

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 28 May 2025
at 7.30pm**

Present

Councillors:

K Valentine (in the chair)	
R Brookes (substitute for Cllr House)	N MacKinnon (from Min no RC106)
S Murray	M Stubbings
R Sylvan (from Min no RC106)	D Wixley

Also in attendance:

Officers:

M Squire (Town Clerk)
P Hoy (Services Manager)
D Taylor (Assistant Manager, Community and Services)

Also present:

Six members of Loughton Athletic Club (LAC)

RC102 Apologies

An apology had been received from Cllr House. The Town Clerk reported that Cllr Brookes had been appointed as substitute for Cllr House for this meeting.

RC103 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in agenda item 5 as he has close links with LAC and a non-pecuniary interest in agenda item 7 as he lives opposite the Roding Valley Recreation Ground and is a foundation trustee of the Men's Shed Community project, also a non-pecuniary interest in agenda item 13 as a social member of South Loughton Cricket Club.

RC104 Confirmation of Minutes

The Minutes of the meeting held on 11 March 2025 were CONFIRMED as a correct record and signed by the Chairman.

RC105 Public Representations

None were received.

Councillors MacKinnon and Sylvan joined the meeting during the next item.

RC106 Loughton Athletics Club (LAC) Presentation

Six representatives of LAC were welcomed to the meeting. An oral update was provided on the athletic clubs' ambitions to embark on a project to renovate and upgrade its clubhouse on the Roding Valley Recreation Ground (RVRG), to mutually benefit the LAC community and the look and feel of the RVRG. The Committee was also updated on the improvement works carried out to date, and how it was proposed that the project would be funded.

One particular issue is the lease between Loughton Town Council (LTC) and LAC, due to expire on 1 May 2028. It was acknowledged by all parties that the relatively short duration of the remaining lease term may preclude LAC from obtaining funding

from some external sources, and that a longer-term lease would be needed. It was AGREED that the Town Clerk would contact Epping Forest District Council (EFDC/Qualis), to arrange a meeting with Qualis, LTC and LAC to seek to facilitate a new and extended lease (minimum period 10 – 20 years).

RC107 Town Clerk’s / Chairman’s Report

Members NOTED the reports. Members congratulated Debbie Taylor on her forthcoming appointment as Services Manager and also expressed their appreciation of the outgoing Services Manager Paul Hoy, for his outstanding contribution to LTC over the years.

Roding Valley Recreation Ground (RVRG)

RC108 Roding Valley Recreation Ground – Changing Rooms – Potential ‘Men’s Shed’ Project – Min no RC92

Cllr Murray declared a pecuniary interest during the following item as a nominated trustee of the ‘Men’s Shed ‘ having originally declared a non-pecuniary interest at the beginning of the meeting and took no further part in the discussion.

A further meeting with a building contractor would take place in the following week. The additional report’s findings are awaited. Initial indications are that the necessary building works for the two blocks and in between will be costly, excluding additional cost for fitting the buildings out.

The final report and costings are awaited, and a further update will be provided at the next Recreation Committee meeting.

RC109 Roding Valley Cricket Club (RVCC) – Min no RC93

Members NOTED the report.

RC110 Benches

110.1 New Bench – Min no RC94

Members NOTED the report. It was further reported that the bench had been well received by the family of the deceased.

110.2 New Bench Request

The Committee AGREED to a new bench and memorial plaque, requested by a local resident, which will be installed near the Charlie Moulls Bridge.

RC111 Bin Installation by the Lake

The Committee NOTED the report.

RC112 Erosion of Riverbank Adjacent to Footpath

Members AGREED to the installation of a permanent fence, similar to the fence installed by the undercut section of footpath close to Charlie Moulls Bridge in 2023.

RC113 Request for 9v9 Football Pitch Next Season

The Committee considered the request and AGREED (voting 5 in favour and 2 against) to reject the request from Redbridge Football Club. The fact that the club was not a Loughton based football club was also taken into consideration. Members AGREED to cease organised football on the RVRG for the foreseeable future.

