



COUNCIL MEETING

Members are summoned to attend a Meeting

of the Town Council to be held at 7.30pm on

Wednesday 15 October 2025

**At Loughton Town Council, Council Chamber,
1 Buckingham Court, Loughton IG10 2QZ**

to transact the business as shown in the agenda.

Mark Squire

Town Clerk

8 October 2025

Councillor D Wixley (Town Mayor)

Councillor S Harriman (Deputy Town Mayor)

Cllr I Allgood
Cllr S Fontenelle
Cllr N MacKinnon
Cllr J Obaseki
Cllr M Stubbings

Cllr R Brookes
Cllr A Fricker
Cllr R Minhas
Cllr M Owen
Cllr R Sylvan

Cllr C Davies
Cllr L House
Cllr S Murphy
Cllr C Pond
Cllr C Ubah

Cllr W Dodd
Cllr K-W Lee
Cllr S Murray
Cllr J Riley
Cllr K Valentine

Note to Councillors:

**If you are unable to attend the meeting,
please email your apologies to the office on contact@loughton-tc.gov.uk**

A G E N D A

- 1 Apologies for Absence**
To receive any apologies for absence.
- 2 Declarations of Interest**
For 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 Annual Council meeting held on 16 July 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.
- 5 Questions Without Discussion**
To answer any questions which have been submitted in accordance with Standing Order No 4.
- 6 Town Mayor's / Town Clerk's Report**
To report (for discussion only) on any further significant information/matters (if any) that may be of interest to Town Council members.
- 7 Town Mayor's Engagements and Announcements**
The Town Mayor will report on any events he has attended to represent the Town Council. See attached report on page 3.
- 8 Reports from Committees**
 - 8.1 Planning and Licensing**
Held on 21 July, 4 and 18 August, 8 and 22 September and 6 October 2025.
 - 8.2 Recreation**
Held on 10 September 2025.
 - 8.3 Environment & Heritage**
Held on 24 September 2025.
 - 8.4 Resources and General Services**
Held on 8 October 2025 (minutes to follow).
A number of items from this agenda may need to be agreed/reviewed/noted by the Town Council, including but not limited to
 - Annual Governance and Accountability Return(AGAR) 2024/25
 - Annual Governance and Accountability Return(AGAR) 2025/26
 - Financial Regulations
- 9 Reports from Members on Outside Organisations**
To receive brief reports from representatives on outside organisations.
Council representatives on outside organisations are requested to make a written report, which is attached to the agenda, on meetings which they have attended.

A verbal report can be made on meetings attended within ten days of the Council meeting.

1. Minutes of the Annual General Meeting of the members (AGM) of the Loughton Broadway Centre Partnership, 10 July 2025. See attached pages 4-6.

Cllr Wixley will provide a number of oral reports on recent engagements. Written reports may be available prior to the meeting itself.

**Mark Squire
Town Clerk
8 October 2025**

Agenda Item 7
Town Mayor's Engagements and Announcements

19 July	Epping Forest Singers Summer Concert – Theydon Bois Village Hall	DW
1 August	Storex Self Storage Opening	DW
6 September	LTC Horticultural Show & Best Allotments Awards	DW
6 September	National Jazz Archive - Shades of Miles Davis	SH
20 September	Loughton Day	DW
26 September	ECC – Chairman's Reception	DW
30 September	3Food4U - Loughton Hub's 5th anniversary	DW

St Clare Hospice Night Walk Saturday 27 September

My Favourite Walk in Epping Forest – 21 and 28 September for St Clare Hospice

Agenda Item 9
Reports from Members on Outside Organisations

Minutes of the Annual General Meeting of the members (AGM)
Of The Loughton Broadway Centre Partnership
Thursday 10th July 2025 at 6.15pm
Meeting took place at Barrington Community Hall,
7 Barrington Close, Loughton Essex IG10 2AZ

Abbreviations - LBTCP Loughton Broadway Town Council Partnership; EFDC - Epping Forest District Council; LTC - Loughton Town Council; DTA - Debden Traders Association; NCC - New City College, LRA - Loughton Residents Association.

