



COUNCIL MEETING

**Members are summoned to attend a Meeting
of the Town Council to be held at 7.30pm on
Wednesday 25 February 2026**

**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
18 February 2026**

**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 Council meeting held on 28 January 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.
- 5 Questions Without Discussion**
To answer any questions which have been submitted in accordance with Standing Order No 4.
- 6 ‘Lions on the Loose’ – Summer Sculpture Trail**
Fabrizio Ferrari, Director Communities, Epping Forest District Council (EFDC) (see pages 3 – 6) will provide a brief presentation.

Members to review and agree a way forward.
- 7 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.

Members are reminded that the deadline for implementing the gov.uk email addresses for all councillors is 28 February 2026. This requirement is part of the Annual Governance and Accountability Return (AGAR) new Assertion 10 rules.
- 8 Recording Council Meetings**
The Town Clerk has been asked whether the time is right to consider again the idea of recording council meetings. This concept was looked at by the previous Town Clerk, but at that time, found it was too expensive. Now the process is probably more attainable.

Members to consider whether this is a concept they wish to pursue at this early stage. If there is positive response, costings of various options will be brought back to a future Town Council or Committee meeting.
- 9 Town Mayor’s Engagements and Announcements**
The Town Mayor will report on any events he has attended to represent the Town Council. See page 7.
- 10 Reports from Committees**
 - 10.1 Planning and Licensing**
Held on 2 and 16 February 2026.
 - 10.2 Environment & Heritage**
Held on 28 January 2026.

10.3 Recreation

Held on 14 January 2026.

10.4 Resources and General Services

Held on 11 February 2026.

Members are asked specifically to review and AGREE the following minutes

RG205	Domain Name Ownership and Security – Govt UK e-mail addresses
RG208	Policies Review
RG208.1	IT Acceptable Use Policy
RG208.2	Lap Top Policy
RG208.3	Data Privacy Notice
RG208.4	Data Protection Policy
RG208.5	Website Accessibility Statement
RG209	Governance and Accountability
RG209.1	Review of the Effectiveness of the System of Internal Audit
RG209.1.1	Internal Audit
RG209.1.2	The Effectiveness of the System of Internal Audit
RG209.2	Review of the Effectiveness of the System of Internal Control – last approved April 2025
RG210	Risk Assessment and Management

11 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. See pages 8 – 10.

11.1 Prospective Loughton Town Partnership (LTP) – notes of meeting held at 6pm on Thursday 5 February 2026, at Lopping Hall

11.2 Epping Forest District Association of Local Councils – Zoom meeting held on Wednesday 18 February 2026. Cllr Wixley and the Town Clerk will provide an oral update

Mark Squire
Town Clerk
18 February 2026

Agenda Item 6
'Lions on the Loose'

Hello Everyone

I hope you are all well.

Apologies for the group email but I thought this may be the easiest way to begin the conversation and introduce you all to colleagues from St Clare's Hospice.

The reason I am emailing is because we are working with St Clare's Hospice to deliver a summer sculpture trail, Lions on the Loose, (more details in the link below) across Loughton and Epping.

I am emailing as the provisional locations that we have chosen for the sculptures fall within the jurisdiction of your organisations. We were therefore wondering if your organisations would be happy to be involved and if so, what would be the process to get authorisation for the sculptures to be placed on the sites.

You will see on the attached map and spreadsheets the provisional trail with sites and perceived land ownership. If you could let us know if these are correct and if you would be happy to be involved in the trail, the process for authorising the sculptures to be put on the land that would be great.

