



RECREATION COMMITTEE

Members of the Recreation Committee

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

Wednesday 27 May 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
21 May 2026

Membership:
Councillor K Valentine (Chairman)
Councillor D Wixley (Vice Chairman)

L House	Councillors	
M Stubbings	N MacKinnon	S Murray
	R Sylvan	

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 11 March 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.

Roding Valley Recreation Ground (RVRG)

- 6 Roding Valley Cricket Club (RVCC) – Min no RC210**
The new RVCC pitch appears to be now up and running and the club recently held an open day. RVCC will now be invoiced for the initial annual rent payment of £905.20 (exclusive of VAT). See photos on page 16.

To receive and note.
- 7 Loughton Athletics Club (LAC) – Min no RC187 & RC157**
A Heads of Terms draft lease has now been received from LAC, which is under review by the office. The current lease expires on 1 May 2028. Any agreement will include the use of the all-weather running track by Loughton Town Council (LTC).

Trees adjoining the clubhouse which youths were using to access the roof area of the clubhouse have been removed (see page 5).

To receive and note.
- 8 Meetings with Qualis – Min no RC211**
A further meeting will be arranged in due course between Qualis, the incoming Town Clerk and Services Manager, to maintain the ongoing dialogue.

To receive and note.
- 9 Skatepark – Min no RC213**
To receive any further update.

To receive and note.

10 Daily Mile Request – Min no RC214

Attached on page 6 is the proposed route for the Oakwood Hill Loop (just over a mile long), which is yet to be finalised but will be launching on 11 June 2026. The organisers have approached LTC to signpost the walk on the RVRG. Officers have suggested signage to be placed only on dog/litter bins, a couple of recommended fences and use of cones or stakes.

Members to review.

11 Bench Requests

11.1 Plaque Request

A request has been received to place an additional family member plaque on the Brian Newman Memorial bench (installed in February 2025 close to the river where the outdoor running track is).

The Services Manager will provide additional details.

Members to review the request.

11.2 Memorial Bench – Raymond Houghton – Min no RC194

A new bench in memory of Mr Raymond Houghton was installed in late March 2026 on the RVRG near to the large fishing platform (see photo page 7).

To receive and note.

11.3 Memorial Bench – Graham Appleton – Min no RC215

The Services Manager made contact with RVCC and discussed the likelihood of cricket balls reaching the ditch. RVCC confirmed that in this particular area, such an occurrence would be highly unlikely. Having also reviewed the area concerned, arrangements are now in hand to install the bench.

To receive and note.

12 Requests to Use the RVRG

12.1 Padel Courts

See request page 8.

Members to note that a similar request (from a different company) was made in 2024 – see Recreation Committee 29 May 2024 – Min no RC17

‘The Committee NOTED the report and AGREED that it would not support the request from this commercial enterprise, which would also potentially mean losing a section of the playing fields’.

Members to review the request and agree a response.

13 Play in the Park Feedback

Please see update (page 9).

To receive and note.

14 Tree Survey – Min no RC222

One quote has been obtained for the required tree works on the RVRG. A second quote is awaited and may be available by the time of this meeting. Once received, the best quote will be taken and works will commence immediately. Signage will be placed on the RVRG to advise the public of tree works taking place.

To receive and note.

15 Decision on the Infrastructure Funding Statement – EFDC Funding – Min no RC217

Does the Committee wish to arrange a meeting with EFDC to discuss? Members to review and agree a way forward.

Other Agenda Items

16 Town Council Community Halls

16.1 Murray Hall – Min no RC196.1

The replacement decking work has been satisfactorily completed. See page 10.

To receive and note.

17 Loughton Broadway Defibrillator – Min no RC199

A proposed location between 63 & 65 The Broadway has been suggested by LTC officers as a new location to site the defibrillator. Epping Forest District Council (EFDC) have been contacted, as landlords of the shops, to ask their permission to install the cabinet on the wall between these two shops. (Cranbrook Electrics and Taylor's Cards.)

To receive and note.

18 Jessel Green Fun Day- Sunday 28 June 2026 -

18.1 Update Report

See report page 11.

To receive and note.

18.2 E-mail request received from EFDC

See request from EFDC via Cllr Murray for a stall at Jessel Green Fun Day (e-mail extracts page 12).

