

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 21 May 2025 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:	K Valentine (in the chair until Min no 95)		
	D Wixley (in the chair from Min no 95)		
	I Allgood	R Brookes	W Dodd
	S Fontenelle	A Fricker	S Harriman
	K-W Lee	N MacKinnon	S Murphy
	S Murray	M Owen	C Pond
	J Riley	M Stubbings	R Sylvan

Officers:	M Squire (Town Clerk)
	P Bryce (Deputy Town Clerk)
	K Pendlebury (Responsible Financial Officer)

The meeting was preceded by a minute's silence in memory of Cllr Caroline P Pond who passed away on 13 May 2025. Cllr Pond served as Town Councillor for Alderton Ward from 2004 – 2008, and for St Johns Ward from 2008 – 2024. Also serving as Loughton Town Mayor from 2011 – 2012, and as District Councillor for St Johns Ward from 2002 – 2024.

A number of members recounted fond memories of Cllr Pond and the support that she had given to her colleagues on many occasions.

Before the commencement of the meeting, it was noted that Cllr Fontenelle would be recording the meeting.

95 Election of the Town Mayor for 2025/26

Cllr Valentine invited nominations for the role of Town Mayor. Cllr Wixley was proposed, and Cllr Wixley was unanimously elected as Town Mayor for 2025/26. Cllr Valentine presented him with the Town Mayor's badge and chain of office. Cllr Wixley took the chair and duly executed the Declaration of Acceptance of Office.

Cllr Pond led the introductions and welcomed Cllr Wixley as Loughton Town Mayor for 2025-26. Cllr Wixley was humble in his words of acceptance, having had the honour of being Mayor in the past.

In her closing speech Cllr Valentine said how much she enjoyed her term as Town Mayor and meeting so many excellent community groups within Loughton. She added that Loughton is a wonderful community and has so much to offer its residents. Cllr Valentine also thanked the Town Clerk and his team for all their work and support, with special mention to the Town Mayor's secretary, for all her

assistance, during her period of office. Cllr Valentine was presented with her Past Town Mayor's badge.

Cllr Murray led the tributes to Cllr Valentine for her work during her year in office.

96 Appointment of Deputy Town Mayor for 2025/26

Cllr Stephen Harriman was proposed and unanimously elected as Deputy Town Mayor and presented with the Deputy Town Mayor's badge.

97 Apologies for Absence

Apologies for absence were received from Cllrs Davies, House, Obaseki, Minhas and Ubah.

98 Declarations of Interest

No declarations of interest were declared.

Members were reminded that if their interests change, they must, within 28 days of becoming aware of the change, complete a new register of members' interests form and return it to the Town Clerk for submission to the Monitoring Officer.

99 Confirmation of Minutes

The minutes of the meeting held on 22 April 2025 were confirmed. It was reported that Cllr Brookes' name had been missing as an attendee from these minutes. An amended page will be signed at the next meeting.

100 Town Clerk's Report

- Members noted that for reasons of ill health, Cllr Obaseki had been granted extended leave of absence until 17 June 2025 and Cllr House until 5 August 2025. Members noted the request for a further month's leave of absence for Cllr Obaseki until 17 July 2025.*
- Members noted that Jonathon Glynn, Finance and Administration Officer will take over the duties of Town Mayor's Secretary from Pippa Bryce, Deputy Town Clerk from this meeting onwards. This will enable Pippa to spend more time on her enhanced role, as Deputy Town Clerk.
- Members noted that Debbie Taylor had been appointed Services Manager and will commence this role on 14 July 2025 and congratulated her accordingly.
- Outgoing Services Manager, Paul Hoy was praised for his outstanding service to the Town Council.

101 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2025/26

101.1 Planning and Licensing Committee

Cllrs Davies, Dodd, Lee, Minhas, Murphy, Riley and Ubah were appointed to the Planning and Licensing Committee. Cllr Davies was elected Chairman and Cllr Riley Vice Chairman.

