Minutes of the meeting of Loughton and Great Holm Parish Council held on Monday 16th November 2026 at 7.30 pm at Loughton Memorial Hall, Bradwell Road

Minutes

Councillors Present: Cllr Lee (Chair), Eaton, Hanneck, Briggs, Hoyle, Heinemann, Tripp and Dyer.

Members of the Public Present: 8

Staff Present: Paula Milford (Parish Clerk)

FC204/26 Apologies: Apologies received from Cllrs Pointer and Fortune.

FC205/26 Declarations of interest: No interests declared.

FC206/26 PSCO's: It was noted that our local PSCO – Travis Phillips was invited to this meeting but is unable to attend. The Clerk has requested his attendance at a coffee morning one Friday and Council have asked for his attendance in the new year.

FC207/26 Public participation: The grant applicant from Hazard Alley spoke to clarify why they have submitted the grant request for £800 which will be discussed under agenda item FC211/26.

A resident spoke to give an update on the Shurgard build.

FC208/26 Minutes: The minutes of the previous meeting held on Monday 16th October 2026 were approved and signed as an accurate record by the Chair.

FC209/26 November Payment Schedule: The November payment schedule was noted and approved. Cllr Eaton will approve this month's payments.

FC210/26 Income and Expenditure: The income and expenditure against budget costs up to 31st October 2026 were noted.

FC211/26 Safety Centre/Hazard Alley Grant Application: The grant application received from the Safety Centre / Hazard Alley for £800 was approved.

FC212/26 Shurgard Update: The Clerk updated the Council and residents on the recent meeting with a representative from Shurgard.

Shurgard will be submitting a new planning application to MKCC, and it will detail the following:

- A cladding colour change for the top half front of the building from red and grey
- Re-submitted landscaping specifications including the responsibility to monitor and replace any failed landscaping for a period of 10 years not the 5 years as originally proposed.
- The fencing application

This application will hopefully be validated by MKCC in time for us to discuss this in our December meeting.

The advertisement consent will still be decided by the planning inspector in due course, and no more comments can be submitted on this matter

The Clerk will organise a community meeting so residents can discuss this new application in more detail

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as we are time restricted in meetings. Details will be sent out once the new Shurgard planning application is live.

FC213/26 Loughton Kitchen Update: The Clerk updated the Parish Council on the procurement process for this project.

The Parish Council was advised that in accordance with our Financial Regulations - efforts have been made over a four-month period to obtain the required three quotations for this work. Despite extensive enquiries, only two quotations have been received.

Following advice from NALC who have confirmed that the Council has fulfilled its obligation by making reasonable attempts to obtain three quotations, Council is now requested to consider the two quotations received and resolve to appoint a contractor based on these.

It was resolved that the contract for the kitchen installation project be awarded to Millsteam Estate Services, taking into account the overall project cost, many positive recommendations from other Town/Parish Councils and their commitment to providing full project management of the works.

Millstream Estate Services - To supply and install a Commercial Kitchen in Loughton Pavilion. Their quote included removal of the old kitchen, completing the electrics and plumbing needed, and the installation of the new kitchen at a cost of £44,745.85 + VAT. This includes the on-site project management.

Council noted that the other quote totalling £32,251.00 + VAT did not include removal of the old kitchen the electrics, plumbing or project management.

Separate quotes were requested from external contractors which stated electrics would be between £7,000 and £8,000 and the plumbing would be approximately £2,000.

FC214/26 Loughton Pavilion Accessible Doors: Clerk updated the Council on the Loughton Pavilion Accessible doors planning application. This application has now been validated by the MKCC planning team and should have a decision from them at the beginning of December. Reactive Doors will be notified once we have this approval.

