

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 8 May 2013 at 7.45pm at 1 Buckingham Court

Present:

Councillors: S Pewsey (in the chair until Min no 72)
J Angold-Stephens (in the chair from Min no 72)
P Abraham K Angold-Stephens P Beales
J Bostock C Davies L Girling
J Jennings J Mahoney S Murray
M Owen C C Pond C P Pond
S Weston

Officers: E K Walsh (Town Clerk)
S Haynes (Deputy Town Clerk)

1 member of the press

Members paid tribute to the work of Cllr Pewsey during his term of office as Town Mayor and in turn Cllr Pewsey thanked councillors and staff for their support during the year.

71 Election of the Town Mayor for 2013/14

Cllr Pewsey invited nominations for the role. Cllr J Angold-Stephens was proposed and seconded and, there being no other nominations, Cllr J Angold-Stephens was elected Town Mayor. She took the chair and was presented with the Town Mayor's badge and chain of office. She thanked Cllr Pewsey for his work during his term of office as Town Mayor and presented him with the Past Town Mayor's badge. Cllr J Angold-Stephens duly executed the Declaration of Acceptance of Office.

Cllr J Angold-Stephens thanked her predecessor on behalf of the people of Loughton describing him as a wonderful ambassador who had brought such enthusiasm to the role.

72 Appointment of the Deputy Town Mayor of the Council for 2013/14

Cllr Weston was proposed and seconded, and, there being no other nominations, Cllr Weston was appointed Deputy Town Mayor and presented with the Deputy Town Mayor's badge.

73 Apologies for Absence

Apologies for absence were received from Cllrs Chalk, Downing, Mann and Wixley.

74 Confirmation of Minutes

The Minutes of the meeting of the Council held on 17 April 2013 were CONFIRMED as a correct record and signed by the Chairman.

75 Declarations of Interest

No Declarations of Interest were received.

76 Appointment of Members, and Election of Chairman and Vice Chairman of Council Committees for 2013/14

76.1 Planning and Licensing Committee

Cllrs J Angold-Stephens, Bostock, Chalk, Davies, C C Pond and Weston were nominated and appointed to the Planning and Licensing Committee with one vacancy remaining. Cllr C C Pond was elected Chairman and Cllr Davies Vice Chairman.

76.2 Recreation Committee

Cllrs Abraham, K Angold-Stephens, Beales, Girling, Mahoney, Murray, Owen, Thomas and Wixley were nominated and appointed to the Recreation Committee. Cllr Wixley was elected Chairman and Cllr K Angold-Stephens Vice Chairman.

76.3 Environment and Heritage Committee

Cllrs Beales, Davies, Downing, Jennings, Lawrence, Owen, Pewsey, C C Pond and C P Pond were nominated and appointed to the Environment and Heritage Committee. Cllr C P Pond was elected Chairman and Cllr C C Pond Vice Chairman.

76.4 Resources and General Services Committee

Cllrs Abraham, J Angold-Stephens, Jennings, Lawrence, Mahoney, Mann, Murray, Pewsey and Stacey were nominated and appointed to the Resources and General Services Committee. Cllr Pewsey was elected Chairman and Cllr J Angold-Stephens Vice Chairman.

76.5 In accordance with Standing Order 16/a/x, it was AGREED that the following persons be authorised to make substitutions for their respective groups:

Cllrs J Angold-Stephens, Jennings and C C Pond
Cllrs Bostock and Owen

77 Nomination of Council Representatives for 2013/14

77.1 The Council representatives on outside bodies for 2013/14 were agreed as below:

Organisation	2013/14 representative(s)
Lopping Endowment	Cllr S Pewsey
Loughton Parochial Charities	Mr J Boucek Vacancy**
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs C C Pond and S Weston
Local Councils' Liaison Committee	Cllrs C C Pond and S Weston
EALC - Larger Local Councils Forum	Cllr D Wixley
ECC Parish Passenger Transport Meeting	Cllrs C C Pond and P Abraham
Tree Wardens	Cllr D Wixley and Mr R Blake Mr C Mackenzie – City of London
Loughton High Road Town Centre Partnership	Cllrs J Bostock and S Pewsey (Cllrs I Lawrence and H Mann as substitutes)

