



# COUNCIL MEETING

**Members are summoned to attend a Meeting  
of the Town Council to be held at 7.30pm on  
Wednesday 10 December 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**

3 December 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](mailto: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 15 October 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 Essex County Council New Unitary Authorisation Consultation**  
See attached pages 4 – 5.  
  
Members to comment as they feel appropriate.
- 9 The Broadway Town Centre Partnership (TBTCP)**  
Cllr Brookes will raise any outstanding issues.
- 10 Loughton Town Council - Introducing Treasure Trails, EFDC Initiative**  
See page 6.  
  
Members to review and recommend a way forward.
- 11 Reports from Committees**
  - 11.1 Planning and Licensing**  
Held on 20 October, 3 and 17 November and 1 December 2025.
  - 11.2 Recreation**  
Held on 5 November 2025.
  - 11.3 Environment & Heritage**  
Held on 19 November 2025.
  - 11.4 Resources and General Services**  
Held on 3 December 2025 (minutes to follow).

**12 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.

- I. Tree Wardens Meeting at Civic Offices held on 28.10.25 – Cllr David Wixley - see page 7
- II. Epping Forest District Association of Local Councils meeting held on 5.11.25 – Cllr David Wixley – see page 7
- III. EFDC Local Councils' Liaison Committee held on 18.9.25 – Cllr David Wixley – see page 8
- IV. Clerks' meeting with the Leader of EFDC Cllr Chris Whitbread held on 10.10.25 – Cllr David Wixley – see page 8

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

**Mark Squire  
Town Clerk  
3 December 2025**

**Agenda Item 7  
Town Mayor's Engagements and Announcements**

18 October	Taylor's Cards Shop move to new premises Grand Opening	DW
19 October	Diwali Event at Langston Road	DW
25 October	National Jazz Archive – Mingus Crosby	DW
28 October	Vick Walker's Funeral - Former Loughton Resident and Second World War veteran invite from RBL	DW
31 October	LADS production of "Home, I'm Darling"	DW
3 November	Official Opening of Icon Shops – 18 The Broadway	DW
7 November	ANVOB climate exhibition	DW
9 November	Remembrance Day Parade and Service Kings Green	DW
11 November	LTC 2 Mins silence on Kings Green Armistice Day	DW
12 November	YES Partnership Year 10 World of Work Conference Marriot Hotel Debden Park High School	DW
12 November	The Wild Ways official launch – The Hobo Club	DW
15 November	15th Anniversary Redeemed Christian Church of God – Loughton to present the "Winners Way Loughton" certificates	DW/SH
21 November	Kids in Museums Takeover Day 2025 being held at Epping Forest District Museum Trust	DW
29 November	LTC / St Clare Hospice Light up A Life at Loughton Methodist Church and Kings Green	DW/SH
3 December	YES Partnership Year 10 World of Work Conference Marriot Hotel Davenant Foundation School	DW
6 December	EFDC Civic Christmas Carol Service	DW
7 December	Chigwell Riding Trust Carol Service	DW/SH

"My Favourite Walk in Epping Forest" further walks on 26 October and 2 November and in total 5 walks to date which have raised £485.

**Agenda Item 8**  
**Essex County Council New Unitary Authorisation consultation**



## Essex County Council

We urge parish and town councils to hold an extraordinary meeting if necessary to agree on their response to the Consultation on New Unitary Authorities for Greater Essex. The Consultation is Now Live.

This is the biggest change to local government in Essex in over 50 years—please make your voice heard.

The Government announced a public consultation on all four proposals for new unitary councils in Greater Essex yesterday, 19th November, which will run until Sunday, 11 January 2026.

Details about how to take part are available on the LGR Hub: <https://www.essexlgrhub.org/stronger-greater-essex>, and Government is expected to decide on the final model for Greater Essex in the Spring of 2026.

