR	100,000	850	0	(850)		
	less Transfer to EMR	0	0	0	0		
	Movement to/(from) Gen Reserve	(512,568)	(195,943)	(331,329)	(135,386)		

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## Agenda item 20

### Financial Position /...continued

04/03/2026

Loughton Town Council Current Year

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09:37

Summary Income &amp; Expenditure by Budget Heading 04/03/2026

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Income	156,180	157,752	167,865	10,113		
Expenditure	768,748	354,545	499,194	144,649	0	144,649
Net Income over Expenditure	<u>(612,568)</u>	<u>(196,793)</u>	<u>(331,329)</u>	<u>(134,536)</u>		
plus Transfer from EMR	100,000	850	0	(850)		
less Transfer to EMR	0	0	0	0		
Movement to/(from) Gen Reserve	<u>(512,568)</u>	<u>(195,943)</u>	<u>(331,329)</u>	<u>(135,386)</u>		

**Agenda item 20**  
**Financial Position – continued**

**Earmarked Reserves:**

A summary of the Committee's reserves showing the amounts available from reserves as of 31 January 2026, is provided below.

Schedule of Earmarked Reserves	31.1.26
<b>Recreation Committee</b>	<b>£</b>
Hillyfields Maintenance	7,600
Kingsley Hall Floor	10,000
RVRG Changing Rooms	14,150
Speed Indicator	2,000
Fencing	5,000
<b>Total</b>	<b>38,750</b>