Members to review whether this request is appropriate for the event.

19 Willingale Road Community Orchard

See Environment and Heritage Committee minute 25.3.26 – Min No EH197

Following a recent working site visit from Epping Forest Countrycare, the Senior Countryside Officer, Countrycare, EFDC Officer has asked what the policy is on having ponds on the site? Members to review.

Would recommend refusal on health and safety grounds.

20 Grass spraying

Cllr Wixley has noted that recent grass cutting in Loughton, including around the wooden posts on Kings Green and RVRG in general, the grass was not cut but sprayed and has killed the grass.

Members to review.

21 Financial Position

The current financial position as of 30 April 2026 is attached together with details of the funds available from earmarked reserves (see pages 13 – 15).

To receive and note.

22 Recreation Projects Working Group

Members to nominate further member/members of this committee in addition to the Chairman and Vice Chairman.

23 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.

24 Exclusion of the Press and Public

The Committee is asked to RESOLVE to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to potential dispute /contractual matters.

25 Roding Valley Recreation Ground – Changing Rooms – Demolition – Min no RC209

See attached confidential report.

26 Loughton Cricket Club Boundary – Min no RC219

See attached confidential report.


**Mark Squire
TOWN CLERK
21 May 2026**

Agenda item 7
Loughton Athletics Club (LAC) – tree works



Agenda item 10
Daily Mile Request

OAKWOOD HILL LOOP









Welcome to the Oakwood Hill Loop, a perfect opportunity to be outdoors and active whilst meeting fellow residents - looping the loop. Go at your own pace, move in your own way. **Get set. Enjoy. Go!**

#LOOPTHELOOP

BEST TO WALK ●● GOOD TO RUN ●●

DURATION 20 MINS - WALKING

DISTANCE 1 MILE



Agenda item 11 – Bench Requests
11.2 Memorial Bench – Raymond Houghton

New bench in memory of Raymond Houghton



**Agenda item 12 – Request to Use the RVRG
12.1 Padel Courts**

From: Helen crook <hcrook@wimx.org.uk>

Sent: 09 April 2026 09:15

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

Subject: Proposal: Community Padel Courts at Roding Valley Recreation Ground

For the attention of the Town Clerk, Mr Mark Squire

Dear Mr Squire

I hope you are well. I am writing to share a proposal for the introduction of community padel courts at Roding Valley Recreation Ground. Please find attached a short concept document outlining the proposal.

Padel is one of the fastest-growing participation sports in the UK and Europe, and we believe it could significantly enhance the recreational offer within the park while increasing usage of existing facilities.

The proposal has been designed with a strong community focus, including:

- free access sessions for local schools
- discounted access for Loughton residents
- structured coaching programmes and local coach development opportunities

The concept would be delivered with no financial risk to the council and will provide a valuable additional income.

We would very much welcome the opportunity to discuss this further and explore whether a partnership with the council could be viable. We would be happy to meet at your convenience or arrange a site visit if helpful.

I would also be grateful if this could be shared with the relevant officers, including Debbie Taylor (Services Manager), given her responsibility for parks and open spaces.

Thank you for your time and consideration, and I look forward to hearing from you.

Kind regards

Helen Crook
Director & Founding Partner

☎ 07711-807177

📍 Jubilee House, 3 The Drive, Brentwood,
Essex, CM13 3FR

www.wimx.org.uk



Agenda item 13
Play in the Park Feedback

From: Natasha Carroll <ncarroll@eppingforestdc.gov.uk>
Sent: 13 April 2026 16:11
To: Deborah Taylor <Deborah.Taylor@loughton-tc.gov.uk>
Subject: Play in the Park Easter

Hi Debbie,

I hope you had a good Easter. I'm really pleased to say your Play in the Park sessions had great numbers.

