

This meeting will be preceded by presentations made by the Town Mayor to the winners of the Council's Christmas card competition at 7.45pm

## Agenda

### 1 Apologies for Absence

To receive any apologies for absence.

### 2 Confirmation of Minutes

To confirm the minutes of the meeting of the Council held on 14<sup>th</sup> September 2011.

### 3 Public Representations

To adjourn the meeting to hear any representations from members of the public who have registered a request to address the Council in accordance with Standing Order no. 4.3(d).

### 4 Declarations of Interest

For Councillors to declare any personal and/or prejudicial interest in any items on the Agenda.

### 5 Questions Without Discussion

To answer any questions which have been submitted in accordance with Standing Order no. 7.2.

### 6 Town Mayor's Engagements and Announcements

The Town Mayor will report on any events she has attended to represent the Town Council.

### 7 Matters for Report

To report any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.

### 8 Reports from Members on Outside Organisations

#### 8.1 To receive brief reports from representatives on outside organisations

Council representatives on outside organisations are requested to make a written report, which is attached to the agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting.

The following reports have been received:

- (i) Citizens Advice Bureau – 6<sup>th</sup> October 2011 – Cllr J Angold-Stephens.
- (ii) Parish Passenger Transport – 22<sup>nd</sup> November 2011 – Cllr C C Pond.
- (iii) Essex Association of Local Councils (EALC) – various dates – Town Clerk
- (iv) Epping Forest Association of Local Councils – 5<sup>th</sup> October 2011 – Town Clerk
- (v) Local Councils' Liaison Committee – 3<sup>rd</sup> November 2011 – Town Clerk

\* See attached reports (pages 3 – 5).

### 9 Reports from Committees

#### 9.1 Planning and Licensing

Held on 5<sup>th</sup>, 19<sup>th</sup> September, 3<sup>rd</sup>, 17<sup>th</sup>, 31<sup>st</sup> October, 14<sup>th</sup>, 28<sup>th</sup> November 2011.

#### 9.2 Recreation

Held on 28<sup>th</sup> September 2011.

**9.3 Environment and Heritage**

Held on 12<sup>th</sup> October 2011.

**9.4 Resources and General Services**

Held on 26<sup>th</sup> October and 23<sup>rd</sup> November 2011.

**10 Queen Elizabeth Playing Fields Challenge – Min no RC192.4.4**

At its meeting on 28<sup>th</sup> September 2011, the Recreation Committee agreed to proceed with the dedication of Hillyfields, the Roding Valley Recreation Ground and the Willingale Road Playing Field in celebration of the Diamond Jubilee of Her Majesty Queen Elizabeth II as public playing fields and recreation grounds for the benefit of the inhabitants of Loughton.

With reference to Standing Order no 42 the Council is now requested to authorise the sealing of the associated trust deeds and nominate two councillors to carry out this task.

**11 Council Precept for 2012/13**

\* See attached report (pages 6 – 17).

**12 Epping Forest District (Off Street Parking Places) Order 2011**

For information: The District Council is proposing to make an Order relating to off street parking places in its area. This new Order will contain all the provisions of the Order made in 2003 together with the amendments made in 2006, 2007 and 2008. NB: No changes are proposed to the designation of any car park nor are changes in tariffs proposed as part of this Order process.

The reasons for the Order are:

- (i) The desirability of a consolidated order for enforcement purposes;
- (ii) The need to recognise that the Council now accepts telephone payment for tickets purchased for parking;
- (iii) To allow the Council to issue Commercial Permits within its car parks to allow limited commercial undertakings.

Any representations should be submitted to the District Council no later than 22<sup>nd</sup> December 2011.

**Enid K Walsh**  
**TOWN CLERK**  
**7<sup>th</sup> December 2011**

**Agenda item 8**  
**Reports from Members on Outside Organisations****i) Epping Forest Citizens Advice Bureau AGM on Thursday 6<sup>th</sup> October 2011**

The Chairman introduced the new manager, Mrs Stephanie Chambers who has replaced Mrs Julia Milovanovic who had resigned due to ill health.