101.2 Recreation Committee

Cllrs House, MacKinnon, Murray, Stubbings, Sylvan, Valentine and Wixley were appointed to the Recreation Committee. Cllr Valentine was elected Chairman and Cllr Murray Vice Chairman.

*Members to review and minute at the next appropriate Committee meeting.

101.3 Environment and Heritage Committee

Cllrs Dodd, Fricker, Harriman, Obaseki, Pond, Ubah and Valentine were appointed to the Environment and Heritage Committee. Cllr Pond was elected Chairman and Cllr Fricker Vice Chairman.

101.4 Resources and General Services Committee

Cllrs Allgood, Brookes, Fontenelle, MacKinnon, Murray, Owen and Stubbings were appointed to the Resources and General Services Committee. Cllr Owen was elected Chairman and Cllr Brookes Vice Chairman.

All Committees consist of seven members.

101.5 Nomination of up to three persons per political group authorised to make substitutions in accordance with Standing Order 5e.
Cllrs Allgood, Pond and Wixley to continue.

102 Nomination of Council Representatives for 2025/26

102.1 The Council representatives on outside bodies for 2025/26 were AGREED as below:

Organisation	2025 – 26 representative(s)
Lopping Endowment	Cllr J Riley
<i>Essex Association of Local Councils (EALC) – Epping Forest Branch</i>	<i>(Now defunct – no need for a representative)</i>
Local Councils’ Liaison Committee	Cllrs Davies and Wixley
EALC - Local Councils Forum and AGM	Cllr Wixley
Tree Wardens (appointed by Epping Forest Countrycare)	Cllrs Fontenelle, Fricker and Wixley
Loughton Broadway Town Centre Partnership	Cllrs Brookes, Davies, Murray, and Ubah
Essex Police local community meetings	Cllrs Fontenelle, House and Wixley
Roding Valley Nature Reserve Consultative Group	Cllrs MacKinnon and Wixley (with Cllr Murray as a District Councillor on the Management Committee)

102.2 To review arrangements for reporting back on the activities of outside bodies

Representatives were requested to provide a written report, which is attached to the next Council agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting. Members were also requested to provide an annual report for the final Council meeting of the municipal year.

The Council confirmed these arrangements.

102.3 Joint Standards Committee

Cllr C Pond remained as the representative on the Joint Standards Committee for 2025/26.

102.4 Grievance Hearing and Disciplinary Appeal Panels

Cllr MacKinnon remained as the additional member to sit on both the Grievance Hearing Panel and the Disciplinary Appeal Panel.

103 Membership of Internal Council Groups

103.1 Strategy and Staff Group (includes the Complaints Panel)

Membership to continue as: Town Mayor, Deputy Town Mayor and the Chairman of each of the Committees, S Murray as a representative from the minority group. Cllr Brookes (as Vice Chairman of the Resources and General Services Committee) would attend in the absence of the Chairman of the Resources and General Services Committee.

Note: It is always open to the group to invite a member to a particular meeting if special knowledge, etc. is required.

103.2 Financial Assistance Working Group

Membership to continue as: Chairman and Vice Chairman of the Resources and General Services Committee, Cllr Murray and the immediate past Town Mayor.

The Group usually meets in January to consider the annual round of applications.

103.3 Recreation Projects Working Group

Membership: Chairman and Vice Chairman of the Recreation Committee and other members to be nominated by this Committee.

104 General Power of Competence

The Council AGREED to reassert the use of the General Power of Competence in the forthcoming Civic Year.

105 Confirmation of Standing Orders

Members AGREED the Standing Orders, noting that they had not changed since last year.

106 Confirmation of Financial Regulations

Members AGREED the Financial Regulations, noting that these had not changed since last year.

107 Year End Financials 2024/25

107.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2025, including.

- (i) The Council AGREED AGAR (Section 1) for the Year ended 31 March 2025.
- (ii) The Council AGREED AGAR (Section 2) for the Year ended 31 March 2025.
- (iii) The Council AGREED the AGAR, noting that the internal auditor has completed and signed the Annual Internal Audit Report on page 3 of the Annual Governance and Accountability Return 2024/25.