Attached are Consultation Questions in the form of a PDF (these can't be submitted, but give you an idea of the volume and type of questions before you respond online). Also attached is the LGR Communications Toolkit for Essex organisations.

[Consultation-document-for-Essex-Southend-on-Sea-and-Thurrock.pdf](#)

[Consultation-Toolkit.pdf](#)

Following yesterday's Ministerial announcement, the government has launched a consultation on proposals for Local Government Reorganisation (LGR) in Greater Essex. The consultation runs until 11 January, with a decision expected in Spring 2026.

Four different proposals are being considered, ranging from three to five new unitary councils. Full details, summaries, and supporting documents are available on the Greater Essex LGR Hub, along with a toolkit and communication assets for partners.

Residents, businesses, and community groups are encouraged to share their views via the official MHCLG consultation site:

Take part in the consultation.

For resources and messaging templates, visit the LGR Hub. [Essex LGR Hub](#)

Essex County Council have arranged 2 webinars to present their response to the Local Government Reorganisation Consultation to you.

There will be a 30 minute presentation “Three new Councils – One Bright Future” and 30 minutes for questions& answers.

Each webinar will be the same so you need only attend one.

Joining instructions below:

Webinar – 2<sup>nd</sup> December 2025 5.30 – 6.30pm

<https://us02web.zoom.us/j/82625198177?pwd=pOPlzjxAudT543eb0TEJdwNiZpDeaD.1>

Meeting ID: 826 2519 8177

Passcode: 238385

Webinar – 3<sup>rd</sup> December 2025 9.30-10.30am

<https://us02web.zoom.us/j/86833946157?pwd=8rbYugrs1MsbmLBQKfbLRM6Geq5Kak.1>

Meeting ID: 868 3394 6157

Passcode: 047322

We ask that these details be shared with your Councillors so that as many can attend as possible.

**Agenda Item 10**  
**Loughton Town Council - Introducing Treasure Trails, EFDC initiative**

**From:** Matthew Picking <[MPicking@eppingforestdc.gov.uk](mailto:MPicking@eppingforestdc.gov.uk)>  
**Sent:** 28 November 2025 13:00  
**To:** Mark Squire <[Mark.Squire@loughton-tc.gov.uk](mailto:Mark.Squire@loughton-tc.gov.uk)>  
**Cc:** Contact Info <[contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)>; Aaron - Treasure Trails <[aaron@treasuretrails.co.uk](mailto:aaron@treasuretrails.co.uk)>  
**Subject:** Loughton Town Council - Introducing Treasure Trails

Good afternoon Mark,

I hope you're well.

Epping Forest District Council is working with Treasure Trails, the UK's leading provider of self-guided adventure walks, to create three bespoke trails across key towns in our district. These trails aim to:

- Increase footfall in high streets and town centres
- Encourage dwell time and spend in local businesses
- Promote healthy lifestyles through family-friendly walking
- Showcase local heritage, architecture, and green spaces

We'd love for you and Loughton Town Council to be involved in shaping this project, you know Loughton best, so your suggestions on routes, landmarks, and hidden gems will be invaluable. I've CC'd the Treasure Trails team in this email. I'm sure they'll have questions and will welcome your ideas on:

- Must-see locations or features in your town
- Safe, accessible, and engaging routes
- Opportunities to highlight local businesses and attractions

This is a fantastic opportunity to boost community engagement and attract visitors in a fun, interactive way.

Please feel free to reply with any initial thoughts or questions, and the Treasure Trails team will be happy to follow up directly.

Kind regards,

**Matt Picking**  
**Economic Development Officer**

*Project Management Degree Apprentice | BSc (Hons) Project Management (expected 2027)*



Take the EFDC Business Survey – [HERE](#)  
Sign up for the Business Matters Newsletter - [HERE](#)

**Agenda Item 12**  
**Reports from Members on Outside Organisations**

**I. Tree Wardens Meeting at Civic Offices held on 28.10.25**

The meeting was attended by four tree/Countrycare officers and ten Tree Wardens.