RC114 South Loughton Cricket Club (SLCC)

The Committee AGREED that the Town Clerk should make a formal request to Qualis to have the outfield cut weekly during the cricket season. If there are any budget implications, SLCC would have to be consulted as they would be responsible for meeting any additional costs. In addition, the Committee requested Officers obtain quotes for grass cutting from alternative grounds maintenance companies.

Councillor MacKinnon declared a non-pecuniary interest during this agenda item, as his wife has a family relation within the club.

Other Agenda Items

RC115 Newmans Lane Playground Project – Min no RC95

The Committee NOTED that the new playground had been well received, and footfall had increased. No further vandalism has been reported since the initial first week of installation.

RC116 Jessel Green

116.1 Jessel Green Fun Day

Members NOTED the report and were asked to come forward if available to help on the day.

116.2 Fields in Trust status

Members NOTED that the Town Clerk is currently liaising with Mr Neil Bartlett (former Save Jessel Green campaigner), and he will liaise with the 'Recreation Projects Working Group' (RPWG) on developments.

RC117 Town Council Community Halls

117.1 Murray Hall

The Town Clerk advised the Committee that the Young Carers group will be using the Murray Hall garden in evenings and weekends when there are no hirers in the hall.

117.2 Kingsley Hall

The Committee NOTED the report and AGREED the recommended way forward, including that a token gift of appreciation should be given to the longstanding hall hirer. The office would liaise with the RPWG on developments.

Membership of the RPWG was reviewed. It was AGREED that membership should consist of Councillors MacKinnon, Murray, Sylvan and Wixley, Councillor Brookes was willing to be substitute in case of need.

RC118 Tree Whips – Min no RC97

Councillor MacKinnon reported that the whips had been planted on the RVRG on the mound near to the outdoor gym.

RC119 Loughton Cricket Club Boundary – Min no RC98

Members NOTED that the Town Clerk and Services Manager have agreed the site boundary measurements with Thornton Rones but are awaiting confirmation in writing from them.

RC120 Davenant Playing Fields – Min no RC63

Members NOTED the report.

RC121 Memorial Garden

121.1 Memorial Garden Bench

Members NOTED the report.

121.2 Memorial Garden Maintenance

Members NOTED that a site visit had just been made, the day before, involving Cllr Wixley, the Town Clerk, Assistant Services Manager and the gardening contractor. Some further options were evaluated. The Committee AGREED that Cllr Wixley would meet with former Cllr Angold-Stephens to discuss possible improvements to the site, and report back to a future meeting of the Committee.

The Committee AGREED to suspend Standing Order number 3(ff) and AGREED to conclude the meeting by 9.30pm.

RC122 Willingale Road Playing Field – Request for Football Pitches

The Committee AGREED to the request from Loughton Town FC.

The Committee also AGREED that the Services Manager should assess the site for a potential space for the installation of a 9v9 pitch, in response to the request received in Agenda Item RC112. Should a suitable space be identified, the football club who made the request would be contacted to see if they would be interested in this site. It was AGREED that any costs related to the installation of a brand new 9v9 pitch would have to be met by the football club.

RC123 Financial Position

The Committee NOTED the financial position as of 30 April 2025.

RC124 Future Work of the Committee

None to report.

Signed:

Date: 10 September 2025

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 10 September
2025 at 7.30pm**

Present

Councillors: K Valentine (in the chair)
I Allgood (Substitute for Cllr House) N MacKinnon
S Murray M Stubbings
R Sylvan D Wixley

Also in attendance:

Officers: M Squire (Town Clerk)
D Taylor (Services Manager)

Also present: Epping Forest District Council, Cllr Chidi Nweke
C Couldrey (President, South Loughton Cricket Club)
A member of the public.

RC125 Apologies

An apology had been received from Cllr House, who is on extended leave. The Town Clerk reported that Cllr Allgood had been appointed as substitute for Cllr House for this meeting.