There is now a new telephone system installed such that there is only one telephone number across all the branches (0844 257 1909). There is also a new system in all bureaux nationally whereby each new client undergoes a gateway assessment (similar to triage) before being referred on either to a generalist adviser or an appropriate specialist.

Implementing this new system is proving quite a challenge for the advisers. Some 4,772 clients with about 12,121 issues were advised over the past year as most clients visit with multiple issues. The largest demands are on Welfare Benefits and debt. This year a new data recording system is also to be introduced nationally and Epping Forest CAB will go live in December 2011.

The outgoing treasurer reported that although funding has not been reduced this year the cost of living means that in real terms there is less money. As a result of a question he stated that they are no longer able to provide outreach at Ongar because the parish council is unable to support this with a grant. Although the main cost of operations is salaries it should be noted that there are approximately six times as many volunteers as there are paid staff. It was also reported that Cardiff CAB had just closed through insolvency and it was stressed that this would disadvantage very large numbers of people in great need of the service. It is anticipated that the Epping Forest branch will be able to work to balanced budget this year largely due to a generous donation received recently. A new treasurer was elected and a presentation was made to the retiring treasurer.

The meeting was followed by two presentations, the first from Essex Savers where we were told that this is proving very successful and that they are expecting to be in a position to pay a dividend in the next year or so. Four volunteers are needed for each branch that is opened and there are two in Loughton that operate on fortnightly rota on Thursday afternoons; these are in Debden Library and Loughton Methodist Church.

The second presentation was by Mark Chambers proposing that a Friends of Epping Forest CAB be inaugurated to co-ordinate all fund raising so that this could be given a greater impetus. This was agreed and the retiring treasurer of the CAB volunteered to be the first treasurer.

Cllr J W Angold-Stephens

**ii) Parish Passenger Transport meeting**

The main items of Loughton interest at this meeting were:

1. TFL routes 20 and 167 have been retendered by TFL, on their existing pattern of service. Route 20 has been contracted to Go-Ahead, who will supply new buses. Route 167 stays with Go-Ahead, to be operated with existing buses. Both contracts commence mid-February. ECC will take up again with TFL the endemic short-turning of buses on route 20 at Loughton Station.
2. Complaints to the Traffic Commissioners by Loughton Town Council, Ongar Town Council, and Essex County Council about issues concerning registration of commercial services and the suitability of certain operators had either not received a

reply or had fallen on deaf ears. *[note: they have now replied to Loughton Town Council and offered a meeting]*

3. The Autumn 2011 timetable book has not been published. ECC are considering the long-term future of the publication, as it is always out of date on the day it is published

Cllr C C Pond

### **iii) Essex Association of Local Councils (EALC)**

#### **a) Making the Links** – the Annual Afternoon Conference Event – Tuesday 27<sup>th</sup> September 2011

Cllr Wixley, the Town Clerk and Deputy Clerk attended the Making the Links event at Foakes Hall, Great Dunmow on 27<sup>th</sup> September 2011. At the start of the event there was an opportunity to visit the many stands set up by a variety of groups and organisations from across Essex.

Presentations were given by:

Cllr John Jowers, ECC Cabinet Member for Planning and Communities

Cllr Michael Chater, Chairman of the National Association of Councils (NALC)

Chief Constable, Jim Barker-McCardle – Essex Police, who spoke on the future of policing in the county.

Angie Balcombe, ECC Big Society Development Officer with details of grant funding opportunities through the Big Society Fund which had replaced the Community Initiatives Scheme.

Jason Fergus, ECC Head of Sports Delivery and 2012 Legacy who detailed the Olympic related events taking place in the county.

Justin Griggs, Development Officer at NALC – Localism

This was followed by the presentation of various awards.

#### **b) EALC 66<sup>th</sup> ANNUAL GENERAL MEETING** - Tuesday 27<sup>th</sup> September 2011

The Town Clerk attended this meeting alone as Cllr Wixley had an evening meeting at Epping Forest District Council.

