

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 25 February 2026 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:

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

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

Also Present: Fabrizio Ferrari, Director, Communities, Epping Forest District Council (EFDC)

The Meeting was preceded by a fire drill.

The Chairman reported that the meeting was not being recorded.

156 Apologies for Absence

Apologies for absence were received from Cllrs Brookes, Murphy, and Owen. Members gave their condolences to Cllr Brookes and her family, on the passing of her father.

157 Declarations of Interest

Cllr C Pond declared a non-pecuniary interest in matters arising to EFDC and Essex County Council (ECC) as a member of both.
Cllr D Wixley declared a non-pecuniary interest in Agenda Item 6 as St Clare Hospice is his Mayoral charity.

158 Confirmation of Minutes

The minutes of the meeting held on 28 January 2026 were confirmed and signed by the Chairman.

159 Public Representations

Fabrizio Ferrari, Director of Communities, EFDC attended the meeting to speak on Agenda Item 6 'Lions on the Loose' – Summer Sculpture Trail.

160 Questions Without Discussion

None were received.

161 'Lions on the Loose' – Summer Sculpture Trail

The Council welcomed Fabrizio to the meeting and listened to his presentation on the planned installation of the 'Lions on the Loose' summer sculpture trail in Loughton

High Road. After much discussion and suggestions of the positioning of the lions, Members were very supportive of the project. They agreed that Kings Green wasn't a suitable area and they were disappointed that The Broadway hadn't been included in the planning but understood the economic logistics of siting the lions within the High Road area of Loughton within a 30-minute walking distance. Fabrizio agreed to take away the suggestions made on the site location positioning of the lions and present them to Wild in Art the leading producer of the installation of the public art event.

162 Town Mayor's / Town Clerk's Report

The Town Clerk thanked members for their prompt exit on the fire drill.

He also reminded members of the office deadline for implementing the gov.uk email addresses for all councillors. The Town Council's IT consultant could assist members to complete this exercise.

163 Recording Council Meetings

The concept of video and sound recording of meetings was considered.

It was AGREED by a majority of members for the office to follow up on the costs associated with audio and visual recordings and the combination of both mediums.

164 Town Mayor's Engagements and Announcements

The Town Mayor's engagements to the following were NOTED. YES Partnership Year 10 World of Work Conference, held at the Marriot Hotel, and included Roding Valley High School, the Waltham Abbey Photo Club's exhibition on 'Nature and Wildlife which was held at Epping Forest District Museum. Cllr Wixley also reported that at this event details were given of the Epping Forest District's 50 Favourite Trees whereby residents can nominate their favourite tree within Epping Forest. Further details are available on the EFDC website. Members who attended the LTC Blue Plaque ceremony for Percy Thompson were complimentary of the event.

165 Reports from Committees

165.1 Planning and Licensing

The report from the meetings held on 2 and 16 February 2026 was NOTED. Observations were recorded on min PL404, where correct and sound recommendations were made.

165.2 Environmental & Heritage

The report from the meeting held on 28 January 2026 was NOTED.

Cllr Pond reported that he had attended the ECC meeting which included the Essex Bus Strategy Min No. 181 and will continue to work with the Responsible Finance Officer, Caroline Carroll on this.

Cllr Murray asked if there had been any further development regarding Min No EH170. The Town Clerk reported that the last point of contact was that the representative EFDC Cllr would provide a street plan of the proposed market.

165.3 Recreation

The report from the meeting held on 11 February 2026 was NOTED.

Members noted that Min No RC184 the Maintenance Assistant had been a successful appointment and the work carried out, was not only impressive but had saved the Town Council some expense.

165.4 Resources and General Services

The report from the meeting held on 14 January 2026 was NOTED. Members were reminded of the importance of Min No 197 and Loughton Town Council is incredibly proud of the monies granted. It also worked well to have the previous Mayor on the judging panel.

The Council reviewed and AGREED 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 – it was also asked if Cllrs should display the LTC GDPR disclaimer at the bottom of their emails as the officers do – the Town Clerk will investigate.
- RG208.3 Data Privacy Notice
- RG208.4 Data Protection Policy
- RG208.5 Website Accessibility Statement – It was reported that the LTC website isn't secure – Vision ITC the website provider will be contacted regarding this.
- 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

166 Reports from Members on Outside Organisations

- 166.1** The following report was NOTED.
Prospective Loughton Town Partnership (LTP) – notes of meeting held at 6pm on Thursday 5 February 2026, at Lopping Hall. It was NOTED that additional Town Councillors attended this meeting, more than was originally intended.

- 166.2** A verbal report was NOTED. Epping Forest District Association of Local Councils – Zoom meeting held on Wednesday 18 February 2026. Cllr Wixley and the Town Clerk. The Town Clerk reported on
 - New EFDC arrangements for complaints to the Monitoring Officer.
 - The cessation of any new Local Highways Panel (LHP) projects, bar ones that had already been physically started.
 - The lack of process in allocation of section 106 Agreements.

A member brought to the attention of the Town Council that there has been no update from the Loughton Broadway Town Centre Partnership (LBTCP) for some time now. Cllr Fontenelle was not present to provide an oral update.

Signed
22 April 2026