RC126 Declarations of Interest

Cllr Allgood declared a non-pecuniary interest in agenda item 6 as he is a Director of the Men's Shed Community project. Cllr D Wixley declared a non-pecuniary interest as he knew the three members of the public present at the meeting. Cllr S Murray declared a non-pecuniary interest in the following agenda items - 6 as he is a Director of the Men's Shed Community project. (He would leave the meeting and declare a pecuniary interest if there were any decisions to be made at this meeting) 8 as he is a social member of Loughton Athletics Club (LAC) and 10 as he is a member of Roding Valley Cricket Club (RVCC).

RC127 Public Representations

The Chairman reported that a member of the public had been invited to join the meeting to address the Committee on Agenda Item 19 and that the agenda item would be brought forward.

RC128 South Loughton Cricket Club (SLCC) Presentation – Min no RC114

Mr Chris Couldrey was welcomed to the meeting and gave an oral presentation (in addition to the written presentation received by members) on SLCC's request for a potential siting for a designated 'cricket nets' area (amongst other requests) on the Roding Valley Recreation Ground (RVCC).

Following the presentation there was a question-and-answer session. The Committee then agreed to Chris's suggestion that it would be useful to have a site meeting before any decisions could be made regarding SLCC's 'wish list' for the new lease. Accordingly, he would supply the Town Clerk with prospective dates to meet.

RC129 Roding Valley Recreation Ground – Changing Rooms – Potential ‘Men’s Shed’ Project – Min no RC108

EFDC District Cllr Chidi Nweke confirmed that the quote £435K for the basic refurbishing of the Roding Valley Changing Rooms was a substantial amount and it would be difficult to raise these funds. It is unlikely that the project will now be taken forward.

However, he is exploring, some final options

1. To renovate the building (by means of a construction company coming forward to sponsor the project)
2. To demolish the building and construct something new (e.g. wooden structure).
3. To receive any further options from this Committee, to be e-mailed directly to Cllr Nweke. *

The Chairman confirmed this item would be put on the next Recreation Committee agenda for the 5 November 2025.

RC130 Memorial Garden Maintenance – Min no 121.2

Former Town Councillor, Mrs Jill Angold-Stephens (JAS) was welcomed to the meeting. She explained the history and forming of the Memorial Garden and her current issues with the garden. Some suggestions and future planning options were discussed, to ensure garden maintenance, fertilising and general upkeep. JAS was prepared to pay some money towards the garden. Both JAS and Cllr Wixley volunteered their time to give advice on what was required to improve the garden. Feedback to be relayed to the current Gardening contractor. The Chairman noted that everyone in the community appreciates the garden.

The Committee AGREED that

- the budget would be reviewed (currently £1,530p.a.) in this year’s autumn’s budget process.
- in the meantime, the office would try to recruit volunteers via Facebook to maintain the garden.
- in the meantime, the newly recruited Maintenance Assistant, would use some capacity for working in the garden.

RC131 Confirmation of Minutes

The Minutes of the meeting held on 28 May 2025 were CONFIRMED as a correct record and signed by the Chairman.

RC132 Town Clerk’s / Chairman’s Report

Members NOTED the reports made by the Town Clerk regarding the two new members of staff and the good feedback they had received regarding Play in the Park, and asked members for any further feedback to be forwarded directly to EFDC.

Roding Valley Recreation Ground (RVRG)

RC133 Loughton Athletics Club (LAC) – Min no RC106

Members NOTED the report and that there had been no further response from LAC on the insurance claim

*please cc the Town Clerk

RC134 Epping Forest Special Area of Conservation – RVRG – Enhancement Project

The Committee NOTED the report and feedback from Cllrs Murray, Wixley and the Town Clerk. Whilst there was acceptance that not as much funding (as would have been liked) could be directed towards new pathways, the overall proposal sounded positive.

RC135 Roding Valley Cricket Club (RVCC) – Min no RC109

The Committee NOTED that all documentation had been signed off bar one 'statutory declaration, awaited from RVCC.

RC136 Benches – Min no RC110.2

Members NOTED the report.

RC137 Bins

The Town Clerk advised that meetings with the Qualis, Grounds Maintenance Operations Manager and Qualis Head of Operations has been arranged to discuss levels of service, contract responsibilities, and discuss the missing dog bins.

