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 9 September 2026 at 7.30pm

Present

Councillors:	K Valentine (in the chair)	
	L House (left during Min No. RC 266)	
	N MacKinnon (from Min No. RC 267)	
	S Murray	M Stubbings
	R Sylvan	D Wixley
Officers:	L Petyt Start (Town Clerk)	
	D Taylor (Services Manager)	
Also present:	C Couldrey – South Loughton Cricket Club	
	Cllr R Brookes	
	Cllr A Fricker	

RC251 Apologies

No apologies were received.

RC252 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in items 8 & 23, as a social member and Loughton Athletic Club and SLCC, item 11 as he knows the Wintle and Binks families. Cllr Fricker declared a non-pecuniary interest in item 8 as a member of Loughton Athletic Club. Cllr Wixley declared a non-pecuniary interest in item 11 as he knows the Wintle and Binks families, Item 13 as he knows the proprietor of Taylor's Cards and Item 17 as he knows Andrew Shields & Chris Couldrey of South Loughton Cricket Club.

RC253 Confirmation of Minutes

Cllr Wixley declared he did not attend the Daily Mile as detailed in the declarations of Interest on the minutes of 27 May 2026, perhaps this was mis-represented as Cllr Murray.

Minute No. 231 it was Cllr Fricker who reported the trees needed reducing not himself directly.

Minute No. 239 query raised if this area should be referenced as a Suitable Alternative of Natural Green space (SANG).

Minute No. 243 Willingale Road Community Orchard should be correctly named as Willingale Road Nature Reserve.

A question was raised again regarding Minute No. 249, the taxation status for the Changing room demolition, clarification was given by the Town Clerk that the company would charge VAT, and the Town Council is able to reclaim VAT in accordance with regulations.

The Minutes of the meeting held on 27 May 2026 were CONFIRMED as a correct record and signed by the Chairman.

RC254 Public Representations

None were received.

The Committee AGREED to bring forward Item 23, South Loughton Cricket Club Lease (SLCC), as a member of the public present at the meeting had an interest in this item.

RC255 Town Clerk's / Chairman's Report

Members NOTED that the local government reorganisation for Essex has been withdrawn and Government launched a review. At this point in time there is no further information available to share.

RC256 Community Hall

256.1 Murray Hall

The Committee NOTED the confirmed booking by E15 Acting School for hall hire for the period September 2026 to May 2027 and the hall floor has received a deep clean service and maintenance during the summer break.

256.2 Kingsley Hall

The Committee NOTED a new hall floor was laid during the school summer holidays.

RC257 Roding Valley Cricket Club (RVCC) – Min no RC210 & RC230

Members NOTED RVCC have been invoiced for the initial annual rent payment of £905.20 (exclusive of VAT).

RC258 Loughton Athletics Club (LAC) – Min no RC187 & RC157 & RC231

Members NOTED the fair and reasonable Heads of Terms for the draft lease. It was felt we can now proceed to organise the draft full lease. Members asked the Clerk to investigate if the insurance policy to protect the running track is still running. LAC to be asked if a 25-year term would be sufficient. Members would like "subject to 5% cap" removed from the lease. Members also had a query over 15.1 "assign the whole" the question was asked what the intention of this is, does this relate to change of Trustees, this just raised a minor red flag over intent. Members would like the new lease to recognise the irregular one-off use of the all-weather pitch, if requested by another organised group (as the current lease does). Once Members agree with the new lease there will be a requirement for us to inform the freeholder, Epping Forest District Council.

RC259 Meetings with Qualis – Min no RC211 & RC232

Members NOTED that after a service level agreement is received Officers will look at making sure LTC receives value for money and may look at going out to tender for the ground's maintenance service in future.

RC260 Tree Safety and Management Policy

Members NOTED that tree works completed to date at Murray Hall, Willingale Road Playing Field and those due to commence on Roding Valley Recreation Ground on 14 September 2026. The order placed for Tree works at Oakley Court was NOTED. The management of OPM at the RVRG and Cemetery during the summer was NOTED.

RC261 Bench Requests

261.1 Memorial Tree – Jacqui Wintle

The Committee AGREED to a new memorial tree, in memory of Jacqui Wintle, requested by a family member, which will be installed behind Alan Wintle's memorial bench.