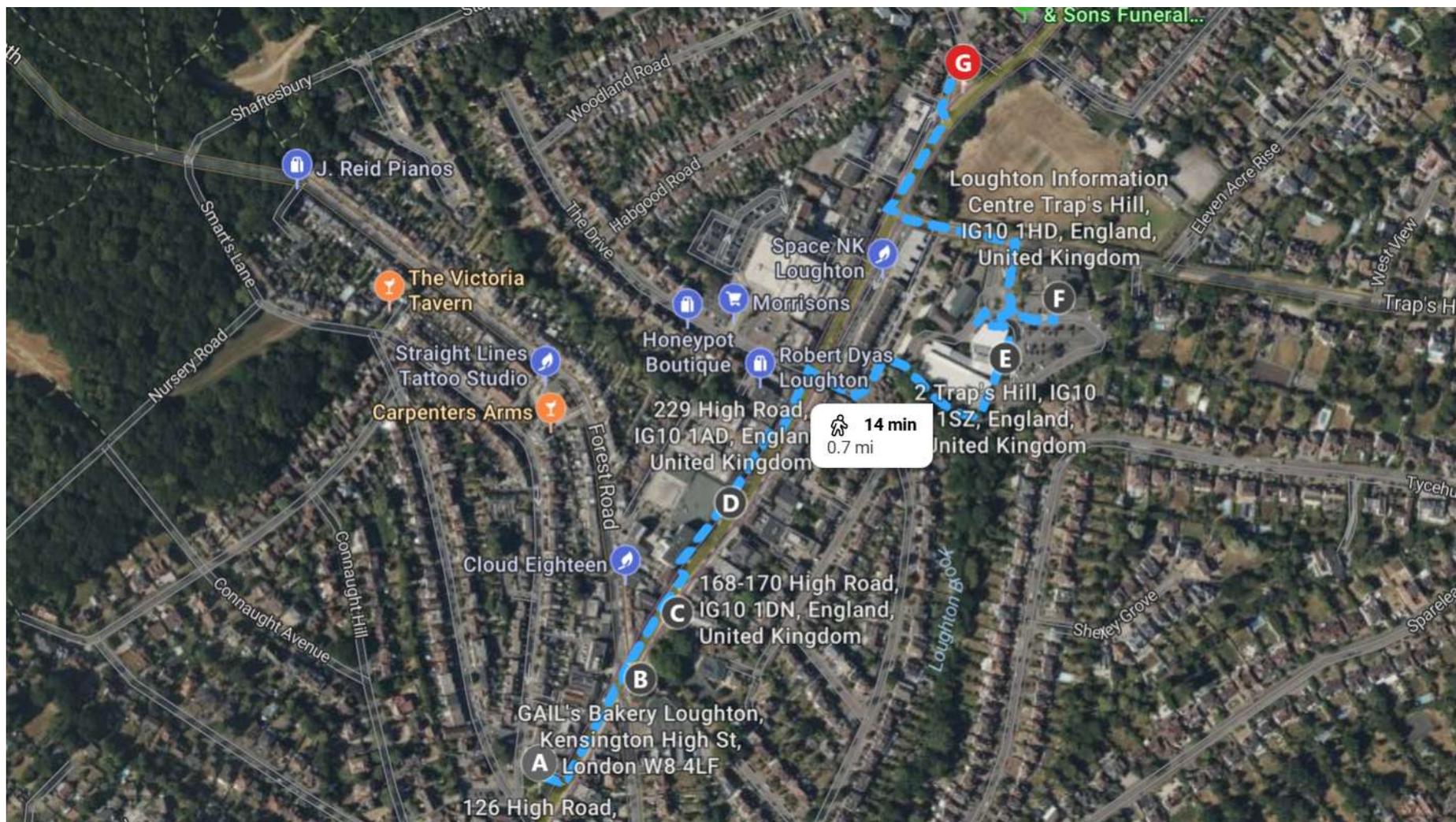
Thank you for your time

Kind regards

Fabrizio Luca Ferrari
Service Director – Communities (Economic Development, Community Development, Inclusion)
Tel 01992 564567
Epping Forest District Council, 323 High Street, Epping, Essex, CM16 4BZ

Agenda Item 6
'Lions on the Loose'

Loughton Route – 0.7 Miles (20 Minute Walk) – 7 Large Lions/3 small



Agenda Item 6 'Lions on the Loose'

Loughton Route – 0.7 Miles (20 Minute Walk) – 7 Large Lions/3 small

Location	Lion Size	Potential Land Owners
Standard Green	Large Lion	City of London Corporation
Square By Gails	Large Lion	ECC Highways
St Marys Church	Large Lion	Church Diocese
Outside Fable Store	Large Lion	EFDC
St Clare's Shop	Small	?
Loughton Sports Centre	Large & Small	EFDC/Places Leisure
Loughton Library	Large & Small	ECC
Kings Green	Large Lion	City of London Corporation