107.2. Annual Accounts

The Town Clerk ran through salient points of the 2024/25 balance sheet and income and expenditure figures. There had been a marginal upturn in final figures as at year-end 31 March 2025. As such further funds were added back to General Reserves, (in accordance with the Town Council's reserves policy). An additional £2,000 was added back to the Closed Churchyard Earmarked Reserves and £5,000 back to Roding Valley Recreation Ground (RVRG) Changing Rooms Earmarked Reserves.

The Council APPROVED the Annual Accounts for the Year ended 31 March 2025. This statement of accounts had been prepared in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.

Signed
16 July 2025

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 16 July 2025 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	K-W Lee
N MacKinnon	S Murphy	S Murray
J Obaseki	C Pond	M Stubbings
R Sylvan	C Ubah	K Valentine

Officers:

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

1 x Member of the Public

108 Apologies for Absence

Apologies for absence were received from Cllrs Brookes, House, Minhas, Owen and Riley. Cllr Murray welcomed back Cllr Obaseki after her extended absence.

109 Town Councillor – Les House

Councillors AGREED to extend the leave of absence for a further six months to 5 February 2026, on health grounds, and sent their best wishes to Cllr House for his continued recovery.

110 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). Cllr Murray declared a non-pecuniary interest in Agenda Item 9 as a member of EFDC.

111 Public Representations

The Chairman reported that a member of the public had been invited to join the meeting to address the Committee on Agenda Item 9 and the agenda item was brought forward.

112 Parking request affecting Homecroft Gardens and Schools House Gardens – Town Council meeting. Agenda item 9, min no 80 refers

The Council thanked the member of the public for his extensive hard work on this matter and fully supported his request. Councillors expressed strong support for the proposal.

Members AGREED that Ward Cllr Fricker would sign off the application for controlled parking to be implemented to North Essex Parking Partnership (NEPP). They also noted that the issue has far-reaching implications for neighbouring roads and AGREED that the Town Clerk would add a few lines to this effect to accompany the petition.

113 Confirmation of Minutes

The minutes of the meeting held on 21 May 2025 were confirmed.

114 Questions Without Discussion

None were received.

115 Town Mayor's / Town Clerk's Report

Town Mayor, Cllr David Wixley informed members that he had chosen St Clare Hospice and also hoped to support Cancer Research UK as his charities for the year. He will be taking part in the hospice 5K Night Walk on 27 September and will be reaching out for sponsorship and encouraging members to join him. He will also be organising his own walk in Epping Forest, a circular walk from Baldwins Hill to the Church of the Holy Innocents, High Beach and return to Baldwins Hill. Further details to be circulated.

Cllr Wixley also reported that he is a supporter of Cancer Research UK (CRUK) and had been invited to tour one of their laboratories and is hoping to talk to the charity to extend this event tour to members in the future with a view to raising funds for CRUK.

The Town Clerk reported the sad news that Mr Wyn Marshall, a long standing volunteer at Willingale Road Allotments had recently passed away. The Town Clerk agreed to advise members of any funeral arrangements.

116 Nomination of Council Representatives for 2025/26 – Annual Council meeting 21.5.25 minute no 102.1 refers

Councillors NOTED and understood Cllrs Brookes intention to withdraw as a council representative on the Loughton Broadway Town Centre Partnership (LBTCP). Members thanked Cllr Brookes for her dedication to the LBTCP over the last 4 years. As nobody stepped forward to fill this position it was agreed to carry over to the next Council meeting to be held on 15 October 2025 where there would be more councillors available to nominate.

117 Weekly Sunday Market

Councillors NOTED the report and expressed their disappointment and frustration at the lack of support from principal authorities in closing the parking bays, to be available for the traders' use on market days. Members AGREED that the Town Council will revisit the matter in 2028, when new levels of authority are in place, following the national devolution process.

