

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 15 October 2025 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:

D Wixley (in the chair)		
I Allgood	R Brookes	C Davies
W Dodd	S Fontenelle	A Fricker
L House	K-W Lee	N MacKinnon
R Minhas	S Murray	M Owen
C Pond	J Riley	M Stubbings
R Sylvan	K Valentine	

Officers:

M Squire (Town Clerk)
P Bryce (Deputy Town Clerk)

Members welcomed back Cllr Les House.

The Chairman reported that the meeting was being recorded.

124 Apologies for Absence

An apology for absence was received from Cllr S Murphy.

125 Declarations of Interest

Cllr Pond declared a non-pecuniary interest in Agenda Item 9 as a member of Essex County Council (ECC) and Epping Forest District Council (EFDC).

126 Public Representations

None were received.

127 Confirmation of Minutes

The minutes of the meeting held on 16 July 2025 were confirmed.

128 Questions Without Discussion

None were received.

129 Town Mayor's / Town Clerk's Report

The Town Clerk announced the positive news that Cllr Wixley, Cllr Valentine and recently retired Services Manager Paul Hoy attended the Essex Playing fields Association Awards 2025. The night was a resounding success for Loughton Town Council (LTC), with the Council receiving the highest number of awards it has ever achieved, as follows

Category 1: Best playing field serving communities of more than 2,500 residents
Gold Certificate awarded to Roding Valley Recreation Ground

Category 3: Best children's playground Gold Certificates awarded to Roding Valley Recreation Ground Playground and Traps Hill Playground

Outright Category Winner awarded to Newmans Lane Playground

Category 7: Best project carried out during the year
Outright Category Winner awarded to Newmans Lane Playground

The judges were extremely impressed with Newmans Lane and the inclusivity of the playground.

The Town Clerk reminded members of the Remembrance Sunday service and parade on 9 November and sought further volunteers to marshal the event.

130 Town Mayor's Engagements and Announcements

The Town Mayor's report was NOTED

Cllr Wixley also reported that he had completed the St Clare Hospice Night Walk on Saturday 27 September, with over 300 participants – which raised c£28K for the charity – he was humbled to hear that it costs c£8.1million a year to run the hospice. He had also completed 3 of his "My Favourite Walks in Epping Forest" where he had so far raised £425 – he will continue with these walks if people are interested in attending and already has a few further dates lined up.

131 Reports from Committees

131.1 Planning and Licensing

The report from the meetings held on 21 July, 4 and 18 August, 8 and 22 September and 6 October were NOTED.

131.2 Recreation

The report from the meeting held on 10 September 2025 was NOTED.

131.3 Environment & Heritage

The report from the meeting held on 24 September 2025 was NOTED.

131.4 Resources and General Services

The report from the meeting held on 8 October 2025 was NOTED.

Specifically

- Minute RG 136 (i) Establishing a Town Partnership.
The suggested way forward was AGREED.
- Minute RG 152 Annual Governance and Accountability Return (AGAR) 2024/25
Members NOTED that whilst the annual figures for the AGAR had been agreed by the auditors, there appeared to be an outstanding point, and the Town Clerk was waiting for their final confirmation to rubber stamp the 2024/25 return.
- Minute RG153 Annual Governance and Accountability Return (AGAR) 2025/26
The Town Clerk highlighted the Assertion 10 AGAR GDPR requirements and members NOTED the necessity for all Councillors and staff to have a separate 'Town Council' email address.

132 Reports from Members on Outside Organisations

132.1 Written reports on the following meeting were NOTED

- Minutes of the Annual General Meeting of the members (AGM) of the Loughton Broadway Town Centre Partnership, 10 July 2025. A recommendation was made that a summary report should be made by a Town Councillor attending the meeting, rather than the current meeting notes.

132.2 Written reports on the following meetings were tabled subsequently

- “Let’s Talk” Coffee with the Cops – Loughton Club – 12 August and 30 September 2025 – Cllr D Wixley
- Epping Forest District Association of Local Councils, virtual meeting – 26 August 2025 – Cllr D Wixley
- Local Councils’ Liaison Committee, virtual meeting – 18 September 2025 – Cllr D Wixley
- Roding Valley Meadows Nature Reserve Consultative Meeting – 17 September 2025 – Cllr D Wixley
- Essex Association of Local Council AGM, virtual meeting – 25 September 2025 – Cllr D Wixley
- “Oakwood Hill Matters” held at the Food Bank premises on Oakwood Hill – 6 October 2025 – Cllr D Wixley
- Essex Playing Fields Association AGM & Awards Evening – 8 October 2025 – Cllr D Wixley
- Epping Forest Heritage Trust AGM, held at Murray Hall – 11 October 2025 – Cllrs, S Murray and D Wixley.

Members NOTED the reports.

Signed
10 December 2025