- Tuesday 31st March Roding valley rec by the tennis courts – 40 children, 20 adults (60 total)
- Thursday 9th April Jessel Green – 39 children and 24 adults (63 total)

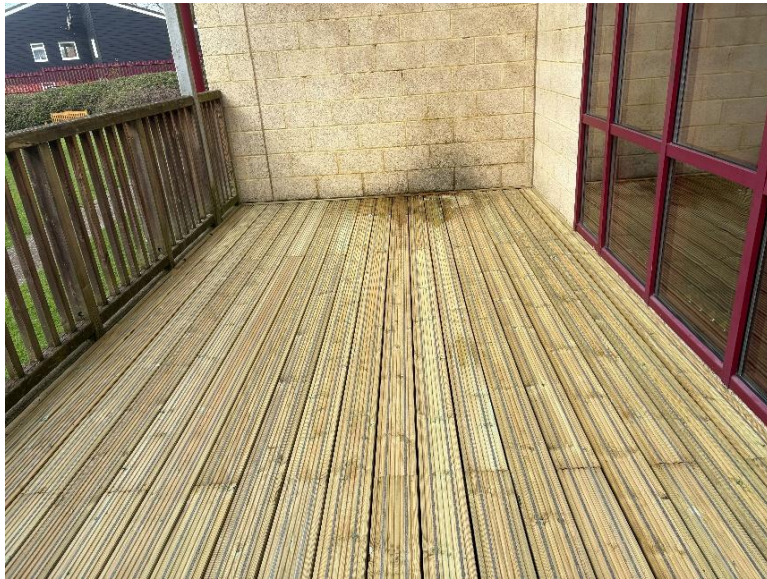
We asked families for feedback to try and improve the sessions and find out how they heard about it. And the majority said they'd heard about the sessions through social media, followed by "councils' website". And I'm pleased to say the feedback was very positive, people highlighted the variety of activities, friendly staff, open ended play, having free activity for families in a location they could walk to. There were calls for longer sessions more regularly. If you have any feedback at all please do feel free to send it through, all your comments will feed into our planning for summer 2026.

And speaking of summer, planning begins again, we're writing an Easter post press release and will include the link to the summer sessions within that. We also hope to send out your summer posters in the next few weeks.

With Best Wishes,
Natasha Carroll

Programmes Officer
Customer and Communities

Agenda item 16
Murray Hall Decking



Agenda item 18.1

Jessel Green Fun Day – Sunday 28 June 2026 - Update

Organisation and planning are well underway for this year's event, which will be held on Sunday 28 June 2026. Open to visitors from 12noon – 4pm.

The EFDC events licence has been granted. We are currently awaiting a response from TfL regarding the bus diversion along Jessel Drive for the duration of the event (without cost). In line with Martin's Law, an event safety management plan together with risk assessment is being prepared. First aiders and security have been arranged and booked. Zurich Insurance Company have been informed, and our Public Liability may incur a modest additional premium. TBA

We are delighted that Restore and volunteers from Epping Forest Community Church will once again be operating the "Café on the Green". Loughton Town Council has arranged for the marquee, tables and chairs to be provided. The PA system for lost children and public announcements, along with portable toilets, has also been booked.

The regular fairground rides, inflatables, food, ice-cream vans and the ever-popular Mr Happy have all been booked, and all providers are looking forward to working with us again. We have received more stall applications than in previous years, with a good selection of community groups, craft stalls and small local businesses attending.

Essex Fire and Rescue and Essex Police have both said that they will hopefully attend with appliances as long as they are not called out to an emergency.

Loughton Town Council officers will be managing ticket and wristband sales. Wristbands will remain at last year's price of £12 per band for unlimited rides. Individual ride tickets will also be available at 50p per ride. There will also be a soft play area and bouncy castle for under 5's free of charge.

The Wombles have also been invited to attend and assist with litter picking during the event.

A gazebo will be provided for Town Councillors and Wombles to use as a meeting point and provide information to residents, and we will be seeking assistance from councillors nearer the time to man the Town Council gazebo. Any support with the set-up and running of the day from Councillors would be greatly appreciated, as we continue to operate with extremely limited resources.

Unfortunately, due to ill health, increasing public liability insurance costs and a lack of volunteers, the organisers of Essex Kites will be unable to attend this year with their kites and kite workshop. In addition, Straight UP Dance Performance School will be unable to attend due to their summer showcase taking place on the same day.

We are very grateful to John Walsh at the Cottage Loaf pub for their generous donation and for allowing the portable toilets to be placed in the pub carpark; to John at Universal Waste Limited (based in Loughton), who will be collecting all rubbish at the end of the event free of charge; and to Loughton Van Hire for providing a van for our use so that our Park Wardens can continue with their regular weekend duties. We have also received a generous donation from Loughton Gardens and Landscaping.