Chairman, Cllr John Buchanan presented his Annual Report for 2010/11 which detailed the work of the Association to support the local councils in Essex. A copy is available on request from the Council Offices.

The Accounts for 2010/11 were approved and Essex County Council was formally thanked for its continued financial support of the Association.

The Affiliation Fees for 2012/13 were discussed at length and a vote resulted in an increase of 2.5% being agreed.

The date of the 2012 conference and AGM was agreed as Thursday 27<sup>th</sup> September 2012.

#### **c) Larger Local Council Forum** – Tuesday 11<sup>th</sup> October 2011 at Waltham Abbey Town Hall

This was attended by Cllr D Wixley and the Town Clerk.

The agenda included a presentation on opportunities provided by the new Olympic White Water Rafting Centre given by Waltham Abbey Town Clerk, Kathryn Richmond.

Loughton Town Clerk, Enid Walsh spoke on the success of the new outdoor gym in Loughton on the Roding Valley Recreation Ground.

Cllr David McPherson-Davis from Ramsden Crays Parish Council gave a timely explanation of the history of Dale Farm Traveller Evacuation.

Town Clerk

**iv) Epping Forest Association of Local Councils** – Wednesday 5<sup>th</sup> October 2011 at 1 Buckingham Court

This meeting was attended by Cllr C C Pond and the Town Clerk.

The evening commenced with a report from Cllr Buchanan, Chairman of the Essex Association of Local Councils who talked about the recent government policy announcements and their possible impact on local councils. These included a new Code of Conduct dealing with standards in public life, the future scrutiny of public finance after the demise of the Audit Commission, planning reforms and the qualifying criteria for local councils to access the General Power of Competence.

The meeting went on to discuss an update from the iPlan Working Party, proposed changes to the Planning System particularly with regard to Neighbourhood Planning, ECC's Winter Service for 2011/12 and proposals for a tripartite liaison between Epping Forest parishes, and the District and County Councils following the withdrawal of the Area Forums.

This meeting is a precursor to the following meeting and provides agenda items on matters of interest to local councils in the district.

**v) Local Councils' Liaison Committee** – Thursday 3<sup>rd</sup> November 2011 at the Civic Offices, Epping

This meeting was attended by Cllr C C Pond, who acted as Vice-Chairman for the evening, Cllr P Richardson and the Town Clerk.

Those present expressed their disappointment that Cllr Tracey Chapman, ECC Portfolio Holder for Highways, who had been invited to speak on Highways issues and principally the North Essex Parking Partnership, had been unable to attend owing to other commitments.

Discussions were held on various matters including the demise of the Area Forums, the new draft National Planning Policy Framework, the 'Look and Feel' Public Spaces Dressing for the 2012 Olympics and the progress of the iPlan Working Group.

Town Clerk

**Agenda item 11****Council Precept 2012/13**

11.1 The Resources and General Services Committee considered the Estimates for income and expenditure submitted by all committees at its meeting on 23<sup>rd</sup> November 2011. It also looked at the Council's running costs for 2012/13 and the forecast General Reserves at the end of 2011/12. The Committee's recommendation for the precept for 2012/13 is shown below and copies of all the committees' budgets are provided for reference on the following pages.

**11.2 Summary of Committees' Estimates and use of Reserves**

Committee	Income £	Expenditure inc recharges £
Resources and General Services	310	215,500
Environment and Heritage	23,355	168,875
Recreation	91,120	546,570
Planning and Licensing	0	42,100
<b>Total</b>	<b>114,785</b>	<b>973,045</b>
<b>Interest</b>	<b>20,000</b>	
Use from earmarked reserves		
Resource and General Services	28,300	
Environment & Heritage	20,760	
Recreation	48,500	
Planning and Licensing	15,000	
Use from general reserves	82,500	
<b>Total</b>	<b>195,060</b>	
Total income	<b>329,845</b>	<b>£643,200</b>
<b>Council Precept</b>		<b>£643,200</b>

Budgeted net running costs for 2012/13	£525,375
Forecast general reserves at 31 <sup>st</sup> March 2012	£450,307

Using £82,500 from the forecast general reserves reduces them to £367,807 equivalent to 70.01% of the budgeted net running costs.

