**Minutes of the meeting of Loughton and Great Holm Parish Council held on Monday 21st September 2026 at 7.30 pm at Loughton Memorial Hall, Bradwell Road**

**Minutes**

**Councillors Present: Cllr Lee (Chair), Eaton, Fortune, Dyer, Hanneck, Briggs, Tripp, Pointer and Heinemann**

**Members of the Public Present: 9**

**Staff Present: Paula Milford (Parish Clerk)**

**FC161/26 Apologies:** No apologies received.

**FC162/26 Declarations of interest:** No personal or pecuniary interests declared.

**FC163/26 Public participation:** A resident spoke about the Shurgard development along Watling Street and updated the Council on the three recent planning applications. He also stated that there is a sum of section 106 money from Shurgard that needs to be allocated to local projects and services. The resident believes that the section 106 money is an incorrect figure and he is dealing with the relevant department at MKCC to clarify this.

A resident spoke about the area of land on Church Walk in Loughton stating that this is not a suitable area for our biodiversity area due to the fire hazard over the summer months. The resident has been concerned about her property and its proximity to the dry long grass.

A resident spoke to support the biodiversity area in Church Walk.

A resident spoke to ask what the Parish Council are doing to secure the landscape in Loughton and Great Holm as temperatures are set to remain high during the summers for the foreseeable future.

A resident spoke to support the biodiversity areas but stated that these areas need to be chosen carefully.

Cllr Dyer spoke to state that she does not believe we should continue our biodiversity areas in certain areas in Loughton. This includes Church Walk.

Cllr Heinemann spoke to support these biodiversity areas.

**FC164/26 Minutes:** The minutes of the previous meeting held on Monday 7th September 2026 were approved and signed as an accurate record by the Chair.

**FC165/26 September Payment Schedule:** The September payment schedule was noted and approved. Cllr Eaton will approve this month's payments.

**FC166/26 Income and Expenditure:** The income and expenditure against budget costs up to 31st August 2026 was noted.

**FC167/26 Conclusion of External Audit:** It was noted that the Parish Council has received a conclusion of audit notice from PKF Littlejohn and this is now displayed on our website and all 7 of our noticeboards. It was noted on the external audit certificate that the Parish Council had not formally adopted an IT policy as at 31

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March 2026.

**FC168/26 Internal Auditor:** The Parish Council agreed to appoint Auditing Solutions Ltd as the internal Auditor, noting that they are fully independent of the Parish Council and have no conflicts of interest. This appointment was approved by Full Council. The Clerk will sign and return the agreement letter to return to Auditing Solutions Ltd,

**FC169/26 Business Plan and Projects for the 2027/2028 Financial Year:** The Council considered and discussed the Parish Council's business plan for the forthcoming financial year, and it was resolved to add the following into next year's budget and business plan if financially possible.

a) Community Projects with local groups / schools / organisations
b) Redland Drive play equipment upgrade
c) Landscaping / Horseshoe Walk planting
d) Loughton Café support
e) Hosting / Funding a repair café
f) Loughton Pavilion Building maintenance
g) Loughton Pavilion Changing Room Area

**FC170/26 Policy Review and Approval:** The Parish Council Reserves Policy was reviewed and approved.

**FC171/26 Multi Use Games Area:** The Clerk reported that an accident occurred on the MUGA over the summer. A teenager tripped up on the court edging and cut his knee. No hospital treatment was needed. The Clerk has spoken with Wicksteed and they have agreed to fix the concrete edging that has chipped off. They will be onsite to fix this on Thursday 24th September 2026. The Clerk will speak Philip Snell at MKCC for advice about how we can build up the ground around that uneven corner of the MUGA to negate any further trip hazards and will return to Full Council with an update.

**FC172/26 Resident Complaints:** The Parish Council discussed the 2 residents' complaints regarding the fire risk in our biodiversity areas from hot weather over the summer. The following was resolved:

a) The biodiversity area on Church Walk – To update the risk assessment due to potential increased summer heat, to ask MKCC for their risk assessment.
b) The biodiversity area in the millennium meadow - To update the risk assessment due to potential increased summer heat, to ask MKCC for their risk assessment.

Clerk will then return to Full Council with these updated risk assessments for further consideration.

**FC173/26 Art Project:** The potential art project included in the budget for this financial year was discussed. This item will be added to the November agenda for further discussion.

**FC174/26 AMG Annual Report 2025:** The Allotment Management Group Annual report for 2025 was noted. Council would like to thank the AMG for their continued hard work and support with the Greenhill Close Allotment Site.

**FC175/26 Planning Applications:** To discuss and consider a response (if any) to the following Planning Applications.

a) **PLN/2026/1387** - Erection of single storey rear/side extension at 23 WHITWORTH LANE, LOUGHTON, MILTON KEYNES, MK5 8EB
**Outcome:** No Comment

b) **PLN/2026/1391** - The crown reduction by up to 3 metres, removal of dead wood and crown lift unto 3 metres of Oak Tree protected by Milton Keynes Council Tree Preservation Order no. PS/540/15/309 at PARTIS HOUSE, DAVY AVENUE, KNOWLHILL, MILTON KEYNES, MK5 8HJ
**Outcome:** Objection to be made.

**FC176/26 Licensing Application:** The Daytona International licensing application was discussed.
**Outcome:** No Comment

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**FC177/26 Street Trading Consent – Renewal**: The following Street Trading Consent Renewal was discussed.
**Ozzies Kebabs – Great Holm - LOCAL GOVERNMENT (Miscellaneous Provisions) Act 1982**
We have received a renewal application on the 7 September 2026
To sell: Hot takeaway food
Hours applied for 16.30 to 22.30 Monday to Sunday
The existing conditions on the consent are:
1. A bin shall be provided for customer use whenever trading takes place.
2. Litter picking shall be conducted within the vicinity of the food mobile after trading has ceased.
**Outcome:** No Comment

**FC178/26 December Community Event:** The December community event was discussed. It was resolved to look into hiring a venue for Loughton for this years event.

**FC179/26 Shurgard Self Storage Update:** Clerk updated the Council on the current situation with the Shurgard self-storage site on Watling Street.

- Planning Application PLN/2026/1348 – external lighting
  **Approved** by the planning committee in August
- Planning Application PLN/2026/1268 – Landscaping
  **Refused** by the MKCC planning committee in August
- Planning Application PLN/2026/1068 – Advertisement Lighting
  Was **refused** by the MKCC planning committee in September but MKCC had actually missed the deadline to formally resolve this decision.

Both the refused planning applications have now been appealed by Shurgard, and both have now been passed to the planning inspectorate for a final decision.

It was resolved to make a representation against the appeal for Advertisement consent. Appeal number 6015638.

Clerk will investigate the section 106 money available to see if we can access any of this.

**FC180/26 Loughton Kitchen Update:** It was resolved to authorise the Clerk to spend up to £2,000 on drawings and specifications for a commercial kitchen. From these drawings and specifications we will request 3-4 quotes from commercial kitchen installers. Clerk will return to Full Council with these drawings and quotes.

**In accordance with the Public Bodies (Admission to Meetings) Act 1960, to resolve that the public and press be excluded from the meeting for agenda items FC181/25 and FC182/25 on the grounds that they could involve the likely disclosure of private and confidential information.**

**FC181/26 Loughton Pavilion Lease:** Private and Confidential item discussed.

**FC182/26 Staff Matters:** Private and confidential items discussed.

a) Private and confidential item
b) Private and confidential item
c) Private and confidential item

**FC183/26 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 19th October 2026 – Great Holm Community Centre, 7.30pm

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