



COUNCIL MEETING

Members are summoned to attend a Meeting

of the Town Council to be held at 7.30pm on

Wednesday 15 July 2026

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

to transact the business as shown in the agenda.

**Liz Petyt Start
Town Clerk
9 July 2026**

**Councillor S Harriman (Town Mayor)
Councillor L House (Deputy Town Mayor)**

Cllr R Brookes
Cllr S Fontenelle
Cllr R Minhas
Cllr M Owen
Cllr R Sylvan

Cllr C Davies
Cllr A Fricker
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

Cllr M Fontenelle
Cllr N MacKinnon
Cllr J Obaseki
Cllr M Stubbings
Cllr D Wixley

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 20 May 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 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 Fields in Trust – Jessel Green

Following previous communication between the Town Clerk and EFDC Chief Executive, a paper was requested setting out information regarding Fields in Trust in respect of Jessel Green. Please see the report on pages 3-5.

Members are requested to pass a formal resolution to support and apply for Fields in Trust status for Jessel Green.

8 Town Mayor's Engagements and Announcements

The Town Mayor will report on any events he has attended to represent the Town Council. See page 6.

9 Reports from Committees

9.1 Planning and Licensing

Held on 26 May, 8 and 22 June and 6 July 2026.

9.2 Environment & Heritage

Held on 9 June 2026.

9.3 Recreation

Held on 27 May 2026.

9.4 Resources and General Services

Held on 24 June 2026.

RGS Min No 246 Policies Review

Members are asked to AGREE the following policies.

Min No 228.1 Freedom of Information Act Publication Scheme

Please see pages 7-12.

Min No. 228.2 Casual Vacancy Procedure (Co-option Policy)

Members are asked to AGREE the following inclusions.

- Applicants will be invited to speak for 3 minutes.
- Members permitted to ask questions following presentations.
- Members to decide whether to proceed with the co-option should follow the presentations.

Please see Casual Vacancy Procedure pages 13-14.

RGS Min No 247 District and County Councillor Regular Contact

It was AGREED that the District and County Councillors should be invited to attend the Full Council meetings to support communication.

Members to NOTE.

10 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.

10.1 Broadway Town Centre Partnership

Despite numerous attempts to get a meeting set up and a promised meeting in June there has been no meeting of the partnership for almost a year – Cllr Stephen Murray – 6 July 2026.

10.2 EFDALC (Epping Forest District Association of Local Councils)

Cllr David Wixley – 21.4.26 see report on page 15.

10.3 Tree Wardens

Cllr David Wixley – 30.6.26 see report on page 16.

10.4 Lopping Hall AGM

Cllr Jon Riley – 8.6.26 report to be tabled at the meeting.

Liz Petyt Start
Town Clerk
9 July 2026

Agenda Item 7

Fields in Trust – Jessel Green

Report: Application for Fields in Trust Status for Jessel Green

To: Chief Executive Epping Forest District Council, Andrew Small

From: Town Clerk, Loughton Town Council, Liz Petyt Start

Date: 2 July 2026

Introduction

Following previous communication between the Town Clerk and EFDC Chief Executive, a paper was requested setting out information regarding Fields in Trust in respect of Jessel Green.

Background

In 2019 Loughton Town Council, strongly supported by the 'Save Jessel Green' resident Action Group, made representations to the Local Plan, Planning Inspector to remove Jessel Green from the Local Plan as an area for development. Following a significant campaign and overwhelming community support combined with member petition at the Planning Inspectorate hearings, the representations were successful. The green space area of Jessel Green was saved as a valuable open space for the Loughton Community.

In 2024 Town Council agreed the next logical step was to 'protect' the future of Jessel Green for future generations and the wider area of Epping Forest District and to apply for Fields in Trust status.

Fields in Trust are the only UK charity working to secure legal protection for parks and green spaces.

EFDC are the landlords of Jessel Green and as such their support is required through a 'minute agreement' as part of the application process.