Further discussions were held regarding the request for a weekly market on Loughton Broadway, as well as a one-off Christmas Market. The Town Council AGREED that both requests would be added to the agenda for the next Environment and Heritage Committee meeting, scheduled for 24 September 2025.

118 Establishing a Town Partnership

Members NOTED the enthusiastic report and agreed to invite Wendy Cockbill, Team Manager Economic Development to the next Resources & General Services Committee meeting to address members with her proposal.*

*In the meantime a preliminary meeting with Wendy Cockbill, Cllr Allgood and the Town Clerk has been arranged for 4 August 2025

- 119 Request from local Member of Parliament to contribute to the quarterly Loughton Town council publication ‘Think Loughton’**
After much discussion and debate, it was AGREED that Members did not wish to change the status quo or format of the LTC newsletter and therefore would not be taking up the MP’s kind offer. Members noted that the MP’s consistent involvement and visible support in all matters concerning Loughton was genuinely appreciated by all.

Cllr Fricker declared a non-pecuniary interest in the following Agenda item as a member of the Loughton Athletics Club

- 120 Ownership of part of the Roding Valley Recreation Ground (RVRG) – The land that Loughton Town Council (LTC) are responsible for. Town Council meeting 22.4.25, minute 93.4 refers**
Members NOTED the letter received regarding LTC taking over the landlord title and acknowledged that this will not happen immediately. The matter will be revisited once the new levels of authority are in place. It was also NOTED that the Town Council currently holds a long leasehold over the site until 1 January 2132.

- 121 Town Mayor’s Engagements and Announcements**
Town Mayor, Cllr David Wixley reported that since the last Council Meeting held on 22 April 2025 the past Town Mayor Cllr Katie Valentine attended the VE DAY - 80th Anniversary Celebration and Cllr Mick Stubbings attended the Rotary Club of Roding – May Fayre, held on Chigwell Green.

Since his appointment Cllr David Wixley reported that he had attended the Funeral and Memorial Service for former Town Councillor Caroline Pond, Family Camp for the 41st Epping Forest Scouts, 3Food4U – Kings Award Ceremony Dinner, LADS production of “Ladies Day” by Amanda Whittington, Woodland Grove Care Home Open Day, National Jazz Archive – The Simon Spillett Quartet playing the music of Tubby Hayes, GROW Community Garden – End of Year awards and the Jessel Green Fun Day.

- 122 Reports from Committees**
- 122.1 Planning and Licensing**
The report from the meetings held on 27 May, 9, 23 June and 7 July 2025 were NOTED.
- 122.2 Recreation**
The report from the meeting held on 28 May 2025 was NOTED.
- 122.3 Environment & Heritage**
The report from the meeting held on 11 June 2025 was NOTED.
- 122.4 Resources and General Services**
The report from the meeting held on 25 June 2025 was NOTED.

- 123 Reports from Members on Outside Organisations**
Written report on the following meeting was NOTED.

1. Loughton Police Station Open Day 28 May 2025 – Cllr David Wixley

A verbal report on the following meeting was NOTED.

1. Tree Wardens Meeting on 15 July 2025 – Cllr Wixley reported that Countrycare will celebrate its 40th anniversary in 2026. A separate project will be the "50 Favourite Trees in the District " project. More information will be available in due course, and residents will be invited to take part. A request was made for Tree Wardens to help with a mistletoe survey.

Cllr Obaseki reported that a group of mums were petitioning for a crossing on Rectory Lane – Newmans Lane. The Town Clerk asked Cllr Obaseki to email him the details, and it will be included in the next Environment & Heritage meeting on 24 September 2025 as an agenda item for Councillors of that Committee to discuss.

Signed
15 October 2025

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

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 10 December 2025 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:

D Wixley (in the chair)		
R Brookes (from Min No 139)		C Davies
W Dodd	S Fontenelle	S Harriman
K W Lee	N MacKinnon	S Murphy
S Murray	J Obaseki (from Min No 134)	
C Pond	J Riley	M Stubbings
R Sylvan	C Ubah	K Valentine

Officers:

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

The Chairman reported that the meeting was being recorded.

