LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Wednesday 15 July 2026 at 7.30pm at 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ

Present

Councillors: S Harriman
R Brookes, C Davies, W Dodd
M Fontenelle, S Fontenelle (from Min No. 204)
L House, K-W Lee, S Murray
C Pond, J Riley, M Stubbings
R Sylvan, C Ubah, K Valentine
D Wixley

Officers: Liz Petyt Start (Town Clerk)
P Bryce (Deputy Town Clerk)

2 x Members of the Public
Work Experience Placement – Anna Chalk, Roding Valley High School (RVHS)
Neill Bartlett, Protect Jessel Green Forever Group

Cllr Neil Carlsson, Essex County Councillor for Loughton South & Buckhurst Hill Division,
Cllr Natalie Wilding-Barrett, Essex County Councillor for Loughton North & Epping Forest
Cllr James Small District Council (EFDC), Buckhurst Hill & Whitebridge Ward
Cllr Sheree Rackham District Council (EFDC) Loughton, Roding Ward

198 Apologies for Absence
Apologies for absence were received from Cllrs Minhas, Owen, MacKinnon, and Murphy, Fricker.

199 Declarations of Interest
Cllrs Brookes, Pond and Murray declared a non-pecuniary interest in any matters relating to EFDC as they were members.

200 Confirmation of Minutes
The minutes of the Annual Council meeting held on 20 May 2026, were confirmed.

201 Public Representations
Neil Bartlett, Protect Jessel Green Group attended the meeting to speak on Agenda Item 7 Fields in Trust – Jessel Green

202 Questions Without Discussion
To answer any questions which have been submitted in accordance with Standing Order No 4.
None Received.

203 Town Mayor's / Town Clerk's Report
The Town Clerk advised the 'Lions on the loose' project would be going live from 24 July.

The Town Mayor thanked everyone who participated for their support at the Jessel Green Community Fun Day which was a wonderful day and one of his first engagements. He also welcomed Liz in her new role as Town Clerk.

Cllr Sebastian Fontenelle arrived during the following agenda item.

204 Fields in Trust – Jessel Green

Council received and noted the report submitted by the Town Clerk.
Neil Bartlett spoke about the history of the Save Jessel Green campaign group, the partnership of the Town Council, the group and residents in fighting to secure the removal of Jessel Green from the Local Plan and the importance of now progressing to Protect Jessel Green in perpetuity. He gave thanks to the Town Council for their previous financial support in saving Jessel Green and continued support to protect Jessel Green for the benefit of residents now and future generations.

Members thanked Neil Bartlett for his continued effort, work and support for protecting Jessel Green.

Members passed a formal resolution to support and apply for Fields in Trust status for Jessel Green. RESOLVED unanimously.

205 Town Mayor's Engagements and Announcements

The Town Mayor reported on the following events that he had attended. A resident's 100th Birthday celebration at Loughton Hall Care Home, a Loughton Amateur Dramatics Society production of "After Life" at Lopping Hall, 10th Anniversary of Grow Community Garden at Pyrles Lane allotment site, and official launch and ribbon cutting ceremony for the opening of DrYP, Loughton High Road, a guest at Cedarcube CIC, Awaken 2 Purpose, Jessel Green Community Fun Day and a celebration at Oak View School's GROW Community Garden.

206 Reports from Committees

206.1 Planning and Licensing

The reports from the meetings held on 26 May, 8 and 22 June and 6 July 2026 were NOTED.

206.2 Environment & Heritage

The report from the meeting held on 9 June 2026 was NOTED.

206.3 Recreation

The report from the meeting held on 27 May 2026 was NOTED.

206.4 Resources and General Services

The report from the meeting held on 24 June 2026 was NOTED.

206.5 RGS Min No 246 Policies Review

Members AGREED the following policies.

I. Freedom of Information Act Publication Scheme

II. Casual Vacancy Procedure (Co-option Policy)

Members AGREED 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.

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.
A regular item shall be added to the agenda with maximum time of ten minutes permitted for this item.

207 Reports from Members on Outside Organisations
The following reports were received and NOTED.

207.1 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.

207.2 EFDALC (Epping Forest District Association of Local Councils)
Cllr David Wixley – 21 April 2026.

207.3 Tree Wardens
Cllr David Wixley – 30 June 2026.

207.4 Lopping Hall AGM
Cllr Jon Riley – 8 July 2026 report was tabled at the meeting.

Signed ……
13 October 2026