Loughton Broadway Town Centre Partnership	Cllrs K Angold-Stephens, L Girling and M Owen
Citizens' Advice Bureau Management Committee	Cllr J Angold-Stephens
Debden/Loughton Police Neighbourhood Action Panel	Cllrs L Girling, J Mahoney and D Wixley Cllrs P Abraham, P Beales and M Chalk
The Brook Project (formerly Roding Project Steering Group)	Cllr K Angold-Stephens
Roding Valley Nature Reserve Consultative Group	Cllr M Chalk
Loughton Waste Stakeholders Management Group	Cllrs K Angold-Stephens, J Mahoney, M Owen and D Wixley
Debden Tenants' Panel Meeting Alderton, Broadway and Fairmead Ward Councillors	Cllrs P Abraham, J Bostock, C Davies, L Girling, J Jennings, J Mahoney, M Owen, E Stacey and T Thomas
Roding Valley Management Committee	No appointment at this time as the committee has not been convened

** It was AGREED that the vacancy would be considered by the Resources and General Services Committee at its next meeting.

77.2 Arrangements for reporting back on the activities of outside bodies

The Council AGREED that the current practice whereby representatives were requested to provide a written report, to be attached to the next Council agenda, on meetings which they have attended, should continue. It was NOTED that a verbal report could be made on meetings attended within ten days of the Council meeting and that members were also requested to provide an annual report for the final Council meeting of the municipal year where appropriate.

77.3 Joint Standards Committee

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee for 2013/14 and Cllr Weston as his substitute.

77.4 Grievance Hearing and Disciplinary Appeal Panels

Cllr K Angold-Stephens was APPOINTED a third member to sit on both the Grievance Hearing Panel and the Disciplinary Appeal Panel.

78 Membership of internal council groups

78.1 Strategy and Staff Group

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee and Cllrs Bostock and Owen as representatives from the minority groups.

78.2 Community Centre Working Group

Membership: Cllrs Abraham, J Angold-Stephens, K Angold-Stephens, Davies, Owen and Wixley.

Signed.....

Date: **3 July 2013**

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 3 July 2013 at 7.45pm at 1 Buckingham Court

Present:

Councillors: J Angold-Stephens (in the chair)

P Abraham	K Angold-Stephens	P Beales
J Bostock	M Chalk	L Girling
J Jennings	I Lawrence	J Mahoney
S Murray	M Owen	S Pewsey
C C Pond	C P Pond	T Thomas
S Weston	D Wixley	

Officers: E K Walsh (Town Clerk)
Natalie Burns (Administrative Assistant)

Prior to the commencement of the meeting, members welcomed Natalie Burns, a new member of staff, to the Town Council.

79 Apologies for Absence

Apologies for absence were received from Cllrs Downing and Mann.

80 Confirmation of Minutes

The Minutes of the meeting of the Council held on 8 May 2013 were CONFIRMED as a correct record and signed by the Chairman.

81 Public Representations

None were received.

82 Declarations of Interest

Cllr Murray declared a pecuniary interest in Agenda item 9.4, Minutes of the Resources and General Services meeting on 19 June 2013, min no RG90, as an employee of Roding Valley High School. Cllr Murray indicated that he would leave the meeting if this item was discussed. Cllr J Angold-Stephens also declared a non-pecuniary interest in Agenda item 9.4 as a governor of the same school.

83 Questions Without Discussion

No questions had been received.

84 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting she had attended the following events:

A performance by the Loughton Operatic Society; the opening of the new ménage at Chigwell Riding Trust; Cash for the Community award ceremony by Daniel Robinson & Sons at The Rhodes Theatre, Bishops Stortford; the opening ceremonies for Colebrook Lane and Monksgrove play areas; the opening of the new Inspire Hair & Beauty Salon at Epping Forest College; 2013 Learner Awards at Epping Forest College and the "Roll Down, Bounce Up!" event at Jessel Green.

Deputy Town Mayor Sharon Weston reported that, on behalf of the Town Mayor, she had attended Choral Evensong in celebration of the Diamond Anniversary of Her Majesty Queen Elizabeth II, Ladies Day at the Warren organised by the City of London and the Larger Local Council Forum meeting in the Murray Hall.

85 Matters for Report

No matters were reported.

86 Reports from Members on Outside Organisations

86.1 To receive brief reports from representatives on outside organisations

The following reports were NOTED:

- (i) Essex Association of Local Councils (Epping Forest Branch) – 12 June 2013 – Town Clerk
- (ii) ECC Parish Passenger Transport Meeting – 18 June 2013 – Cllr C C Pond
- (iii) Larger Local Council Forum – 21 June 2013 – Deputy Town Clerk
- (iv) Loughton Broadway Town Centre Partnership – June 2013 – Cllr K Angold-Stephens
- (v) Loughton Memorial Garden (formerly The Brook Project) – June 2013 – Cllr K Angold-Stephens. Members thanked Cllr K Angold-Stephens for his persistence with this project and also Cllr Jennie Hart (Epping Forest District Council) for her garden design work.