Members AGREED not to purchase a new dog bin until after The Town Clerk had had his meeting with Qualis representatives. Also, the office would look into stickers for the regular bins on the RVRG to advise people that they can put their dog waste in them.

RC138 Erosion of Riverbank Adjacent to Footpath – Min No RC112

Members NOTED the report.

RC139 Oak Processionary Moth (OPM)

Members NOTED the report.

RC140 Manhole Drain Cover

The Town Clerk read out email correspondence from Trevor Baker, the Principal Engineer, Environmental Protection & Drainage Contracts & Technical Services – EFDC.

Members NOTED that the manhole drain cover is not a Thames Water waste asset so they will not be repairing it. Highway Rangers would be attending to cut off the appliance, remove the remains of the upper courses of brickwork, in fill and make flush. Trevor Baker was thanked for all his assistance on chasing Thame Water and organising appropriate repairs.

Other Agenda Items

RC141 Jessel Green

RC141.1 Jessel Green Fun Day – Min no RC116.1

The Committee NOTED the report AGREED to the proposed date for next year's Jessel Green Fun Day as Sunday 26 June 2026.

RC141.2 Fields in Trust status – Min no 116.2

The Clerk advised that the support from local resident Neil Bartlett and the work on the digital invitation by the Committee Chairman was very much appreciated.

Members NOTED the report and the Chairman requested volunteers in due course, for 'post flyers' to be delivered to resident's properties.

RC142 Town Council Community Halls

RC142.1 Murray Hall

The Committee NOTED the confirmed booking by E15 Acting School for hall hire for the period September 2025 to May 2026.

RC142.2 Kingsley Hall – Min no 117.2

The Committee NOTED the report.

RC143 Loughton Cricket Club Boundary – Min no RC119

The Committee NOTED that 'Thornton Rones' had agreed the site boundary measurements with the Town Council in writing, which would be confirmed in due course by the Land Registry.

RC144 Willingale Road – Food Vendor Request

Members NOTED the report and requested that the applicant should approach Davenant Foundation School directly.

RC145 Willingale Road Playing Field – Request for Football Pitches – Min RC122

Members NOTED that there had been no indication from the football club that they wished to pursue a 9x 9 football pitch and no further action is required.

RC146 Financial Position

The Committee NOTED the financial position as of 31 July 2025.

RC147 Future Work of the Committee

Cllr Wixley requested that the plaque for former staff members Joan Innis, be replaced and placed at a higher level to prevent foxes taking it away in the future. Cllr MacKinnon requested that provision for a skatepark in the RVRC be brought to the next Recreation Committee, as an agenda item.

RC148 Exclusion of the Press and Public

The Committee was 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 contained confidential information relating to contractual matters.

RC149 Future provision of children's nursery facilities at Kingsley Hall

The Committee NOTED the report containing the various applicants, applications and contractual, discussions. Members AGREED that 'Fyfield Nursery' would be the preferred nursery provider and were pleased that a permanent tenant would now be in place. Local residents living in the immediate vicinity of Kingsley Hall would be informed of these developments in due course.

Signed:

Date: 5 November 2025

**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 5 November
2025 at 7.30pm**

Present

Councillors:

K Valentine (in the chair)	
L. House	N MacKinnon
M Stubbings	R Sylvan
D Wixley	

Officers:

M Squire (Town Clerk)
D Taylor (Services Manager)
C Carroll (Responsible Financial Officer (RFO))

Also present:

Chris Couldrey (President, South Loughton Cricket Club)

RC150 Apologies

An apology for absence was received from Cllr Murray.

RC151 Declarations of Interest

None were received.

RC152 Confirmation of Minutes

The Minutes of the meeting held on 10 September 2025 were CONFIRMED as a correct record and signed by the Chairman.

RC153 Public Representations

None were received.