133 Apologies for Absence

Apologies for absence were received from Cllr Fricker and Cllr Owen.

Cllr Obaseki joined the meeting during the following item.

134 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in Agenda Item 12 as he is a member of the Epping Forest Citizens Advice, Cllr Pond declared a non-pecuniary interest in any matters relating to Epping Forest District Council and Essex County Council as a member of these authorities. Cllr Fontenelle declared a non-pecuniary interest in Agenda Item 9 as he is acting Chairman of The Broadway Town Centre Partnership (TBTCP).

135 Public Representations

None were received.

136 Confirmation of Minutes

The minutes of the meeting held on 15 October 2025 were confirmed.

137 Questions Without Discussion

None were received.

138 Town Mayor's / Town Clerk's Report

The Chairman reminded members it is good practice to give their apologies if they are unable to attend a meeting especially for committee meetings where a substitute can be arranged. Apologies to be emailed to contact@loughton-tc.gov.uk and copy Cllrs Allgood, Pond and Wixley as they are the authorised members to find substitutes if required.

Cllr Brookes joined the meeting during the following item.

139 Town Mayor’s Engagements and Announcements

The Town Mayor’s report was NOTED

140 Essex County Council New Unitary Authorisation Consultation

Members were encouraged to take part in the consultation and attend relevant webinars, although ultimately Government Ministers will decide the way forward. The Town Clerk was also asked to complete the consultation on behalf of the Town Council, to include the following points:-

- It is regrettable that increase in powers for the Town and Parish sector is not included in these plans. This would be for the greater good of the local community and would be to the advantage of places adversely affected by unitarisation.
- Local representation should be safeguarded, and strong locality arrangements should be put in place.
- It would be better to have fewer unitary authorities (e.g. three) to gain economy of scale. There would be unnecessary multiplication of essential services if there were five unitary authorities.
- It would make more sense if Epping Forest were aligned with Harlow & Uttlesford rather than Chelmsford /Maldon due to similar demographics.
- The proposal by Thurrock Council regarding the ring of authorities around the M25 was unwelcome and any new authority that involves Epping Forest should not be saddled with Thurrock’s debt. It’s not right that other Councils should subsidise this particular authority by instigating high council tax bills.
- The voice of the Town Council should be heard on all local planning applications.

The Town Clerk would draft a response for Town Councillors to review, before sending.

141 The Broadway Town Centre Partnership (TBTCP)

After much discussion members were reminded that four councillors had been appointed at the Annual Council meeting as outside representatives on The Broadway Town Centre Partnership. Those councillors were encouraged to attend the meetings and reports should be presented to the following council meetings.

There are 6 meetings a year, they are held at Barrington Court. Members were also reminded that anyone can attend a meeting, they do not have to be ward councillors for Debden Broadway. Members also agreed that the TBTCP would need support from the businesses and community of Debden Broadway if they want this partnership to work and continue.

Town Councillors Lee and Sylvan expressed some initial interest.

142 Loughton Town Council – Introducing Treasure Trails, EFDC Initiative

Members agreed to this in principle, although they were disappointed that there was no mention of a treasure trail for the Debden side of Loughton. Ideas and suggestions for the Treasure Trail to be included and given to the Town Clerk by close of business on Tuesday 16 December 2025.

143 Reports from Committees

143.1 Planning and Licensing

The report from the meetings held on 20 October, 3 and 17 November and 1 December were NOTED

143.2 Recreation

The report from the meeting held on 5 November 2025 was NOTED.

143.3 Environment & Heritage

The report from the meeting held on 19 November 2025 was NOTED.

143.4 Resources and General Services

The report from the meeting held on 3 December 2025 was NOTED. Now that all Committee budget requests have been made, there is likely to be further fine tuning before the definitive budget recommendations are made.