Tom Simon of Countrycare chaired the meeting and reported on the new 50 Favourite Trees project which is being undertaken as one of the events to commemorate Countrycare's 40th birthday next year. Favourite trees can be nominated online with entries closing in May 2026.

I've submitted two trees for consideration. One is the Black Poplar tree by the Charlie Moulls Bridge on the Chigwell side of the River Roding and thus inside the Roding Valley Meadows Nature Reserve and was planted on the day the RVMNR was designated as such which will also be 40 years ago next year.

The other tree that I've selected is in Epping Forest and is said to possibly be the oldest tree in the Forest. It is visited on "My Favourite Walk in Epping Forest" and is featured on an information board at the Visitors' Centre at High Beach. It is a Beech "coppard". A tree that was originally coppiced, allowed to regenerate, and then pollard. I was surprised to learn at the TW meeting that some people have given this tree the name of the "castle tree".

TS continued to report on various issues including that there are 464 Oak trees on EFDC Housing land throughout the District and that OPM's (Oak Processionary Moth) are a big problem within the District. He concluded his report by saying that he would be attending the East Anglia Tree Warden Forum to be held at Cockfield in Suffolk on Saturday 1<sup>st</sup> November 2025.

There followed reports from Tree Officers and Tree Wardens and it was disappointing to hear that lack of funding is leading to street trees not being replaced after they have had to be removed.

**II. Epping Forest District Association of Local Councils meeting at Thornwood Common Parish Hall held on 5.11.25**

This meeting was attended by the Town Clerk and myself and I was asked to chair the meeting which I agreed to do.

The meeting was quite well attended, and we considered the new draft EFDALC Constitution which had received prior approval from five of the Local Councils. The draft Constitution restricted Councils to having two members at a meeting but with all councils restricted to one vote. The member representatives could both be officers or both be councillors or one officer and one councillor. I had no objections to these proposals but did request an amendment to allow, if necessary, a third representative from a council to attend but with observer status only. I felt this could be useful for a councillor or officer to gain experience of how the Association works in the event of a future substitution being required or to help with a continuity situation. I'm pleased to say that my suggestion was considered and approved.

EALC Executive Committee.

Beverley Rumsey (Clerk) and Cllr Shelia Jackman had retired from this Committee and it was agreed that they would be replaced by the Waltham Abbey Town Clerk, Miss Natalie Page and Cllr Jason Gunn who is the Chairman of Ongar Town Council.



**Agenda Item 12**

**Reports from Members on Outside Organisations / continued**

**III. EFDC Local Councils' Liaison Committee held on 18.9.25**

It was noted that a number of questions submitted to be raised at this meeting had been dealt with in the agenda of the meeting so I recommend that members may wish to read that agenda on the EFDC website.

David Wixley

**IV. Clerks' meeting with the Leader of EFDC Cllr Chris Whitbread on 10.10.25**

Adriana Jones, who is a Clerk and also the EFDALC Secretary, reported on this meeting which was also attended by Clerks from seven Councils. The meeting was described as "fairly productive" and dealt with amongst other things communication between EFDC and the Local Councils.

The meeting continued with discussions on planning matters with Cllr Liz Burn being particularly knowledgeable on that subject and she also reported on future training sessions.

Local Government Reorganisation/Devolution was also discussed, and it was agreed that Adriana Jones and Cllr Liz Burn would continue to work together to update the Parish/Town Charter.

Date of future meeting – To be confirmed.

David Wixley

I have also attended two other meetings although these don't come under the category of Outside Bodies to which the Council appoints representatives and so I will not provide any reports. However, should any members wish to ask me questions about them then I will do my best to provide answers.

They were:

Citizens Advice Epping Forest District AGM held on 21<sup>st</sup> October 2021, and the Oakwood Hill Matters Stakeholders' Meeting held on 30<sup>th</sup> October 2025.

David Wixley