RC154 Town Clerk's / Chairman's Report

- The Town Clerk welcomed Caroline Carroll the new RFO.
- Members were advised of works to be carried out on the Roding Valley Recreation Ground (RVRG) organised by Trevor Baker, Principal Engineer, Epping Forest District Council (EFDC) which consisted of various routine repair works and drainage maintenance.

Roding Valley Recreation Ground (RVRG)

RC155 South Loughton Cricket Club (SLCC) – Min no RC128

The Committee AGREED to support junior cricket and to the development of a junior cricket pitch on the RVRG, which would need to be incorporated into the new lease agreement which is due in September 2027.

RC156 Roding Valley Recreation Ground – Changing Rooms – Potential 'Men's Shed' Project – Min no RC129

The Town Clerk had approached EFDC District Cllr Chidi Nweke, both for an update and notice of the meeting. As he was not in attendance, the Committee AGREED to discuss the demolition of the buildings at the next Committee meeting.

RC157 Loughton Athletics Club (LAC) – Min no RC133

The Committee NOTED that LAC were reviewing the old lease agreement with a view to updating. Once the revised draft is received and agreed by the Town Clerk, it will be circulated to members to review before being drafted by solicitors and then formally adopted. Cllr Wixley requested that the lease included the running track so that Loughton Town Council (LTC) can have use of it.

RC158 Roding Valley Cricket Club (RVCC) – Min no RC135

The Town Clerk advised the Committee that work had commenced on the new cricket pitch and the measurements of the cricket square had been checked by the office. Notices to advise the public of these developments will be placed on noticeboards at the RVRG.

RC159 Meetings with Qualis

Members NOTED the report.

RC160 Bins – Min no RC137

Members NOTED that the Town Clerk will be arranging a meeting with the Team Manager, Waste Management EFDC.

RC161 Manhole Drain Cover – Min no RC140

The Committee NOTED the works were now completed and the Town Clerk thanked Trevor Baker, Principal Engineer EFDC for his assistance.

RC162 Skatepark

The Committee NOTED the report and

- were supportive of the project which would fill a gap in recreation facilities for young people. Whilst there is provision for team sports, there is little available for individual participation and a skatepark would be a positive away to introduce sport, beneficial for mental health and well being
- the plan to set up a Community Interest Company (CIC), to raise funding
- that Cllr MacKinnon would pursue further due diligence and make enquires regarding on going costs, and funding opportunities.

RC163 Fallen tree

Members NOTED this ad hoc expenditure.

Other Agenda Items

RC164 Jessel Green

164.1 Jessel Green Fun Day – Min no RC141.1

Members NOTED the correct date for this event next year is Sunday 28 June 2026.

164.2 Fields in Trust status – Min no 141.2

The Town Clerk informed members that the consultation will be launched in November 2025 in liaison with Mr Neil Bartlett.

RC165 Town Council Community Halls

165.1 Murray Hall

Members NOTED the new plaque (for Joan Innis) had been purchased and would be installed by the tree in the garden where the original plaque went missing.

165.2 Kingsley Hall – Min no 142.2

Members NOTED the positive news that the new children's nursery would be opening in January 2026.

RC166 Loughton Cricket Club Boundary – Min no RC143

The Committee NOTED the report.

RC167 Memorial Garden Maintenance – Min no 121.2

Members NOTED the report. The Town Clerk was asked to approach Essex County Councillor Marshall Vance for potential regarding Locality Funding for the garden.

RC168 Vandalism in Children's Playground

Members NOTED the damage in Newman's Lane playground and the continued cost of repairs due to vandalism.

RC169 Loughton Broadway defibrillator

The Committee AGREED

- to pursue a new location for the defibrillator in the Broadway
- that 'The Broadway Town Centre Partnership' be approached to seek another suitable local business premise along the Broadway
- that additionally when Town Councillors distribute leaflets for the 'Best Window' competition, they could liaise with shop owners on this matter.

RC170 Essex Playing Fields Association (EPFA) AGM & Awards Evening – 8 October 2025

The report was RECEIVED and NOTED. A photo opportunity will be arranged for LTC and Qualis staff.

RC171 Tree Survey

Members NOTED the report.