FC215/26 Planning Applications: To discuss and consider a response (if any) to the following Planning Applications.

a) **PLN/2026/2091** - Erection of 2 storey front and side extension to main dwelling attaching to existing detached double garage, including balcony with glass balustrade to front and alteration of garage roof, and conversion of the garage into living accommodation **at** 12 REDLAND DRIVE, LOUGHTON, MILTON KEYNES, MK5 8EL
Outcome: No comment but ask MKCC to refer to the resident objection and ask them to assess this objection for validity.

b) **PLN/2026/2130** - Erection of a single storey side extension **at** 20 HOPPERS MEADOW, LOUGHTON, MILTON KEYNES, MK5 8DR
Outcome: No Comment

c) **PLN/2026/1995** - Variation of condition 2 (Approved Plans) seeking to install a 2.4m security fence with cantilever gate, security barrier on rear vehicular access, 1.1m galvanised safety balustrade to parking adjacent to footpath, reduction to service yard entrance and temporary access, and relocation of bin store (relating to permission ref. PLN/2025/1862 for Variation of condition 2 (Approved Plans) seeking to amend the approved external façade appearance (relating to permission ref. 23/02799/OUT - Hybrid planning application comprising: (a) Outline application (matters of access to be considered, with matters of layout, scale, appearance and landscaping reserved) for up to 2,044 sq m of flexible employment floorspace (Use Class E(g), general industrial (Use Class B2), and storage (Use Class B8) and (b) Full application for the demolition of the existing car show room and associated buildings, and the construction a new household and business storage facility (Use Class B8) and associated access, parking, and landscaping)) (part-retrospective)

Outcome: No Comment

d) **PLN/2026/2277** - Proposed demolition of existing rear conservatory and single storey garage and erection of new two storey side extension with single storey front and rear extensions, including replacement windows, re-rendering and part-cladding **at** 72 LONDON ROAD, LOUGHTON, MILTON KEYNES, MK5 8AQ
Outcome: No Comment

21.15 - Cllr Lee left the meeting.

The Vice-Chair Cllr Eaton took over as Chair in the meeting from this point.

FC216/26 Landscaping: To discuss / consider for approval the following landscaping items:

a) Cllr Heinemann's documentation from the Loughton landscape meeting with MKCC on 19/10/2026 was noted. It was noted that MKCC have cut and collected the grass from our biodiversity areas for the first time this year.
b) To supply and plant 4 trees adjacent to Watling Street/London Road. The £100 budget for these trees was approved. Location subject to MKCC approval.
c) To supply and plant some bulbs on Linceslade Grove. The £250 budget for this project was approved, plus another £250 for a location in Great Holm. Locations subject to MKCC approval.

FC217/26 Crisis Resilience Fund: It was noted that we have received £2,000 from Milton Keynes City Council to enable us to continue to provide vital initiatives, such as community cafes, community hubs and other informal social activities where people can meet up, with the aim of preventing poverty locally and building local resilience and support.

FC218/26 Loughton Fencing: It was resolved to increase the budget for the repair / replacement of Loughton Fencing to 32 posts totaling £2,560 + VAT. Paul Construction will complete this work.

FC219/26 Parish Council May 2027 Elections: The Clerk updated the Council on the May 2027 Parish Council elections. These elections will take place on Thursday 6th May 2027. From 10th November onwards - If any Councilor leaves from we can co-opt that vacancy straight away without having to offer it back to MKCC and our residents.

FC220/26 Greenhill Close Allotments: It was resolved to the approval breaking up one ½ plot into 4/5 smaller plots to make the site more accessible and manageable for a wider range of users, allowing more residents to benefit. The fee for each smaller plot will be £10 per year due to admin fees and staff time.

FC221/26 Fuel Surcharges: It was noted that the following companies have now introduced a fuel surcharge on their fees.

a) Suez – The October invoice has a surcharge of £3.02
b) Shield Maintenance Group – The November invoice has a surcharge of £106.01

FC222/26 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 14th December 2026 – Great Holm Community Centre, Kensington Drive, Great Holm. (revised December date as agreed in our May 2026 meeting – item FC65/26)

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