Pippa Bryce
19.5.26

Agenda item 18.2
Jessel Green Fun Day

From: Cllr. Stephen Murray <CllrStephenMurray@loughton-tc.gov.uk>

Sent: 15 May 2026 17:09

Mark , Pippa and Debbie

I met the new EFDC tenant liaison officer yesterday. Thursday 14th May , and we spoke about a few things.

Subsequently he has sent me this suggestion/request.

“ Further to our conversation yesterday evening regarding Jessel Green Summer event in late June. I would like to propose that Epping Forest District Council are permitted to have an allocated slot/space to allow EFDC tenants of Jessel Green to interact with One or maybe two EFDC Officers primarily from Resident Involvement and Estates or Tenancy team.

It is my understanding that this is a well-established event, with a very high attendance of local Tenants/Residents. I think the suggestion of a Consultation table would be a fantastic idea to encourage resident engagement in the area.”

The tenant engagement Officer is Carl Hackett.

chackett@eppingforestdc.gov.uk

Agenda item 21 Financial Position

20/05/2026		Loughton Town Council Current Year			Page 1	
09:15		Summary Income & Expenditure by Budget Heading 20/05/2026				
Month No: 2		Committee Report				
		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Recreation						
Kingsley Hall	Income	9,988	33,000	23,012		
	Expenditure	1,243	18,419	17,176		17,176
	Net Income over Expenditure	8,745	14,581	5,836		
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	8,745	14,581	5,836		
The Murray Hall	Income	25,891	125,550	99,659		
	Expenditure	27,282	166,819	139,538		139,538
	Net Income over Expenditure	(1,591)	(41,269)	(39,678)		
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(1,591)	(41,269)	(39,678)		
Other Services (Rec)	Income	0	8,000	8,000		
	Expenditure	10,137	16,860	6,724		6,724
	Movement to/(from) Gen Reserve	(10,137)				
Roding Valley Recreation Gnd	Income	865	3,500	2,635		
	Expenditure	18,214	195,217	177,003		177,003
	Net Income over Expenditure	(17,349)	(191,717)	(174,368)		
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(17,349)	(191,717)	(174,368)		
Open Spaces	Income	0	175	175		
	Expenditure	2,666	26,588	23,922		23,922
	Movement to/(from) Gen Reserve	(2,666)				
Playgrounds	Expenditure	3,704	40,386	36,682		36,682
	plus Transfer from EMR	0	0	0		
	Movement to/(from) Gen Reserve	(3,704)	(40,386)	(36,682)		
Will. Rd. Playing Field	Expenditure	705	18,598	17,893		17,893
	Recreation Income	36,544	170,225	133,681		
	Expenditure	63,949	482,887	418,938	0	418,938
	Net Income over Expenditure	(27,405)	(312,662)	(285,257)		
	plus Transfer from EMR	0	0	0		
	less Transfer to EMR	0	0	0		
	Movement to/(from) Gen Reserve	(27,405)	(312,662)	(285,257)		
	Grand Totals:- Income	36,544	170,225	133,681		
	Expenditure	63,949	482,887	418,938	0	418,938
	Net Income over Expenditure	(27,405)	(312,662)	(285,257)		
	plus Transfer from EMR	0	0	0		

Continued over page

Agenda item 21
Financial Position /...continued

20/05/2026
 09:15

Loughton Town Council Current Year

Page 2

Summary Income & Expenditure by Budget Heading 20/05/2026

Month No: 2

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
less Transfer to EMR	0	0	0		
Movement to/(from) Gen Reserve	<u>(27,405)</u>	<u>(312,662)</u>	<u>(285,257)</u>		

Agenda item 21
Financial Position – continued

Earmarked Reserves:

A summary of the Committee's reserves showing the amounts available from reserves as of 30 April 2026, is provided below.

Schedule of Earmarked Reserves	30.04.26
Recreation Committee	£
Hillyfields Maintenance	7,600
Kingsley Hall Floor	6,050
RVRG Changing Rooms	24,150
RVRG Pathways	24,500
Playgrounds	24,500
Solar Panels Murray Hall	21,000
Speed Indicator	2,000
Fencing	5,000
Total	114,800

Agenda Item 6
Roding Valley Cricket Club (RVCC) – Min no RC210