86.2 Written reports on the following meetings were tabled:

- (i) Loughton/Debden Neighbourhood Action Panel (NAP) meetings – 29 April, 24 May and 30 June 2013 – Cllr Wixley
- (ii) Debden Tenants Panel – 11 June 2013 – Cllr Wixley
- (iii) Larger Local Council Forum – 21 June 2013 – Cllr Wixley
- (iv) Loughton High Road Town Centre Partnership – 16 May and 27 June 2013 – Cllr Bostock

86.3 Cllr J Angold-Stephens provided a verbal report on the Citizens Advice Bureau meeting held in the Council Chamber on 4 July 2013.

87 Reports from Committees

87.1 Planning and Licensing

The reports from the meetings held on 8 and 22 April, 7 and 20 May, 3 and 17 June 2013 were NOTED.

87.2 Recreation

The report from the meeting held on 22 May 2013 was NOTED.

87.3 Environment and Heritage

The report from the meeting held on 5 June 2013 was NOTED.

87.4 Resources and General Services

The report from the meeting held on 19 June 2013 was NOTED.

88 Nomination of Council Representatives for 2013/14

88.1 Loughton Parochial Charities

The Council CONFIRMED the recommendation of the Resources and General Services Committee that Mr Steve Short be appointed as the Town Council's representative and hence one of the three trustees for the Loughton Parochial Charities.

Signed.....
Date: 18 September 2013

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 18 September 2013 at 7.45pm at 1 Buckingham Court

Present:

Councillors: J Angold-Stephens (in the chair)

K Angold-Stephens	P Beales	J Bostock
M Chalk	T Downing	L Girling
J Jennings	J Mahoney	H Mann
S Murray	M Owen	S Pewsey
C C Pond	C P Pond	T Thomas
S Weston	D Wixley	

Officers: E K Walsh (Town Clerk)
S Haynes (Deputy Town Clerk)

2 members of the public

The meeting was preceded by a minute's silence in memory of Epping Forest District Councillor Colin Finn who passed away on 7 September 2013.

89 Apologies for Absence

Apologies for absence were received from Cllrs Abraham, Davies and Lawrence.

90 Confirmation of Minutes

The Minutes of the meeting of the Council held on 3 July 2013 were CONFIRMED as a correct record and signed by the Chairman.

91 Public Representations

None were received.

92 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda item 10, Part Night Street Lighting, as a member of Essex County Council.

93 Questions Without Discussion

No questions had been received.

94 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting she had attended the following events:

HOWZAT Festival, QEII Playing Fields Opening Ceremony, White Bridge Junior School Prize Giving Evening, Teddy Bear's Picnic on Jessel Green, Royal British Legion Fun Day, Roding Players Orchestra – Summer Festival, Waltham Abbey Civic Service, the opening of the Ralph Russell Blue Plaque, shortlisting for the Best Allotment in Loughton 2013, Scout Conservation Project SAS 824, welcomed the new Minister for the Loughton Methodist Church, the Copped Hall Annual Meeting, Classic Travel opening and It's a Knockout event held on Jessel Green.

Deputy Town Mayor Sharon Weston reported that, on behalf of the Town Mayor, she had attended:

2324 Squadron ATC Awards Evening, Loughton Abbeyfield Society Tea and AGM, Faith Matters Meeting at the Loughton Synagogue and Voluntary Action Epping Forest AGM.

95 Matters for Report

95.1 Recreation Committee

It was NOTED that in consultation with the Chairman and Vice Chairman, the Recreation Committee meeting scheduled on 9 October 2013 would be postponed until 13 November 2013.

95.2 Essex County Council West Essex Children's Support Service

The Town Clerk reported that Essex County Council had commenced a public consultation on a proposal to discontinue the West Essex Children's Support Service (Pupil Referral Unit) with effect from 31 August 2014. It was AGREED that this matter should be referred to the next meeting of the Resources and General Services Committee meeting on 6 November 2013.

95.3 Accounts and Audit 2012/13 – Min no RG10

The Town Clerk reported that the Council had received an unqualified audit report following Littlejohn LLP's review of the Council's Accounts for 2012/13. The report would be presented to the Resources and General Services Committee meeting on 6 November 2013.

