Minutes of the meeting of Loughton and Great Holm Parish Council held on Monday 19th January 2026 at 7.30 pm at Great Holm Community Centre, Kensington Drive, Great Holm

Minutes

Councillors Present: Cllrs Lee (Chair), Eaton, Hoyle, Heinemann, Chappell, Tripp, Dyer and Briggs. There are currently 2 vacancies on the Parish Council.

Members of the Public Present: 6

Staff Present: Paula Milford (Parish Clerk)

FC01/26 Apologies: No apologies received. It was noted that Cllr Hoyle will be arriving late.

FC02/26 Declarations of interest: Cllr Chappell and Cllr Lee have declared an interest in agenda item number FC10/26 item D.

FC03/26 Public participation: Two residents attended with the intention of potentially being co-opted at our next meeting in February 2026. A resident spoke to thank the Parish Council for supporting them with their concerns over the recent London Road / Watling Street landscaping issue.

A resident spoke about the EV charging points outside Nurtureville nursey. He has asked for clarification regarding how long people can park at this location. This resident will email the Clerk with details so she can try to find an answer to this query.

A resident spoke about the planning application for the battery box that was recently approved adjacent to Woodward Place in Loughton. The Parish Council agreed to add this to next month's agenda to discuss how we can support our residents to appeal this decision. The Parish Council confirmed that they have written to the head of planning to convey our disappointment that our residents' objections and concerns to this planning application have been dismissed, and that planning permission has been approved for this micro energy storage facility by Woodward Place.

FC04/26 Ward Councillor: Ward Cllr Mandy Legg attended this meeting at our request.

Cllr Eaton updated Cllr Legg regarding our landscaping concerns outside Herons Lodge Guide Centre and along Watling Steet within the Parish. Cllr Heinemann also spoke about our concerns with heavy handed landscape management strategies in Loughton. Cllr Dyer spoke about the Great Holm landscaping issues stating that this estate currently looks unkept and unloved.

It was noted that the MKCC landscaping team had replied to the Parish Councils letter stating why the work was completed outside Herons Lodge and along Watling Street but that nothing further had been offered in relation to future communication prior to any larger scale work being completed.

It was agreed that Cllr Legg would communicate with MKCC - asking them about the possibly of giving us and any residents notice of any substantial landscaping work in our Parish which may affect them.

The Council allowed a resident from Woodward Place to speak to Cllr Legg regarding the Woodward Place Battery Box application which was recently approved.

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FC05/26 Minutes: The minutes of the previous meeting held on Monday 15th December 2025 were approved and signed as an accurate record by the Chair.

FC06/26 January Payment Schedule: The January 2026 payment schedule was noted and approved. This month's payments will be approved by Cllr Eaton.

FC07/26 Income and Expenditure: The income and expenditure against budget costs up to 31st December 2025 were noted.

FC08/26 Draft Budget / Business Plan/ Precept for 2026-2027: It was resolved to approve the following items:

a) The Parish Council business plan for the 2026-2027 financial year was approved
b) The Budget for the 2026 – 2027 financial year as recommended by the Finance, Staffing and Premises Committee was approved.
c) The precept for the 2026-2027 financial year has been set and approved at £109,485. This is a 5% increase from the last financial year.

FC09/26 Loughton Pavilion: The following items were noted and approved:

a) It was noted that new heaters were installed in Loughton Pavilion on Friday 9th January 2026.
b) The Chair of the Premises Committee updated the Council on the recent Committee meeting and the following was approved:

* It was resolved to spend up to £2,000 on re-decorating the toilets at the Pavilion. The Clerk and the Premises Committee have delegated powers to organise and approve this work.
* It was resolved for the Premises Committee to draft a full tender document and bring it to Full Council for the lease of a new Café at the Pavilion.
* It was resolved to request 3 architect quotes in relation to a potential re-configuration of the football showers, toilets and changing rooms at the Pavilion.

c) Cllr Tripp spoke about gathering community engagement regarding what our facilities and events our residents would like to see offered from Loughton Pavilion. It was resolved to obtain resident feedback by QR codes, social media, our website using surveys and if possible, an in-person event at the Pavilion.