In 2024 The Town Clerk wrote to the EFDC Chief Executive to progress support of the Fields in Trust. A request was made by the Chief Executive to provide a paper setting out several criteria.

Purpose

The purpose of clarification information is for the landowner (Epping Forest District Council) to be advised that the applicant (Loughton Town Council) may proceed with an application to the Fields in Trust Charity, for Fields in Trust status to be given to Jessel Green.

Clarification Information

1. What is Field in Trust Status /what does it mean?

Fields in Trust status is a legal designation for parks and green spaces.

This commitment means that the green space will not be sold off for development and will remain as a public park, playing field, or recreation ground. Fields in Trust works closely with landowners to manage their protected status and make necessary changes to benefit the local community and the natural environment.

2. What are the benefits are of gaining this Status?

To protect the green space for the benefit of local communities and nature forever.

3. What is the procedure for applying for the Trust Status?

This status is achieved firstly through a unique and binding legal commitment, known as a Deed of Dedication or Minute of Agreement, which is signed between the applicant and the landowners of the green space.

The applicant may then make a formal application to 'Fields in Trust' UK charity.

Agenda Item 7

Fields in Trust – Jessel Green ... continued/

4. Are there any cost implications for the Council (EFDC)?

There are no cost implications for EFDC

5. What are the criteria/procedure for applying for Trust Status?

To apply for Fields in Trust status, your park or green space must meet the following criteria:

Ownership: You must own the space by having a freehold interest or a leasehold interest of at least 99 years. Tenants need landlord consent for dedication.

EFDC is the landowner, Loughton Town Council and Protect Jessel Green are joint applicants

Size: The green space must be at least 0.2 hectares in size, but smaller spaces may be considered if their value to the local community is demonstrated.

Jessel Green is 12 hectares in size

Public Access: The space must have permanent public access, either being open to the public or having an open membership policy for sports clubs.

Jessel Green has permanent open public access. It is not enclosed at any point. Public are free to always access it.

Recreational Use: The space must be used for informal physical activity and recreation, or formal sport.

Jessel Green may be used freely for informal physical activity and recreation. Popular activities are walking, recreational games, town council community events, play in the park sessions, social gatherings, picnics, relaxation, space to positively impact mental health

Exclusions: Certain buildings, such as electricity substations, leisure centres, indoor sport facilities, community centres, village halls, schools, residential buildings, council offices, town car parks, and commercial buildings, must be excluded from the Deed or Minute.

Not applicable to Jessel Green

Permanent Public Access: Any green space where public access is restricted by exclusive events and activities that take up more than 50% of the space for more than three months in a calendar year is not suitable for protection.

Not applicable to Jessel Green

Legal Protection: You must enter a restriction and notice to the registered title, and provide evidence of title, a plan of the site, and any leases or formal agreements if applicable.

Land is in ownership of Epping Forest District Council

There is no lease or formal agreement in place for the land

6. What are the consequences of gaining Field in Trust Status

The land with Fields in Trust Status will be protected forever as it cannot be sold off for development and so will remain as a green space.

7. Is there Evidence that there is local support to apply for Trust Status

Yes, overwhelming community support

Protect Jessel Green has circa 2500 members of its campaign group

Loughton Town Council supports the application

Engagement survey has provided over 100 responses to date

Jessel Green is positioned at the heart of the Debden housing estate providing natural rich green space as the lungs of the estate benefiting the whole surrounding community.

Agenda Item 7

Fields in Trust – Jessel Green ... continued/

8. **Has a resolution at the Parish Council been passed for Field in Trust Status for Jessel Green**

The formal resolution will be made at Loughton Town Council 15 July 2026. Council has long supported the campaign

9. **If there is a lease for this land between the Council and the Parish Council, if they could provide a copy please.**

There is no lease for this land between EFDC and Loughton Town Council. The landowner is EFDC.