95.4 Willingale Road Open Space Volunteer Day – Min no RC43

The Town Clerk reported that this year's volunteer day would be held on 31 October 2013 from 10.00am to 4.00pm.

95.5 Skate Event – Min no RC72.1

The Town Clerk advised that this event had been scheduled during the autumn school half-term holiday on Friday, 1 November 2013 at the Roding Valley High School car park.

96 Reports from Members on Outside Organisations

96.1 To receive brief reports from representatives on outside organisations

The following reports were NOTED:

- (i) Epping Forest Citizens Advice Bureau – 11 September 2013 – Cllr J Angold-Stephens.

96.2 Written reports on the following meetings were tabled:

- (i) Loughton/Debden Neighbourhood Action Panel (NAP) meetings – 28 July, 31 August and 29 September 2013 – Cllr Wixley.

96.3 Cllr Wixley provided a verbal report on the Tree Wardens meeting held on 17 September 2013.

97 Reports from Committees

97.1 Planning and Licensing

The reports from the meetings held on 1, 15 and 29 July, 12 August, and 2 September 2013 were NOTED.

97.2 Recreation

The report from the meeting held on 17 July 2013 was NOTED.

97.3 Environment and Heritage

The report from the meeting held on 31 July 2013 was NOTED.

97.4 Resources and General Services

The report from the meeting held on 4 September 2013 was NOTED.

98 Part Night Street Lighting

The consultation report from Essex County Council on the introduction of part night street lighting in the Epping Forest District from 1 December 2013 was discussed. The Council expressed concern as the pilot areas where lighting had been switched off at 12.00 midnight until 5.00am were considered to be completely different from Loughton's urban environment. Also, there was considered a real threat of an increase in crime from the displacement effect from the neighbouring London boroughs.

If it was deemed that the street lights should be switched off, then the switch off time should not be until 1.15am. The well-used public transport services in Loughton did not cease until approximately 1.00am and travellers needed to be able to walk to their homes safely. Main areas that should meet the exception criteria and where lights should remain on all through the night were AGREED as:

- All bus routes
- All C class roads
- Great Eastern Path
- Streets fronting Epping Forest.
- Areas around Loughton and Debden Underground stations
- Streets fronting the Roding Valley Recreation Ground.
- Residential streets near NuBar, Luxe, Fifteen and the Foresters Arms

Members were asked to send further specific locations and the reason they met the exception criteria to the Deputy Town Clerk by 9.00am on Tuesday, 24 September 2013 in order to meet the response deadline of 27 September 2013.

99 Transport for London – Consultation

The letter from TfL advising that it was holding a public consultation on proposals to stop accepting cash fare payments on London buses was considered. The Council was against the proposal and AGREED that there should be exceptions for the younger and older passengers within the scheme as cash payments for travel could be their only option.

Passengers in London were never far from a ticket office or somewhere where an Oyster card could be topped up. In Loughton these facilities were greatly reduced with only two shops and two station booking offices that closed at 11.00am. It was AGREED that the cashless scheme may be suitable within Greater London but beyond this, it was considered alternative payment options should be provided. The Deputy Town Clerk was asked to forward the Council's response to TfL.

100 Training and Conferences

The Council APPROVED the attendance of Cllr Jennings at the Code of Conduct, Development Control and Planning and Planning Protocol training event to be held at the Civic Offices, Epping, on Friday 15 November for the purposes of paying her travel expenses.

Signed.....
Date: 4 December 2013

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 4 December 2013 at 7.45pm at 1 Buckingham Court

Present:

Councillors: J Angold-Stephens (in the chair)

P Abraham	K Angold-Stephens	J Bostock
C Davies	T Downing	I Lawrence (from Min no 108.2)
S Murray	M Owen	S Pewsey
C C Pond	C P Pond	S Weston
D Wixley		

Officers: E K Walsh (Town Clerk)
S Haynes (Deputy Town Clerk)

101 Apologies for Absence

Apologies for absence were received from Cllrs Chalk, Girling, Jennings, Mahoney, Mann and Thomas.

102 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda item 7.1, Part Night Street Lighting, as a member of Essex County Council.

Cllrs K Angold-Stephens and Murray declared a non-pecuniary and non-prejudicial interest in Agenda item 8.1, Memorial Garden, as being members of the project.

103 Confirmation of Minutes

The Minutes of the meeting of the Council held on 18 September 2013, amended from those circulated to clarify the late Cllr Colin Finn was a member of Epping Forest District Council, were CONFIRMED as a correct record and signed by the Chairman.