FC10/26 Planning Applications: To discuss and consider a response (if any) to the following Planning Applications.

a) **PLN/2025/2154** - Proposed single storey rear extension with associated internal and external works **at** KIMBLEWICK, 15B BRADWELL ROAD, LOUGHTON, MILTON KEYNES, MK5 8AP
Dealt with under the planning delegation policy:
Outcome – No Comment (5 replies – all no comment)

b) **PLN/2025/2115** - Erection of a two storey side extension and first floor side extension **at** 2 ALL SAINTS VIEW, LOUGHTON, MILTON KEYNES, MK5 8BB
Dealt with under the planning delegation policy:
Outcome – No Comment (6 replies – all no comment)
Cllr Heinemann did not vote on this item due to a declaration of interest

c) **PLN/2025/2701** - Proposed single storey rear extension and relocate detached double garage **at** 52 ATTINGHAM HILL, GREAT HOLM, MILTON KEYNES, MK8 9BX
Outcome – No Comment. We will ask for the mature tree being removed, to be replaced when the work has been completed.

Cllrs Chappell and Lee did not participate on the following agenda item.

d) **PLN/2025/2599** - The proposed removal of dead Hawthorn Hedge to be replaced by a Yew Hedge **at** WILLOW COTTAGE, 20 LEYS ROAD, LOUGHTON, MILTON KEYNES, MK5 8AZ
Outcome – No Comment,

21.00 - Cllr Hoyle arrived

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e) **PLN/2025/2667** - The pollard to 3m of Salix Alba (T1) and removal to ground level and eco plug of Salix Alba (T2) **at** Loughton Valley Park, The Green, LOUGHTON, MILTON KEYNES
Outcome – No Comment.
Cllr Heinemann would like her objection to this planning application noted.

FC11/26 Recent CCTV Installation: The following was noted or approved:

a) It was noted that CCTV was installed at Great Holm Community Centre on Monday 22nd December 2025.
b) The Parish Council CCTV policy was approved
c) The cost of DBS checks for both Paula Milford and Martin Borill were noted at £21.50 each.

FC12/26 Jubilee Graveyard Committee: It was resolved to approve Cllr Will Briggs to represent the Parish Council on the Jubilee Graveyard Management Committee alongside Cllr Heinemann.

FC13/26 Unity MK Grant Application: The grant request for £500 from Unity MK was approved. We would like to say thank you to all our residents that volunteer here through the winter months. We will be requesting that our grant money is used at the Loughton site rather than the other sites that Unity MK offer.

FC14/26 Allotment Plot Holder Complaint: An allotment plot holder disagreed with a recent site audit warning and sent a formal complaint to the Chair of the Council. Full Council noted that the warning appeared to be issued in line with our allotment site rules and that the Council believed any warnings issued by the Clerk and the Allotment Management Group should be upheld by Full Council. The Chair confirmed that there was insufficient evidence to overturn the warning, but that a survey has recently been sent out to all plotholders which would help inform the Council if any changes to the procedure and rules relating to the allotments should take place and to see if the issue was possibly more widespread and help prevent any issues in the future. This will be discussed at the February meeting.

FC15/26 Community Engagement Officer: The following items were approved in relation to a new Community Engagement Officer role within the Parish Council as recommended by the Finance Committee.

a) 5 hours per week - Approved
b) Rate of pay per hour – SCP 7 -12 £13.69 starting hourly pay (an initial 12-month contract) - Approved
c) Job Description - Approved
d) Person Specification - Approved
e) Clerk to have delegated authority regarding the closing date for applications and relevant timescales. Interviews to be conducted by the Clerk and the Chair of the Staffing Committee – Cllr Mark Eaton.

FC16/26 External Reports: No external reports received.

FC17/26 Items for the next agenda: To note that all members must notify the Clerk of any items for the agenda in accordance with the Parish Council's standing orders.

Details of Next Meeting: Monday 16TH February 2026, 7.30pm, Loughton Memorial Hall, Bradwell Road

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