261.2 Memorial Bench – Doris Binks
Members AGREED in principle to a memorial bench for Doris Binks on the Roding Valley Recreation Ground but requested a site visit with a representative from the family to discuss a potential alternative location.

261.3 Additional bench adjacent to playground
Members AGREED to the installation of the repurposed bench, subject to a site visit with Cllr Murray to look at the exact area chosen.

RC262 Play in the Park Feedback
Members NOTED the report on this year's sessions and agreed this was a great initiative.
Services Manager will investigate the funding share for the sessions.

RC263 Loughton Broadway Defibrillator – Min no RC199
Members NOTED the defibrillator will be installed at the proposed location between 50 and 52 The Broadway. Cranbrook Electrics have agreed to supply the electricity.

RC264 Jessel Green Fun Day – Sunday 28 June 2026
Members AGREED to future reduction in the price for a wrist band to £10 and £1 per ticket; to a potential road closure and outsourcing the fencing setting at the perimeter and to the date for next year's Jessel Green Fun Day being held on Sunday 27 June 2027.

RC265 Grass spraying – Min no RC244
Members NOTED the choice Qualis made of using spray grass killer around posts and the explanation.

RC266 Roding Valley Recreation Ground – Changing Rooms – Demolition – Min no. RC209 & RC249
Members NOTED the planning application for the demolition has been submitted Application Type: Full planning permission, Reference number: PP-15099623 and agreed that the water sewage works wall which runs along the side of block 2 should be taken out when the demolition works take place due to health and safety.

RC267 Loughton Cricket Club Boundary – Min no RC219 & RC250
Members NOTED the revised boundary has been agreed between Thornton Rones and LTC. This has created additional legal services costs for the Council. The tree felling at the boundary has not yet been completed by Loughton Cricket Club.

RC268 Proposal for Community Mini Library Box – Pyrles Lane Shops, Loughton
Members AGREED to support this proposal, as the land is either owned by Essex County Council or Epping Forest District Council. Officers to confirm and then will sign post resident to the appropriate Council. The suggestion was also made to applying for grants to assist with the project.

RC269 Roding Valley Recreation Ground – Shade Outside Playground
Members NOTED the significant impact of the hot weather this year and global climate change that we are likely to experience more very hot summers, Officers were asked to investigate what options could be put in place to provide shade and costs associated.

RC270 Land Asset Transfer

270.1 EFDC Owned Land

Members Noted the report on EFDC Land Asset Transfer which shall be presented to Resources and General Services Committee 7 October 2026.

Cllr Wixley suggested additional land assets to be added to the report.

270.2 Land Adjacent to Willingale Allotment

Members OBJECTED to the request from Denton Homes Ltd to buy the Nature Reserve.

RC271 A Bubbly Sculpture for Loughton

Members OBJECTED to the request from Conor Dolan for bronze characters in Loughton as there is no real link between them and Loughton.

RC272 Junkyard HQ Limited

Members OBJECTED to the request from Junkyard HQ Limited for a charity running event and combined vehicle event on the Roding Valley Recreation Ground. It was deemed as an unsuitable location for a combined vehicle and running event due to its lack of parking space and existing parking congestion on local roads. The committee did not see viability with parking vehicles on part of the fields and combining this with runs.

(The following item was received earlier in the meeting although recorded in its original Agenda Item order)

RC273 South Loughton Cricket Club Lease (SLCC)

Members considered the new draft lease alongside which Members NOTED comments from SLCC representative C. Couldrey. Members agreed to overcome the “sole use” of one-off events, which benefit the local community, in a letter of understanding. Loughton Town Council (LTC) to engage their solicitors to move forward. The Town Clerk was asked to consult with Epping Forest District Council as landowners regarding the SLCC lease once the draft lease is agreed.

RC274 Financial Position

Members NOTED the current financial position as of 31 July 2026.

Cllr Wixley suggested the EMR for Speed Indicator should not be part of the Recreation Committee but rather Environment and Heritage Committee EMR.

RC275 Future Work of the Committee

Members NOTED comments received that there are accessibility issues at the Charlie Moull bridge and that an additional step is required.

Members AGREED to the next Recreation Meeting to be moved to Wednesday 4 November 2026.

Signed: .....
Date: 4 November 2026