RC172 Events Request

The Committee OBJECTED to the request as not suitable, due to likely noise complaints (especially in the summer months) and the lack of parking. The primary reason for the objection was that the RVRG is a place for the whole community and not a suitable site for regular private events which would prevent the community from accessing parts of it.

RC173 Football Request

The Committee OBJECTED to the request as this would be a conflict of interest, given Willingale Road Playing Fields – Fields in Trust status.

RC174 'Bubbles for Paws' Business Request

The Committee OBJECTED to the request, primarily due to there being no facility for electric or water supply for their use.

RC175 Financial Position

The Committee NOTED the report.

RC176 2026/2027 Fees and Charges Review

The Committee AGREED to increase hire fees on the basis submitted.

RC177 Committee Priorities for 2026/2027

The Committee reviewed the priorities list for 2026/27 and AGREED that the provision of solar energy for Murray Hall, followed by demolition of the existing RVRG changing rooms as the immediate priorities.

RC178 2026/27 Budget

The Committee NOTED the report. The Town Clerk reiterated that these are early draft figures, and further amendments may be necessary later in the budget process.

RC179 Future Work of the Committee

Cllr House highlighted prospective information from a new Public Order Act, for which he will update members at a future meeting, when more detail is forthcoming.

Signed:

Date: 14 January 2026

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 14 January 2026 at 7.45pm

Present

Councillors: K Valentine (in the chair)
L House N MacKinnon
S Murray M Stubbings
R Sylvan D Wixley

Also Present: Cllrs Riley, Brooks, Allgood and Fontenelle

Officers: M Squire (Town Clerk)
D Taylor (Services Manager)

RC180 Apologies

No apologies were received.

RC181 Declarations of Interest

Cllr S Murray declared a non-pecuniary interest in agenda items 6 and 8 as he is a social member of South Loughton Cricket Club (SLCC) and Loughton Athletic Club (LAC) and item 10 as a member of Epping Forest District Council (EFDC).

RC182 Confirmation of Minutes

The Minutes of the meeting held on 5 November 2025 were CONFIRMED as a correct record and signed by the Chairman.

RC183 Public Representations

None were received.

RC184 Town Clerk's / Chairman's Report

- The Town Clerk was pleased to report that Qualis had carried out clearance work at Roding Valley Recreation Ground (RVRG) on the grass encroachment on the path down from South View Road and alongside the tennis court running down to the South Loughton Cricket Club (SLCC) pavilion.
- He also reported that the newly appointed Maintenance Assistant continues to carry out great essential maintenance tasks around the town; further details to follow at the next meeting.

Roding Valley Recreation Ground (RVRG)

RC185 South Loughton Cricket Club (SLCC) – Min no RC155

Members NOTED the report. The draft lease document will be presented to the committee, once final arrangements are more established.

RC186 Roding Valley Recreation Ground – Changing Rooms – Potential 'Men's Shed' Project – Min no RC156

The Committee AGREED to move forward with demolishing the changing rooms. No further funding had been received from EFDC/Qualis or other sources to secure the Men's Shed Project. Budget is in place for the demolition project.

RC187 Loughton Athletics Club (LAC) – Min no RC157

The Committee NOTED that discussions are ongoing with LAC, regarding the draft lease to replace the existing lease (expiry date 1 May 2028).

RC188 Roding Valley Cricket Club (RVCC) – Min no RC158

The Committee NOTED the work continues on the new junior cricket pitch; the Clerk reported some disposal of waste earth had been displaced near hedgerows on the perimeter of the RVRG. The Town Clerk will reiterate to the club that this is not acceptable.

A local resident has raised concern about the health and safety issues this pitch could cause to other users of the RVCC in respect of cricket balls. The Town Clerk will confirm to the resident that the area is intended for all users including sports activities.

RC189 Meetings with Qualis – Min no RC159

Members NOTED a follow up meeting has been scheduled in for 26 February 2026 with Qualis.