144 Reports from Members on Outside Organisations

144.1 Written reports on the following meetings were NOTED

- I. Tree Wardens Meeting at Civic Offices held on 28.10.25 – Cllr David Wixley
- II. Epping Forest District Association of Local Councils meeting held on 5.11.25 – Cllr David Wixley

Members NOTED the reports.

Signed
28 January 2026

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 28 January 2026 at 7pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:

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

Officers: M Squire (Town Clerk)
C Carroll (Responsible Financial Officer) (RFO)

The Chairman reported that the meeting was being recorded.

- 145 Apologies for Absence**
Apologies for absence were received from Cllrs Dodd, Minhas, Murphy, Obaseki and Riley
- 146 Declarations of Interest**
There were no declarations of interest
- 147 Public Representations**
None were received.
- 148 Confirmation of Minutes**
The minutes of the meeting held on 10 December 2025 were confirmed and signed by the Chairman.
- 149 Questions Without Discussion**
None were received.
- 150 Town Mayor's / Town Clerk's Report**
Members NOTED the request for implementing the 'Gov.uk' e-mail addresses.
- 151 Town Council Table of Meetings for 2026/27**
Members AGREED the timetable of meetings.
- 152 Council Precept and Budget for 2026/27**
Members received and noted all the reports relevant to this agenda item. The Town Clerk outlined the parameters of the following year's budget. A member requested that funding for '24 hour' street lighting in Loughton should be considered and members agreed that this would be reviewed again in the next Town Council year.

The Council AGREED

- I. the budget for 2026/27
- II. the increase in earmarked (funds) reserves for 2026/27; and
- III. the level of the Precept for 2026/27.

The Council CONFIRMED that the Council's precept for 2026/27 will be set at £1,104,681.00. This will set the Loughton proportion of the annual council tax for a band D property as £83.26, an increase of £2.78 from the current year of £80.48 and represents a 3.46% increase per household per year.

153 Town Mayor's Engagements and Announcements

The Town Mayor's report was NOTED. The Town Mayor gave an overview of the events attended since the last meeting. He had so far raised £530 on his 'Favourite Walk in Epping Forest' events which would be continued.

154 Reports from Committees

154.1 Planning and Licensing

The report from the meetings held on 15 December 2025, 5 and 19 January 2026 were NOTED

154.2 Recreation

The report from the meeting held on 14 January 2026 was NOTED.

154.3 Resources and General Services

The report from the meeting held on 14 January 2026 was NOTED.

155 Reports from Members on Outside Organisations

There were no reports to note. However following a request from the Chairman, Cllr Murray commented on the ongoing initiatives and events organised by the 'Oakwood Hill Community' and the continued good work of the Oakwood Hill Community Engagement Officer, Claire Evans.

Signed
25 February 2026

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

A Fricker

K-W Lee

J Obaseki

M Stubbings

K Valentine

C Davies

S Harriman

N MacKinnon

C Pond

R Sylvan

W Dodd

L House

S Murray

J Riley

C Ubah

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

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 22 April 2026 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:

D Wixley (in the chair)			
R Brookes	W Dodd		S Fontenelle (during Min No 172)
A Fricker	S Harriman		L House
K-W Lee	N MacKinnon		S Murphy
S Murray	J Obaseki (during Min No 172)		M Owen
C Pond	J Riley		M Stubbings
R Sylvan	C Ubah		

Officers:

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

Also Present: 2 members of the public

167 Apologies for Absence

Apologies for absence were received from Cllrs Davies, and Valentine.

168 Declarations of Interest

Cllr Pond declared a non-pecuniary interest in any items on the agenda related to Epping Forest District council (EFDC) and Essex County Council (ECC) as he is a member.

Cllr Wixley declared a non-pecuniary interest in Agenda Item 13.2, as he had been approached by a member of the public via email. The individual, who described himself as an entrepreneur, had enquired about the vacant Lloyds Bank building on the Broadway, expressing an interest in establishing a community-focused business. Additionally that he would offer free coaching to shopkeepers on raising the profile of their businesses. Cllr Wixley advised the enquirer to contact EFDC.