104 Public Representations

None were received.

105 Questions Without Discussion

No questions had been received.

106 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting she had attended the following events:

The opening of new offices for Buckhurst Hill Parish Council, Home Start Epping Forest AGM, Epping Forest Citizens Advice Bureau AGM, Lopping Hall Festival, the closing of the Epping Forest Museum, Remembrance Service and Parade, observation of the two minutes' silence at the War Memorial, Kings Green, Epping Forest and District Stamp Club's celebrations, opening of the British Heart Foundation shop, the switching on of the Christmas lights in The Broadway and High Road, Light up a Life and the Menorah lighting.

The Council recorded their thanks to the Town Mayor for her work in this regard.

Deputy Town Mayor Cllr Weston reported that, on behalf of the Town Mayor, she had attended the 75th Anniversary of South Loughton Cricket Club at the Leyton Orient Football Club.

Cllr C P Pond reported that, on behalf of the Town Mayor, she had attended a Bermuda Day at the Co-operative Travel shop.

107 Matters for Report

107.1 Part Night Street Lighting – Min no 98

It was NOTED that plans for the implementation of Part-Night Lighting in the Epping Forest District were now available to view online.

Cllr C C Pond advised that the scheme to switch off street lights between midnight and 5am in this District had been scheduled for 9 December but would likely be delayed until mid-December. Cllr C C Pond confirmed that the Council's request for the switch off time to be delayed until 1.15am after the end of public transport services had not been accepted but would be subject to a review at a later date.

The Town Clerk was requested to write to Cllr Rodney Bass expressing concern as to how the process had been managed. In particular, that only one month had been allowed for the submission of views and the maps had not been provided until after the close of the consultation when the decision had been made.

108 Reports from Members on Outside Organisations

108.1 To receive brief reports from representatives on outside organisations

The following reports were NOTED:

- (ii) Broadway Town Centre Partnership – Cllr K Angold-Stephens
- (iii) Memorial Gardens – Cllr K Angold-Stephens
- (iv) Local Councils' Liaison Committee – 7 November 2013 – Town Clerk

Cllr Lawrence joined the meeting during the next item.

108.2 Written reports on the following meetings were tabled:

- (i) Loughton Town Centre Partnership – 19 September, 10 October and 6 November 2013 – Cllr Bostock
- (ii) Neighbourhood Action Panel (NAP) meetings – 29 September and 30 November 2013 – Cllr Wixley
- (v) Essex Association of Local Council "Making the Links" Annual Conference and AGM – 26 September 2013 – Cllr Wixley
- (vi) Larger Local Council Forum – 9 October 2013 – Cllr Wixley

108.3 Cllr Wixley provided a verbal report on the Debden Tenants Panel meeting held on 3 December 2013 and Cllr C C Pond reported on the recent ECC Parish Passenger Transport Meeting.

109 Reports from Committees

109.1 Planning and Licensing

The reports from the meetings held on 16 September, 14 and 28 October, 11 and 25 November 2013 were NOTED.

109.2 Recreation

The report from the meeting held on 13 November 2013 was NOTED.

Cllr C C Pond invited nominations from councillors for the 2014 Loughton Building Design Award and reminded members of the closing date for this scheme of 31 January 2014.

109.3 Environment and Heritage

The report from the meeting held on 23 October 2013 was NOTED.

With reference to Min no EH77.2, Cllr C C Pond advised that the Community Initiative Funding application for heritage street lighting had been refused as it was outside the scope of the scheme. The £15,000 shown in next year's budget was to provide match funding for this project. It was AGREED to refer this matter to the next meeting of the Resources and General Services Committee for consideration of whether to allow a similar sum for an alternative renovation project.

109.4 Resources and General Services

The report from the meeting held on 6 November 2013 was NOTED.

110 Assets of Community Value – Community Right to Bid

The Council NOTED the report and that Members of the Planning and Licensing Committee had referred this item to the full Council with a request that councillors wishing to propose other assets in the town for nomination under this scheme should bring their suggestions to the meeting.

The Council:

- i. ENDORSED the decision of the Planning and Licensing Committee to nominate the Sir Winston Churchill public house as an asset of community value.
- ii. NOTED the response of the Director of Planning and Economic Development at Epping Forest District Council that the process for identifying Assets of Community Value was currently being finalised.