Additional Information

- The sculptures will be delivered and installed after working hours on 23rd July 2026 and will be removed after hours on 10th September 2026.
- The sculptures will sit on a concrete plinths.
- All necessary insurances are in place for the installation and for the duration of the trail.
- The dimensions of the sculpture are:
 - ❖ Large Lion - Height:1.2m Length: 1.7m. Concrete plinths footprint: 1.3m x 790cm. Weight: 900KG
 - ❖ Small lions are half sized will be displayed individually or in clusters of 2 or 3, depending on space available. They will come with a free-standing display board with information about the schools that designed them.

Pictures for reference below

Agenda Item 6
'Lions on the Loose'



Agenda Item 9
Town Mayor's Engagements and Announcements

Cllr David Wixley Town Mayor
Cllr Stephen Harriman Deputy Town Mayor
For 2026

4 February	YES Partnership Year 10 World of Work Conference Marriot Hotel Roding Valley High School	DW
14 February	Waltham Abbey Photo Club's exhibition, "Nature and Wildlife	DW
19 February	LTC Blue Plaque – Percy Thompson	DW

Agenda item 11.1

Reports from Members on Outside Organisations – Prospective Loughton Town Partnership (LTP)

Loughton Town Partnership- (LTP)
Notes of the Meeting Held at 6pm on Thursday 5 February 2026 at Lopping Hall

The meeting was hosted by
Wendy Cockbill (WC) Team Manager – Economic Development and Inclusion, Epping Forest District Council (EFDC),
Matthew Picking (MP), Economic Development Officer (EFDC)
Mark Squire (MS), Town Clerk, Loughton Town Council (LTC)

MS opened the meeting, outlining the agenda and timings for the meeting. He then invited everyone in the room to introduce themselves by sharing their name and the organisation they represent. There were 32 attendees. Apologies were received from Essex Police, SV Sports Therapy, the manager of Sainsburys, Station Road and the Loughton Camera Club, who all expressed an interest going forward.

MS wished to make clear a few understandings from the outset

- This meeting is intended to kick start interest amongst local retailers and community groups, who will then need to take the partnership forward.
- This is not meant to be an LTC driven project going forward, but that the Loughton community take ownership going forward.
- LTC simply does not have the resources or any surplus funding at its disposal.
- That there was a Loughton Town Partnership previously, approximately 8 years ago. It failed largely due to reliance only on a few committed individuals and once they had left, the motivation and drive faded quickly. It does need commitment from the majority.
- Any new body will need strong leadership going forward.

MS then outlined the rationale behind LTC'S annual Loughton Day community event, which has grown in number of stalls and footfall each year. Local businesses and community groups would be welcome to join this year's event on 19 September 2026.

MS emphasised the key words that appear on the publicity flyer- to – help build our community together – to shape our Town. This is our aim and focus. A vital element is communication- everyone here has their own particular vested, but collectively we all want to see a better Loughton.

WC then ran through a presentation. She began by acknowledging the wide range of groups in attendance and expressed how pleased she was to see such strong engagement. WC also thanked LTC for arranging the meeting.

WC outlined the reasons for forming a partnership: to build a thriving community, bring people together, and strengthen both the economy and community resilience. She then highlighted the key benefits of this partnership: economic development, urban regeneration, community engagement and sustainability. She emphasised that EFDC would not simply leave people to manage on their own, but would remain actively involved by providing support, guidance, and ongoing assistance throughout the process.

The partnership project was then outlined, highlighting the funding available and how it can be used by the Loughton Town Partnership to support and strengthen the local economy. Examples included seasonal campaigns, investment in street furniture, social media promotion and flower displays.

WC explained who can participate in the partnership. She emphasised that involvement is not limited to High Street businesses; the opportunity is open to the whole of Loughton- excluding 'The Broadway', which already has its own partnership. She described the range of groups that could form part of the initiative, such as community champions, church groups, community organisations, voluntary sector groups, residents and councillors. However, she clarified that while councillors are welcome to take part, this is not an LTC led partnership.