The tax base for 2012/13 has now been confirmed as 13,077.4.

**11.3 Recommendation**

For information:

	2010/11	2011/12	2012/13
Precept £	635,800	641,200	643,200
Tax base	12,928.4	13,038.3	13,077.4
Council tax Band D property £	49.18	49.18	49.18

**Recommended: the Council's precept for 2012/13 be £643,200**

## Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

	<u>Last Year 2010/11</u>	<u>Current Year 2011/12</u>		<u>Next Year 2012/13</u>		
	Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget	
<b><u>Resources and General Services</u></b>						
<b><u>101</u></b>	<b><u>Communication</u></b>					
	Over Head Expenditure	18,174	19,200	13,346	17,874	19,050
	Total Income	0	0	213	0	0
<b>101</b>	<b>Net Expenditure</b>	18,174	19,200	13,133	17,874	19,050
<b><u>102</u></b>	<b><u>Office Expenses</u></b>					
	Over Head Expenditure	9,588	12,400	16,515	19,430	12,300
	Total Income	0	0	0	0	0
<b>102</b>	<b>Net Expenditure</b>	9,588	12,400	16,515	19,430	12,300
<b><u>103</u></b>	<b><u>Audit</u></b>					
	Over Head Expenditure	3,630	3,800	0	3,670	3,800
<b>103</b>	<b>Net Expenditure</b>	3,630	3,800	0	3,670	3,800
<b><u>105</u></b>	<b><u>Central Personnel</u></b>					
	Over Head Expenditure	254,172	274,800	172,787	274,800	273,500
<b>105</b>	<b>Net Expenditure</b>	254,172	274,800	172,787	274,800	273,500
<b><u>106</u></b>	<b><u>Council Expenses</u></b>					
	Over Head Expenditure	10,689	11,900	8,372	11,384	12,800

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Loughton Town Council 2011/12  
Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

	<u>Last Year 2010/11</u>	<u>Current Year 2011/12</u>		<u>Next Year 2012/13</u>
	Actual	Revised Budget	Actual YTD	Projected Actual
<b>Total Income</b>	961	0	0	0
<b>106 Net Expenditure</b>	9,728	11,900	8,372	11,384
<b>107 Other Services (RGS)</b>				
<b>Over Head Expenditure</b>	254	10,550	0	10,550
<b>107 Net Expenditure</b>	254	10,550	0	10,550
<b>108 Members' Expenses</b>				
<b>Over Head Expenditure</b>	1,652	2,900	408	1,820
<b>108 Net Expenditure</b>	1,652	2,900	408	1,820
<b>110 Buckingham Court</b>				
<b>Over Head Expenditure</b>	51,195	52,750	27,332	49,485
<b>Total Income</b>	3,321	300	294	294
<b>110 Net Expenditure</b>	47,874	52,450	27,038	49,191
<b>111 Service Re-charge (RGS)</b>				
<b>Over Head Expenditure</b>	-247,000	-244,000	0	-244,000
<b>111 Net Expenditure</b>	-247,000	-244,000	0	-244,000
<b>205 Grants</b>				
<b>Over Head Expenditure</b>	32,787	33,000	19,970	33,000
<b>205 Net Expenditure</b>	32,787	33,000	19,970	33,000

Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

	<u>Last Year 2010/11</u>	<u>Current Year 2011/12</u>		<u>Projected Actual</u>	<u>Next Year 2012/13</u>
	Actual	Revised Budget	Actual YTD		Next Year Budget
<b>Resources and General - Expenditure</b>	135,141	177,300	258,729	178,013	215,500
<b>Income</b>	4,282	300	507	294	310
<b>Net Expenditure</b>	130,859	177,000	258,223	177,719	215,190

## Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

	<u>Last Year 2010/11</u>	<u>Current Year 2011/12</u>		<u>Next Year 2012/13</u>
	Actual	Revised Budget	Actual YTD	Projected Actual
<b><u>Recreation</u></b>				
<b><u>208 Kingsley Hall</u></b>				
Over Head Expenditure	17,272	15,300	7,880	15,000
Total Income	21,462	18,000	15,529	21,225
208 Net Expenditure	-4,189	-2,700	-7,649	-6,225
<b><u>209 The Murray Hall</u></b>				
Over Head Expenditure	127,439	137,500	84,892	130,000
Total Income	59,591	52,000	73,341	61,200
209 Net Expenditure	67,848	85,500	11,552	68,800
<b><u>210 Other Services (Rec)</u></b>				
Over Head Expenditure	0	1,000	0	1,000
210 Net Expenditure	0	1,000	0	1,000
<b><u>220 Service Re-charge (Rec)</u></b>				
Over Head Expenditure	140,200	138,000	0	138,000
220 Net Expenditure	140,200	138,000	0	138,000
<b><u>301 Roding Valley Recreation Gnd</u></b>				
Over Head Expenditure	113,767	150,800	78,295	210,170

Loughton Town Council 2011/12  
Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

	<u>Last Year 2010/11</u>		<u>Current Year 2011/12</u>		<u>Next Year 2012/13</u>	
		Actual	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
		18,423	7,870	10,450	21,970	9,870
	<b>Total Income</b>					
	<b>301 Net Expenditure</b>	95,344	142,930	67,845	188,200	135,400
<b>303</b>	<b><u>Open Spaces</u></b>					
	<b>Over Head Expenditure</b>	15,475	19,300	4,686	18,300	18,900
	<b>303 Net Expenditure</b>	15,475	19,300	4,686	18,300	18,900
<b>306</b>	<b><u>Playgrounds</u></b>					
	<b>Over Head Expenditure</b>	72,492	32,400	11,617	32,000	36,300
	<b>Total Income</b>	20,270	0	0	0	0
	<b>306 Net Expenditure</b>	52,222	32,400	11,617	32,000	36,300
<b>310</b>	<b><u>Skateboard Facility</u></b>					
	<b>Over Head Expenditure</b>	395	43,000	1,911	1,000	44,000
	<b>310 Net Expenditure</b>	395	43,000	1,911	1,000	44,000
<b>320</b>	<b><u>Will. Rd. Playing Field</u></b>					
	<b>Over Head Expenditure</b>	8,383	16,200	5,037	11,600	12,000
	<b>Total Income</b>	-60	1,000	0	0	0
	<b>320 Net Expenditure</b>	8,443	15,200	5,037	11,600	12,000

Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

	<u>Last Year 2010/11</u>	<u>Current Year 2011/12</u>		<u>Projected Actual</u>	<u>Next Year 2012/13</u>
	Actual	Revised Budget	Actual YTD		Next Year Budget
<b>325</b> <b>Van replacement fund</b>					
<b>Over Head Expenditure</b>	0	2,000	0	2,000	2,000
<b>325</b> <b>Net Expenditure</b>	0	2,000	0	2,000	2,000
<b>Recreation - Expenditure</b>	495,424	555,500	194,318	559,071	546,570
<b>Income</b>	119,686	78,870	99,320	104,395	91,120
<b>Net Expenditure</b>	<u>375,738</u>	<u>476,630</u>	<u>94,999</u>	<u>454,676</u>	<u>455,450</u>

## Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

	<u>Last Year 2010/11</u>	<u>Current Year 2011/12</u>		<u>Next Year 2012/13</u>
	Actual	Revised Budget	Actual YTD	Projected Actual
<b><u>Environment and Heritage</u></b>				
<b><u>203 Christmas Best Dressed Window</u></b>				
Over Head Expenditure	364	375	0	375
203 Net Expenditure	364	375	0	375
<b><u>305 Cemetery (Church Lane)</u></b>				
Over Head Expenditure	45,407	50,200	17,727	44,400
Total Income	13,044	15,000	9,542	15,000
305 Net Expenditure	32,363	35,200	8,185	29,400
<b><u>315 Street Furniture</u></b>				
Over Head Expenditure	11,171	15,600	14,615	18,300
Total Income	2	0	0	0
315 Net Expenditure	11,169	15,600	14,615	18,300
<b><u>316 Allotments</u></b>				
Over Head Expenditure	305	3,000	564	1,000
Total Income	345	348	349	349
316 Net Expenditure	-39	2,652	215	651

## Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

	<u>Last Year 2010/11</u>	<u>Current Year 2011/12</u>		<u>Next Year 2012/13</u>
	Actual	Revised Budget	Actual YTD	Projected Actual
<b>319 Cemetery (Debden Lane)</b>				
Over Head Expenditure	600	10,000	450	450
<b>319 Net Expenditure</b>	600	10,000	450	450
<b>328 Other services (EH)</b>				
Over Head Expenditure	0	6,000	0	6,000
Total Income	0	0	0	0
<b>328 Net Expenditure</b>	0	6,000	0	6,000
<b>330 Service Re-charge (EH)</b>				
Over Head Expenditure	80,000	80,000	0	80,000
<b>330 Net Expenditure</b>	80,000	80,000	0	80,000
<b>Environment and Heritage - Expenditure</b>	137,847	165,175	33,355	150,525
<b>Income</b>	13,391	15,348	9,891	15,349
<b>Net Expenditure</b>	124,456	149,827	23,464	135,176

Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

	<u>Last Year 2010/11</u>	<u>Current Year 2011/12</u>		<u>Next Year 2012/13</u>
	Actual	Revised Budget	Actual YTD	Next Year Budget
<b><u>Planning and Licensing</u></b>				
<b><u>401 Service Re-charge (PL)</u></b>				
Over Head Expenditure	26,800	26,000	0	26,600
<b>401 Net Expenditure</b>	26,800	26,000	0	26,600
<b><u>403 Town Design Statement</u></b>				
Over Head Expenditure	0	15,500	0	15,500
<b>403 Net Expenditure</b>	0	15,500	0	15,500
<b>Planning and Licensing - Expenditure</b>	26,800	41,500	0	42,100
<b>Income</b>	0	0	0	0
<b>Net Expenditure</b>	26,800	41,500	0	42,100

Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

		<u>Last Year 2010/11</u>	<u>Current Year 2011/12</u>		<u>Next Year 2012/13</u>	
		<u>Actual</u>	<u>Revised Budget</u>	<u>Actual YTD</u>	<u>Projected Actual</u>	<u>Next Year Budget</u>
<u>Van</u>						
<u>501</u>	<u>Van</u>					
	Over Head Expenditure	0	0	1,790	0	0
	501 Net Expenditure	0	0	1,790	0	0
	Van - Expenditure	0	0	1,790	0	0
	Income	0	0	0	0	0
	Net Expenditure	0	0	1,790	0	0

Budget Summary - By Committee

Note: 2012/13 Budget Report for Council - 14 December 2011

	<u>Last Year 2010/11</u>	<u>Current Year 2011/12</u>		<u>Next Year 2012/13</u>
	Actual	Revised Budget	Actual YTD	Projected Actual
<b><u>Other Costs and Income</u></b>				
<b>601 Other Costs and Income</b>				
<b>Total Income</b>	648,244	656,200	638,976	661,200
<b>601 Net Expenditure</b>	-648,244	-656,200	-638,976	-661,200
<b>Other Costs and Income - Expenditure</b>	0	0	0	0
<b>Income</b>	648,244	656,200	638,976	661,200
<b>Net Expenditure</b>	-648,244	-656,200	-638,976	-661,200
<b>Total Budget Expenditure</b>	795,211	939,475	488,193	914,109
<b>Income</b>	785,603	750,718	748,693	781,238
<b>Net Expenditure</b>	9,609	188,757	-260,500	132,871