Conclusion and Summary

By setting out this information EFDC, as landlord, is formally requested

‘to provide formal approval for a Fields in Trust application to be made by Loughton Town Council for Jessel Green by Deed of Dedication or Minute of Agreement’

Following receipt of this minute Loughton Town Council intends to make a formal application to the Fields in Trust UK charity for Fields in Trust status to be applied to Jessel Green.

Agenda Item 8
Town Mayor's Engagements and Announcements

28 May	Residents 100 th Birthday celebration at Loughton Hall Care Home	SH
11 June	LADS production of "After Life"	SH
13 June	10 th Anniversary - Grow Community Garden, Pyrles Lane, Loughton IG10 2NH 2pm to 3pm	SH
13 June	Woodland Grove Care Home Open Day	LH
18 June	Official Launch & Ribbon Cutting Ceremony - drYp, Loughton	SH
20 June	Cedarcube CIC - Awaken 2 Purpose	SH
28 June	Jessel Green Community Fun Day	SH
8 July	Grow Community Garden Celebration for Oak View Schools work	SH

Agenda Item 9.4**Policies Review Min No 228.1 Freedom of Information Act Publication Scheme****INFORMATION AVAILABLE FROM LOUGHTON TOWN COUNCIL UNDER THE PUBLICATION SCHEME**

Please note, we aim to deal with all written requests for information promptly. However, under the legislation you should allow up to 20 working days for the response, counting the first working day after the request is received as the first day.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	(hard copy and/or website)	
Who's who on the Council and its Committees	Website, newsletter and noticeboards. Hardcopy from Town Council offices	FOC 60p/sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, newsletter and noticeboards. Hardcopy from Town Council offices	FOC 60p/sheet
Location of main Council office and accessibility details	Website, newsletter and noticeboards	FOC
Staffing structure	Website Hardcopy from Town Council offices	FOC 60p/sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website Hardcopy from Town Council offices	FOC 60p/sheet
Finalised budget	Website Hardcopy from Town Council offices	FOC 60p/sheet
Precept	Website Hardcopy from Town Council offices	FOC 60p/sheet
Borrowing Approval letter	Hardcopy from Town Council offices	60p/sheet

Financial Standing Orders and Regulations	Website Hardcopy from Town Council offices	FOC 60p/sheet
Grants given and received	Website Hardcopy from Town Council offices	FOC 60p/sheet
List of current contracts awarded and value of contract	Hardcopy from Town Council offices	60p/sheet
Members' allowances and expenses	Website, newsletter and noticeboards Hardcopy from Town Council offices	FOC 60p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and newsletter Hardcopy from Town Council offices	FOC 60p/sheet
Quality status	Hardcopy from Town Council offices	60p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hardcopy from Town Council offices	60p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, newsletter and noticeboards Hardcopy from Town Council offices	FOC 60p/sheet
Agendas of meetings (as above)	Website and libraries Hardcopy from Town Council offices	FOC
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and libraries Hardcopy from Town Council offices	FOC
Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting.	Website and libraries Hardcopy from Town Council offices	FOC 60p/sheet
Responses to consultation papers	Website and libraries Hardcopy from Town Council offices	FOC 60p/sheet
Responses to planning applications	Website and libraries Hardcopy from Town Council offices	FOC 60p/sheet
Bye-laws	Hardcopy from Town Council offices	60p/sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hardcopy from Town Council offices	FOC 60p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hardcopy from Town Council offices	FOC 60p/sheet
Information security policy	Website Hardcopy from Town Council offices	FOC 60p/sheet
Records management policies (records retention, destruction and archive)	Hardcopy from Town Council offices	60p/sheet
Data protection policies	Hardcopy from Town Council offices	60p/sheet
Schedule of charges (for the publication of information)	Website Hardcopy from Town Council offices	FOC 60p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Where applicable, hardcopy from Town Council offices	60p/sheet
Assets Register	Website	FOC