RC190 Bins – Min no RC160

The Committee NOTED a response is still awaited from the Team Manager, Waste Management, EFDC for a meeting.*

RC191 Skatepark – Min no RC162

Cllr MacKinnon provided an update following ongoing enquiries on potential costs, and 56 potential funding opportunities. Skate GB will help with funding and the Community Interest (CIC) will need to be set up. Further developments will be reported as and when.

RC192 Daily Mile Request

The Committee AGREED to the Daily Mile initiative being carried out on the RVRG by Alderton Junior School and Active Essex. The Town Clerk was asked to find out how often this activity would be carried out.

RC193 Play in the Park 2026

The Committee AGREED to approve payment of £856.00 for 8 sessions (at £107.00 each) in 2026, two in the Easter holidays and 6 in the Summer holidays split between Jessel Green and RVRG. Members agreed this was a great initiative.

RC194 New Bench Request

The Committee NOTED the request and AGREED in principle, subject to the wishes of the family.

RC195 Jessel Green – Fields in Trust status – Min no RC164.2

This project will now be 'kick-started' soonest in liaison with Mr Bartlett.

RC196 Town Council Community Halls

196.1 Murray Hall

Two quotes have been received for the replacement decking and steps, which will be covered /partially covered by the Locality Funding, for which £5,000 has been secured. The decision to install a ramp is not currently viable as a quote for circa £17,000 is well above budget. Yearly treatment of the new decking will be programmed in by the Services Manager.

*A Zoom meeting has subsequently taken place, and a report will be provided at the next Recreation Committee meeting.

196.2 Kingsley Hall – Min no 165.2

‘Loughton Pre School’ successfully opened on 5 January 2026. The Town Clerk confirmed the nursery was settling in well and there were no issues to date.

RC197 Loughton Cricket Club Boundary – Min no RC166

Members NOTED that Thornton Rones and Loughton Cricket Club have both been chased to commence their respective tree clearance by their boundary, following a number of requests received from the Insurance Assessor.

RC198 Memorial Garden Maintenance – Min no RC167

Members NOTED that an application for Locality Funding, in conjunction with Essex County Councillor, Marshall Vance has been successfully secured for the purchase and planting of “bare root roses” and evergreen hedging for the flower beds.

RC199 Loughton Broadway Defibrillator – Min no RC169

The Committee NOTED the report.

RC200 Tree Survey

The Committee NOTED the report and the update from the Town Clerk. The extensive works will be prioritised, working alongside the Town Councils tree surgeon for advice. Although tree work budget has been increased over the years, this work will be funded via a number of budget headings and possibly some utilisation of General Reserves.

RC201 Financial Position

The Committee NOTED the current financial position together with details of the funds available from earmarked reserves.

RC202 2026/27 Budget

Members NOTED the 2026/2027 Budget, as detailed at the preceding Resources and General Services Committee budget meeting. Additional Earmarked Reserves have been allocated towards solar panels for Murray Hall, RVRG pathways and children’s playgrounds.

RC203 Future Work of the Committee

Nothing further to report.

Signed:

Date: 11 March 2026

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 March 2026
at 7.30pm**

Present

Councillors:

S Murray (in the chair)	
L House	N MacKinnon
M Stubbings	R Sylvan
D Wixley	
W Dodd (as substitute for Cllr Valentine)	

Officers:

M Squire (Town Clerk)
D Taylor (Services Manager)

RC204 Apologies

An apology was received from Cllr Valentine. The Town Clerk reported that Cllr Dodd had been appointed as a substitute for Cllr Valentine for this meeting. The Chairman nominated Cllr MacKinnon as acting Vice Chairman for the meeting, with the approval of Committee members.

RC205 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in the following agenda items. Agenda Item 5 as a social member of both South Loughton Cricket Club and Loughton Athletic Club. Item 6 as a trustee of the community interest company as regards the Men's Shed. Agenda Item 9 as an elected member of EFDC. Item 10 as he is likely to be a trustee of the community interest company(CIC) for the skate park once the CIC has been established. Item 17 as a regular worshipper at St Michael's Church. Cllr R Sylvan and Cllr N MacKinnon both declared a non-pecuniary interest in Item 10 as they are both likely to be trustees of the CIC once the skate park has been established.