Present

Cllr Ian Allgood (IA) Interim Chair / LRA
Cllr Will Kaufman (WK) EFDC
Cllr Sheree Rackman (SR) EFDC
Geraldine Wilson (GW) Trader, Geraldine's Hair, Member of Standing Committee
Kevin Taylor (KT) Trader, Taylor's Cards, Member of Standing Committee
Roger Wilson (RW) Trader, Geraldine's Hair
Cllr Sebastian Fontanelle (SF) LTC
Lesley Allington (LA) Minute taker
Tony Shah (TS) Trader, Tony's

1. Apologies

Cllr Lee Scott
Cllr Rose Brookes
Cllr Stephen Murray
Michelle Letch NCC
Tunde Afulabi- Brown EFDC
Duncan Gould Restore, Treasurer LBTCP
Cllr Chidi Nweke LRA
David Linnell
Lorraine Gibson EFDC
Stephen Budd

2. Minutes of the AGM 2024

Minutes agreed and accepted.

3. Matters Arising

Usual agenda items carried forward to next meeting

4. Chairman's Report

IA - Gives his thanks to the group.

I will be moving out of the area and therefore will be stepping down as chair. Since taking over as interim chair, the focus of these meetings has been on the Broadway works and I have no other update. I have held 6 meetings, held the position for 1 year. Possible need to hold the meeting in another format with purpose and identity, meetings should be productive, funding coming along needs a driver e.g. employ someone possible coordinator to drive events.

GW - Maybe not hold as often

IA -Unless something specific

KT - In 8 years the middle of the Broadway - nothing done

Agenda Item 9

Reports from Members on Outside Organisations /continued

IA - Action items needed.

KT - Will the council pay someone

IA - No, the partnership would need to fund it, need ideas and results unification may make things easier

KT - On a positive we did get the defibrillator for the Broadway.

SR - Bollards and Planters - I went to Fabrizio there is no money.

GW - Planters were already bought they were put into storage, but we don't know where.

5.Treasurers Report

IA - Duncan has given his apologies he is on holiday but provided updated accounts.

Expenditure in the last year has been £566.64, no income received, Balance £3760.91

6.Election of Standing Committee Positions

a Chair

IA - I am standing down as I am moving out of the area a new chair needs to be elected. I will carry on today and possibly next meeting.

SR- It shouldn't be a Councillor, the Council want an independent Chair

IA - it can be someone out of the ward

SR - There are new businesses coming maybe someone there

IA - Still negotiating re a market

SR -Next steps are to send letters to all shop owners and tenants to gain views on a market

We need the shop owners to start a committee to get going with Christmas events, one off market has been agreed in principle by EFDC cabinet member, possibly something in September but I feel Christmas would be more beneficial, where would we like the tree to go.

WK - I have Christmas tree and lights

IA - Mullaley have funding liaison with them and Qualis

IA - Recommend a meeting every 4 or 6 months unless there is a specific issue then an ad hoc meeting could be arranged.

Election of standing committee positions continued

b, Vice Chair at present Carol Davies

Cllr Sebastian Fontanell proposed to take over as vice chair - No objections

c, Treasurer

Duncan Gould to continue -No objections

d and e Standing Committee members

Geraldine and Kevin to continue - No objections

7, Ratification of budget

No issues

8, Business support initiatives

ACTION ITEMS

IA to reply to the EFDC email re the £1k grant, need to find something to spend the additional £5k on SF to take the lead on this.

WK - Community project there is an artist's impression of what Broadway looks like

9, AOB

KT - The walkway needs to be tidied up there is a memorial to the child that died of appendicitis

Agenda Item 9

Reports from Members on Outside Organisations / continued

SF - asked the family there was artwork done I'll get contact details, council have agreed to fund

ACTION ITEM

SF to follow up

KT - There is a FB page LTCP information should be published on the other pages Loughton Residents group and Loughton Community group FB pages

SF - Large estates give away their bulbs at the end of the season we could get some to plant in the Central reservation

SR - Could have a planting session

RW - Who said that the market was illegal

SR - Possibly the Cabinet

IA - Essex own the land not EFDC

RW - Should investigate the legal issues

IA - Should speak to the EFDC market chap

SR / WK we bid for Loughton's market

RW - why did it fail

WK - Town Council, conflict of interest making money

ACTION ITEM

IA to speak to the council re the legal position

KT - There was a trader who raised a grievance re market

RW - Do we have any issues on progress of Broadway works

WK / SR - We have had nothing raised from residents

TS - More issues when the scaffolding comes down, shops are not noticed signs are not going to be seen, we need business as usual signs

ACTION ITEM

IA to ask Tunde re signage / scaffolding

RW - Can we have an update on the letting of the empty units

SR - The butchers is going to be another Butchers

WK - Where relevant update from Kevin Milligan

RW - Useful for business decisions e.g. decision on renewing a lease

ACTION ITEM

IA to contact Kevin for update

10, Dates of all meetings of the members and the next AGM

IA - The next meeting is the 11th of September then review whether to change the frequency/format