	Hardcopy from Town Council offices	60p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hardcopy from Town Council offices	60p/sheet
Register of members' interests	Website Hardcopy from Town Council offices	FOC 60p/sheet
Register of gifts and hospitality	Website Hardcopy from Town Council offices	FOC 60p/sheet

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website Hardcopy from Town Council offices	FOC 60p/sheet
Burial grounds and closed churchyards	Website Hardcopy from Town Council offices	FOC 60p/sheet
Community centres and village halls	Website Hardcopy from Town Council offices	FOC 60p/sheet
Parks, playing fields and recreational facilities	Website Hardcopy from Town Council offices	FOC 60p/sheet
Seating, litter bins, clocks, memorials and lighting	Website Hardcopy from Town Council offices	FOC 60p/sheet
Bus shelters	Website Hardcopy from Town Council offices	FOC 60p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hardcopy from Town Council offices	FOC 60p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Ward Boundaries	Inspection at Town Council offices	
Employment practice and procedure	Website Hardcopy from Town Council offices	FOC 60p/sheet
Members' Remuneration Scheme	Website Hardcopy from Town Council offices	FOC 60p/sheet
Council Newsletter	Website Hardcopy from Town Council offices	FOC

Millennium Remembrance Grove Book of Dedication	Inspection at Town Council offices	FOC
Scheme for granting financial assistance	Website or hardcopy from Town Council offices	FOC
Annual citizenship awards criteria	Website or hardcopy from Town Council offices	FOC
Heritage Plaques criteria	Website Hardcopy from Town Council offices	FOC

The Town Clerk is on a salary benchmark range SCP50 (£64,373) to SCP54 (£72,307)

Contact details:

Liz Petyt-Start, Town Clerk

Loughton Town Council

1 Buckingham Court

Rectory Lane

Loughton

Essex IG10 2QZ or contact@loughton-tc.gov.uk

SCHEDULE OF CHARGES

Where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should contact the Town Council for current figures.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 60p per sheet (black & white)	Actual cost *
	Photocopying @ 60p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

Originally agreed 19 November 2008

This policy was reviewed by the Resources and General Services Committee on 24 June 2026.

Further review June 2029.

Agenda Item 9.4

Policies Review Min No. 228.2 Casual Vacancy Procedure (Co-option Policy)

Procedure to fill a casual vacancy occurring on the Town Council

Reviewed by the RGS Committee at its meeting on 24 June 26

1. Circumstances in Which a Casual Vacancy Arises

A casual vacancy will arise if a councillor's seat becomes vacant due to:

- Failure to make the Declaration of Acceptance of Office within the required time
- Resignation
- Death

In these cases, the Town Clerk will normally begin the process to fill the vacancy without requiring a meeting of the Town Council or any committee.

2. Other Causes of Vacancy

If a vacancy arises for any other reason—such as disqualification due to six months' non-attendance or any other statutory disqualification—the Town Clerk, on behalf of the authority, will declare the office vacant and begin the process to fill it, again without recourse to a council or committee meeting.

3. Vacancies Arising Within Six Months of Ordinary Retirement

If a vacancy occurs within six months of the date on which the councillor would ordinarily have retired:

- A by-election **cannot** be called.
- The Council may either:
 - Advertise the vacancy for co-option, or
 - Leave the seat vacant until the next ordinary election.

The Council will decide which option to take at its next suitable meeting.

4. Public Notice of Vacancy

Except in the circumstances described in section 3, the Town Council will issue a formal notice of vacancy in consultation with Electoral Services at Epping Forest District Council. Notices will normally be displayed:

- On council noticeboards in the relevant ward
- On the Council's website

5. By-Election Procedure

If a by-election is requested:

- Electoral Services will notify the Town Council and will administer all arrangements for the election.
- Poll cards may be issued by Electoral Services; this is optional and will incur a cost to the Town Council.

Agenda Item 9.4

Policies Review Min No. 228.2 Casual Vacancy Procedure (Co-option Policy)... continued/

6. Co-Option Procedure

If no by-election is called:

- Electoral Services will inform the Town Council.
- The Town Clerk will begin the co-option process without the need for a Full Council or committee meeting.
- Applications for co-option will be considered at the next suitable Full Council meeting.