RC206 Confirmation of Minutes

The Minutes of the meeting held on 14 January 2026 were CONFIRMED as a correct record and signed by the Chairman.

RC207 Public Representations

None were received.

RC208 Town Clerk's / Chairman's Report

- 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. Cllr Wixley reiterated that the use of the all-weather running track be included in any new lease.
- Jessel Green – Fields in Trust status – Min no RC195. This initiative to be 'kick started' as soon as office resources allow.

Roding Valley Recreation Ground (RVRG)

RC209 Roding Valley Recreation Ground – Changing Rooms – Potential ‘Men’s Shed’ Project – Min no RC186

Members NOTED the report and recommended that planning permission be sought now for the demolition of the buildings. The Services Manager was asked to investigate that the parapet is safe.

RC210 Roding Valley Cricket Club (RVCC) – Min no RC188

The Committee NOTED the Town Clerk report that RVCC need to fulfil the levelling out of the soil, which to date has not been completed. The Town Clerk will follow this matter up.

RC211 Meetings with Qualis – Min no RC189

The Committee NOTED that the Town Clerk and Services Manager had a meeting with Qualis on 5 March 2026. The Town Clerk and Services Manager are working with Qualis to establish an up to date working schedule for the RVRG and other Town Council owned areas. The current agreement dates back to the mid-1990s and is now mostly outdated. It was NOTED that the running track would be marked out for 1 April 2026, weather permitting.

RC212 Bins – Min no RC190

The Committee NOTED that the Town Clerk and Services Manager met with the Team Manager, Waste Management, EFDC via ZOOM on 16 January 2026. The main outcomes were that any new / replacement bins will need to be purchased by the Town Council and not EFDC/Qualis and any new replacement bins purchased have to be dual purpose, i.e. for litter and dog waste.

RC213 Skatepark – Min no RC191

Cllr MacKinnon provided an update and is working towards creating a Community Interest Company (CIC) with Cllr Sylvan, Cllr Murray, and an independent member of the public (Mr Robbie Valentine) as prospective trustees. Planning permission is needed and possible funding options to be considered. At some point in the future the CIC would want to decide at what stage the Skatepark should be transferred to Loughton Town Council.

Members NOTED the update.

RC214 Daily Mile Request – Min no RC192

The Committee NOTED the report.

RC215 New Bench Request

The Committee AGREED the request for 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 Services Manager was asked to contact RVCC to ask if cricket balls could on occasion reach the ditch. If so, the position of the bench should be moved further towards Greensted Road so that the hedge row forms protection from the cricket balls.

RC216 Fallen Tree

The Committee NOTED the report and asked the Town Clerk to take appropriate action.

RC217 Decision on the Infrastructure Funding Statement – EFDC Funding

Members NOTED that the Town Clerk was still awaiting a response from Cllr Williamson for an initial meeting with all interested parties. The Town Clerk was requested to follow up, as comments need to be made by 20 March 2026, and to ascertain what will happen if they have not had the meeting by this date.

Other Agenda Items

RC218 Town Council Community Halls

218.1 Murray Hall – Min no RC196.1

Members NOTED the report.

RC219 Loughton Cricket Club Boundary – Min no RC197

Members NOTED the Town Clerk's oral report. Although a temporary reprieve from the Insurance Assessor has been granted, the Town Clerk would continue to chase both Thornton Rones and Loughton Cricket Club.

RC220 Memorial Garden Maintenance – Min no RC198

Members NOTED the report and that Essex County Council (ECC) Cllr Marshall Vance should be thanked for his donation from the Locality Fund scheme.

RC221 Loughton Broadway Defibrillator – Min no RC199

The Committee NOTED that despite numerous chasers, 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 is received.

RC222 Tree survey – Min no RC200

Members NOTED the report.

RC223 Financial Position

The Committee NOTED the current financial position together with details of the funds available from earmarked reserves.

RC224 Future Work of the Committee

Nothing further to report.

Signed:

Date: 27 May 2026