169 Confirmation of Minutes

The minutes of the meeting held on 25 February 2026 were confirmed and signed by the Chairman.

170 Public Representations

None were received.

171 Questions Without Discussion

None were received

172 Town Mayors / Town Clerk's Report

Nothing to report.

Cllrs Fontenelle and Obaseki joined during the next item.

The Chairman reported during the next item, that the meeting was now being audio recorded. Prior to the next item, the Town Mayor wished to express the Town Councils' thanks to former Cllr Ian Allgood for his service to the Council during his time in office. The Town Clerk was asked to write to him accordingly.

173 Casual Vacancy – Co-option – St Johns Ward

Cllr Pond declared a non-pecuniary interest in this item, as his son would be applying for the post. Cllr Fontenelle also declared a non-pecuniary interest, as his brother would be applying too.

After discussion, Members agreed to include a question on the application form to read: "Please describe how you have contributed to Loughton over the last five years." It was also agreed that questions would be asked of candidates at the application interview on 12 May 2026, limited to three minutes per candidate.

The Town Clerk reported that the co-option/casual vacancy would be advertised through the usual channels, including the website, social media, and noticeboards, during the week.

174 New Town Clerk

The Town Council welcomed Liz Petyt-Start, the current Clerk of Buckhurst Hill Parish Council who will join Loughton Town Council on 1 June 2026, taking over the role officially on Monday 15 June 2026.

Members wished Liz every success in her new role. Members agreed it would be a good idea that Cllr Valentine be appointed as Liz's mentor for her first six months.

175 Recording Council Meetings

After much debate and discussion, members agreed not to pursue this, as the cost of £6,000 could be better spent within the Council.

Cllr Fontenelle asked whether the Council would consider audio recording meetings. Voice recordings could help resolve any disputes, ensure the accuracy of meeting records, and assist people with disabilities.

The Town Clerk stated that minutes are always distributed in draft form so that any discrepancies can be rectified before they are signed at the next meeting. The Town Clerk suggested that Cllr Fontenelle raise the matter of audio recording at the next Resources and General Services (RGS) Committee meeting for consideration.

176 Town Council's 30th Anniversary

Members NOTED that the Town Council is pleased to be celebrating its 30th Anniversary this year. At the Annual Council Meeting on 20 May 2026, long serving members (10 years, 15 years and 20 years plus) will be presented with a commemorative certificate, a commemorative badge will follow.

An article to celebrate the occasion, will also be featured in the next edition of the LTC newsletter 'Think Loughton'.

177 Town Mayor's Engagements and Announcements

The Town Mayor reported that he had attended the following events since the last Council meeting. Essex County Council Chairman's Civic Service, Youth Makes Music at West Hatch High School, organised by the Rotary Club of Roding, the National Jazz Archive performance by Lily Dior, Sarah Vaughan Story, YES

Partnership – Year 9 Motivation Conference, EFDC Civic Awards and Dinner, EFDC Museum new exhibition ‘Town and Country: Life in Roman Durolytum’, Anna Fiorentini Theatre & Film School 25th Anniversary at Hackney Empire, Loughton Town Council’s Annual Town Meeting, held at Murray Hall, Diane Tong’s funeral at Forest Park Crematorium, Loughton Amateur Dramatic Society Production of “The Herd” at Lopping Hall, Celebrating local resident Louisa’s 106th Birthday with afternoon tea at Abbeyfield, Ryder House and Roding Valley Cricket Club – opening of a new pitch.

Cllr Wixley also reported that the two Qualis street cleaners who were awarded certificates of recognition, did not attend the Annual Town Meeting to collect them. Subsequently they were awarded the certificates in person outside Loughton Leisure Centre and Library.

Cllr Murray reported that the Annual Town Meeting had an excellent feel this year and thanked all staff for their work. He said that it was extremely well attended and was good to see how many groups and organisations were there to receive their financial services certificates.