The Waltham Abbey Town Partnership (WATP), originally formed in 2013, was highlighted as a strong example of current Epping Forest Partnership successes. This led into a discussion of other existing partnerships- the Nazeing Village Partnership and the Buckhurst Hill Town Partnership- and an update on their progress and development.

The concept of a constituted group was then outlined, including how such a structure can be established. While the formal committee roles of Chair, Secretary, and Treasurer were explained, emphasis was placed on the importance of wider involvement. A successful partnership cannot rely solely on its core members; it needs a broad, engaged group who can contribute ideas, support activities, and help shape the direction of the partnership as a whole.

Funding opportunities were then revisited, including confirmation of the £5,000 project fund available from EFDC, to help establish the partnership. It was also noted that, once formed, the group can apply for a wide range of external funding streams. The newly launched 'Google Community Fund' was introduced as a key example. The fund was created following EFDC's sale of land at North Weald, generating £3 million for EFDC to allocate. The partnership may be eligible to apply for this funding if a project they run focuses on at least one of three themes: training and skills development, support for young people, and tackling loneliness and social isolation. Overall, it was emphasised that there is a strong landscape of funding opportunities available to help the partnership grow and progress over time.

Information was then shared about EFDC's year-long Business Support Programme, launching at Easter. The programme will involve active engagement on local high streets, including drop-ins, distributing flyers, speaking directly with businesses, tailored workshops, and one-to-one support for those who need more specific guidance.

To conclude the presentation, WC displayed two QR codes on the screen. The first allowed attendees to subscribe to EFDC's business newsletter, providing updates on new opportunities, free training and the latest business news. The second QR code linked directly to the EFDC Business Support webpage for further resources and information.

Following the presentation, WC opened the floor to questions. A current community champion asked how long it typically takes to set up a partnership group. WC explained that once the key committee roles are filled, the pace largely depends on the commitment of those involved. With active interest, meetings can be arranged quickly, members can begin setting up a bank account and ideas can start to take shape, making the process relatively swift.

An attendee shared that they had previously served as Chair of the former Loughton Town Partnership, and they confirmed two others in the room had also been a part of that group. They explained that the partnership had struggled due to low engagement- very few people were willing to get involved, attendance at meetings were poor, and ultimately there were not enough active members to sustain the group and lack of council support.

WC thanked the attendee for sharing their experience and acknowledged the challenges they had faced, while also praising the efforts of the previous group. WC expressed her strong passion for community work and her commitment to helping this new partnership succeed. WC reiterated that, with genuine engagement and willingness to give the initiative a chance, the partnership can work. EFDC will be there to support the group throughout the process.

A question was raised about whether residents, as well as businesses and organisations, could be involved. Initial advertisement did focus on businesses, shop owners, charities, and other organisations- because their involvement can create wider benefits for residents and the community as a whole. However, the partnership is fundamentally about the entire community, so residents are more than welcome to take part and contribute.

A question concerned the accessibility and consistency of funding. WC explained that EFDC cannot guarantee ongoing funding from themselves, but there are numerous funding opportunities available. EFDC will support the group in identifying and applying for these funds. The 'Community Champion' in attendance reinforced this point, noting from their own experience that a wide range of funding sources do exist.

After the final questions, attendees were asked whether they were happy to receive email updates about the next meeting. Everyone was encouraged to contact MP with any queries or expressions of interest.

To close the meeting, WC invited anyone interested in forming the initial partnership group to stay behind so a date for the next meeting could be arranged. A small group formed and some people expressed interest, although none were initially ready to commit to a formal role. Those individuals stayed to discuss potential responsibilities and the organisation of the next meeting. During this discussion, Claire Silver volunteered to take on the Secretary role, and Sarah Bennet agreed to become Treasurer. Cllr Sebastian Fontenelle offered to serve as Chair, though no final decision was made at that time.

The next meeting was scheduled for Saturday 28 February at 10am in Loughton Library.

OD/MS 6.2.26