7. Advertising the Vacancy

Casual vacancies for co-option will be advertised on council noticeboards and through any other communication channels the Council or Town Clerk considers appropriate.

8. Applications for Co-Option

Applicants will be required to:

- Submit information about themselves
- Confirm that they meet the statutory eligibility criteria

Applicants will be invited to make a presentation of up to 3 minutes at the Council meeting where the co-option decision will be made. On completion of the presentation, Councillors will have the opportunity to ask questions.

9. Co-Option Voting Procedure

At the meeting:

- *Applications should be considered by the Full Council*
- *Applicants will be invited to speak for 3 minutes*
- *Members permitted to ask questions following presentations*
- *Members to decide whether to proceed with the co-option should follow the presentations.*
- *Council to decide whether or not to proceed with the co-option.*
- *The Council will vote on the applicant(s).*
- *Standing Order 10.1 (first sentence) will be suspended to allow a **signed ballot**.*
- *Ballot papers will be issued and voting will take place immediately.*
- *The Council reserves the right not to make a co-option.*

10. Voting Requirements

A candidate must receive a **clear majority** of those present and voting, in accordance with statutory requirements.

11. Acceptance of Office

The successful applicant must sign the Declaration of Acceptance of Office within the statutory time limit. Once completed, they will receive summonses to Council meetings and may act as a member of the Council.

Agenda Item 10
Reports from Members on Outside Organisations

10.2 EFDALC (Epping Forest District Association of Local Councils)

Meeting held at Thornwood Village Hall Wed 13th May 2026.

The meeting was attended mainly by T&P Clerks with fewer councillors present.

A wide range of issues were discussed including the recent District and County election results and:

Attendance at LCLC (Local Councils Liaison Committee) meetings was a concern and it was agreed that EFDC should be approached to suggest that the next LCLC meeting (17.9.26.) be a virtual meeting as it was felt that this may increase attendance.

Planning – Draft National Scheme of Delegation.
Information provided.

EFDALC – Constitution.

Each council can send two representatives to EFDALC meetings with both entitled to vote. A third representative can attend with observer status only.

Local Government Reform/Devolution.

The formation of the proposed West Essex Council was discussed personal interest in this led me to attend a Councilwise Networking event at Gt. Dunmow (21.5.26.) where I had the opportunity to meet with councillors from councils outside of the EF District. I learnt that there are similar organisations to the EFDALC elsewhere in Essex although they may operate in different ways.

EALC (Essex Association of Local Councils) – Executive Meetings.

Cllr. Jason Gunn (Ongar Town Council) and Natalie Page (Waltham Abbey Town Council Clerk) are the EFDALC representatives on the above and so can raise issues and provide feedback.

Parish/Town Charter

An updated version to be submitted to EFDC for consideration.

A meeting with the Leader of EFDC (Cllr. Chris Whitbread) and T&P Clerks was scheduled for 21.5.26.

A number of other issues were discussed, and I'd be happy to report on these and answer any questions that members may have.

David Wixley

10.3 Tree Wardens

There have been no recent TW meetings but TW's were invited to two 40th Anniversary events.

21 April 2026

The 40th Anniversary of the formation of EFDC's Countrycare section which was held at the Bobbingworth Nature Reserve. This was well attended by councillors, officers and past Countrycare employees.

30 June 2026

The 40th Anniversary of the designation of the Roding Valley Meadows Nature Reserve. This event was also attended by some councillors including the Leader of EFDC, Cllr. Chris Whitbread and Chief Executive Andrew Small.

The day included an informative talk on the great variety of moths that had been trapped overnight (and released while we were present!).

There were also two walks covering different areas of the Reserve with the opportunity to learn not just about the nature to be found but also its past history as an RAF Barrage Balloon Site during the Second World War.

David Wixley