To all members of Loughton & Great Holm Parish Council, you are hereby **summoned** to attend this extraordinary Parish Council Meeting to be held on **Monday 16th November 2026, 7.30pm** at **Loughton Memorial Hall, Bradwell Road, Loughton**

Members of the public and press are welcome to attend.

Paula Milford

Paula Milford, Parish Clerk

Agenda

FC204/26 Apologies: To receive and note apologies from members unable to attend the meeting.

FC205/26 Declarations of interest: Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

FC206/26 PSCO's: The note the 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.

FC207/26 Public participation: For any resident of the parish to raise any issue, petition, question, or concern (15 minutes or by consent of the Chair).

FC208/26 Minutes: To approve as an accurate record the minutes of the previous meeting held on Monday 16th October 2026

FC209/26 November Payment Schedule: To approve the November payment schedule.

FC210/26 Income and Expenditure: To note and discuss if needed the income and expenditure against budget costs up to 31st October 2026.

FC211/26 Safety Centre/Hazard Alley Grant Application: To consider the grant application received from the Safety Centre/ Hazard Alley for £800.

FC212/26 Shurgard Update: Clerk to update the Council on the recent meeting with a representative from Shurgard.

FC213/26 Loughton Kitchen Update: To receive an update from the Clerk on the procurement process for this project.

The Parish Council is 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.

a) Complete Catering Projects, Commercial Kitchen supply and installation - £32,251.00 + VAT (we would need to complete the plumbing and electrics and remove the old kitchen with additional costs)

b) Millstream Estate Service, Commercial Kitchen supply and installation, old kitchen removal, electrics and plumbing - £44,745.85 (this includes the on-site project management, plumbing, electrics, removal and disposal of the old kitchen)

FC214/26 Loughton Pavilion Accessible Doors: Clerk to update the Council on the Loughton Pavilion Accessible doors planning application.
Planning Application: PLN/2026/1557

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
Planning Application: PLN/2026/2091

b) **PLN/2026/2130** - Erection of a single storey side extension **at** 20 HOPPERS MEADOW, LOUGHTON, MILTON KEYNES, MK5 8DR
Planning Application: PLN/2026/2130

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)
Planning Application: PLN/2026/1995

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
Planning Application: PLN/2026/2277

FC216/26 Landscaping: To discuss / consider for approval the following landscaping items:
a) To note Cllr Heinemann's documentation from the Loughton landscape meeting with MKCC on 19/10/2026.
b) To supply and plant 4 trees adjacent to Watling Street/London Road. To approve a £100 budget for these trees. Subject to MKCC approval.
c) To supply and plant some bulbs on Linceslade Grove. To approve a £250 budget for this project. Subject to MKCC approval.

FC217/26 Crisis Resilience Fund: To note 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: To consider increasing the budget for the repair / replacement of Loughton Fencing in receipt of the following quotes.
a) Quote for 25 posts - £2,000 + VAT
b) Quote for 30 posts - £2,400 + VAT
c) Quote for 32 posts - £2,560 + VAT

FC219/26 Parish Council May 2027 Elections: Clerk to update the Council on the May 2027 Parish Council elections.

FC220/26 Greenhill Close Allotments: To consider for 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.

FC221/26 Fuel Surcharges: To note 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)