178 Reports from Committees

178.1 Planning and Licensing

Held on 2, 16 and 30 March and 13 April 2026 were NOTED.

Members thanked the Planning Committee for their valuable comments on Min No PL424 and Min No. PL425.2.

178.2 Environment & Heritage (E & H)

Held on 25 March 2026 was NOTED. Regarding Min No. EH193 the Chairman confirmed that any proposed changes to the heritage plaques criteria would be reviewed during the next E&H Committee meeting.

178.3 Recreation

Held on 11 March 2026 was NOTED.

Members noted that RC217 Infrastructure funding is very much a live issue and will continue to monitor.

178.4 Resources and General Services

Held on 8 April 2026 was NOTED. Members AGREED the following under RG230 Policies Review.

230.1 Code of Conduct

230.2 Safeguarding Policy

230.3 Information Security Policy (Chip and Pin)

230.4 Lone Working Policy

230.5 Social Media Policy

230.6 Recruitment Policy

179 Reports from Members on Outside Organisations

Written reports on the following meetings were NOTED.

179.1 Roding Valley Nature Reserve Stakeholders – Cllr Fricker – 11 March 2026.

179.2 Broadway Town Centre Partnership (BTCP) – Cllr Murray – 9 April 2026. Cllr Murray reiterated his serious concerns regarding the continuation of this partnership, the fact that the secretary had resigned, and that a

meeting had not been called for some time. He wanted to know what was happening, is the partnership being wound down? Also what will happen with the small amount of revenue in the account. Cllr Fontenelle, interim Chairman of BTCP refused to respond.

- 179.3** Loughton Voluntary Care Annual General Meeting – Cllr Murray – 9 April 2026.
- 179.4** Local Councils’ Liaison Committee meeting 19.3.26 – Cllr Wixley.
- 179.5** Tree Wardens’ Meeting 24.3.26 – Cllr Wixley.

Signed
20 May 2026

LOUGHTON TOWN COUNCIL

EXTRAORDINARY COUNCIL MEETING

**MINUTES of the Meeting held on Tuesday 12 May 2026 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors: D Wixley (in the chair)

R Brookes	C Davies	W Dodd
S Fontenelle	A Fricker	S Harriman
L House	S Murphy	S Murray
J Obaseki	M Owen	R Sylvan

During Min No 181

Officers: M Squire (Town Clerk)
C Carroll (Responsible Financial Officer)

Also Present: Candidates for the co-option:-
Mr Malachi Fontenelle
Mr Edward Pond

180 Apologies for Absence

Apologies for absence were received from Cllrs MacKinnon, Riley, Valentine and Ubah.

181 Declarations of Interest

Cllr Murray declared a non-pecuniary interest as he knew both candidates. Cllr Davies also declared a non-pecuniary interest as she had met Mr Fontenelle from a previous working association. All members also declared a non-pecuniary interest in knowing both candidates as members of the Loughton Residents Association (LRA).

182 Public Representations

None were received.

183 Casual Vacancy – Co-option – St Johns Ward

Cllr S Fontenelle left the room during this agenda item, (after presentations and questions without participating) before the voting, in view of his family connections to his brother, Malachi Fontenelle. Both candidates were allocated the required three minutes to present their applications to the Council for consideration for the vacancy. Mr Malachi Fontenelle presented first, followed by a three-minute period of Councillors questions.

Mr Edward Pond then delivered his presentation within the allotted three minutes, after which Councillors followed with a three minute period of Councillors questions.

Ballot forms were distributed by Officers, and Councillors proceeded to vote for their preferred candidate.

Once the forms had been collected and verified the Chairman announced that Mr Malachi Fontenelle had been elected as a Town Councillor, by a majority of 8 votes to 4.

The Town Clerk subsequently invited Mr Fontenelle to sign the Declaration of Acceptance of Office, before becoming a member of Loughton Town Council.

Signed
Dated 20 May 2026