It was AGREED:

- i. that Cllr C C Pond would draw up a provisional list of community assets for future consideration; and
- ii. to delegate the additional responsibility of considering whether properties potentially under threat and therefore requiring urgent consideration, should be nominated as an asset of community value to the Planning and Licensing Committee.

Signed.....
Date: 26 February 2014

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 29 January 2014 at 7pm at 1 Buckingham Court

Present:

Councillors: J Angold-Stephens (in the chair)

P Abraham	K Angold-Stephens	P Beales
J Bostock	T Downing	L Girling
J Jennings	I Lawrence	S Murray
M Owen	S Pewsey	C C Pond
C P Pond	T Thomas	S Weston
D Wixley		

Officers: E K Walsh (Town Clerk)
P Hoy (Services Manager)

Prior to the meeting, members congratulated Cllr Murray on receiving a lifetime achievement award at the Essex Teaching Awards following a thirty-two year career at Roding Valley High School.

111 Apologies for Absence

Apologies for absence were received from Cllrs Chalk, Davies, Mahoney and Mann. Apologies from Cllr Wixley had also been received but were not presented at the meeting.

112 Suspension of Standing Orders

The Council RESOLVED to suspend Standing Order 2 h(i)(iv) for this meeting only, as the meeting was a special one with only three main agenda items.

113 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda item 7, Primary School Provision in Loughton, as a member of Essex County Council.

Cllr Murray declared a non-pecuniary and non-prejudicial interest in Agenda item 7, Primary School Provision in Loughton, as an associate governor at Alderton Junior School.

Cllr K Angold-Stephens declared a non-pecuniary and non-prejudicial interest in Agenda item 7, Primary School Provision in Loughton, as chairman of the governors at Staples Road Primary School.

114 Public Representations

None were received.

115 Parish Basic Allowance

The Council RESOLVED that the Parish Basic Allowance should remain at £108 for the year 2014/15.

116 Council Precept for 2014/15

The Town Mayor presented the recommendations of the Resources and General Services Committee from its meeting on 15 January 2014.

It was NOTED that, following the Government's replacement of Council Tax Benefit with the Local Council Tax Support (LCTS) scheme in 2013, the adjusted tax base for 2014/15 had been confirmed as 11,828.2, a slight increase on that for 2013/14. It was further NOTED that the District Council had confirmed that the LCTS grant to be paid to the Town Council with the Precept, £58,358, had been treated as income in the Estimates.

It was AGREED to use £93,950 from the forecast general reserves, which reduced them to £367,940 equivalent to 70.04% of the budgeted net running costs meeting the Council's Reserves Policy.

The Estimates for 2014/15 were agreed as follows:

Committee	Income	Expenditure including recharges
	£	£
Resources and General Services	330	194,100
Environment and Heritage	22,361	167,875
Recreation	104,700	574,094
Planning and Licensing	0	47,500
	<u>127,391</u>	<u>983,569</u>
Interest	20,000	
Use from earmarked reserves		
Resources and General Services	6,500	
Environment and Heritage	26,670	
Recreation	54,000	
Planning and Licensing	15,000	
	<u>102,170</u>	
Local Council Support Grant	58,358	
Use from general reserves	93,950	
Total income		401,869
Net requirement		<u>581,700</u>

The Council unanimously RESOLVED to set the precept for 2014/15 at £581,700.

117 Primary School Provision in Loughton

In response to Essex County Council's consultation on a proposal to increase primary provision in Loughton from September 2014, the Council AGREED the following response:

The Town Council applauds the County Council's determination to act in response to the rising primary school numbers but expected both schools, situated in residential areas, to be expanded with minimum detriment to those living nearby.

Signed.....
Date: **26 February 2014**

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 26 February 2014 at 7.45 pm at 1 Buckingham Court

Present:

Councillors: J Angold-Stephens (in the chair)

P Abraham	K Angold-Stephens	P Beales
J Bostock	C Davies (from Min no 126.2)	
J Jennings	S Murray	M Owen
S Pewsey	C C Pond	C P Pond
T Thomas	S Weston	D Wixley

Officer: E K Walsh (Town Clerk)

1 member of the public

118 Apologies for Absence

Apologies for absence were received from Cllrs Downing, Girling, Lawrence, Mahoney and Mann.

119 Declarations of Interest

No Declarations of Interest were received.

120 Confirmation of Minutes

The attendance list in the Minutes of the meeting of the Council held on 29 January 2014 was amended by removing Cllr Wixley from this list as he had given apologies for that meeting.

The Minutes of the meetings of the Council held on 4 December 2013 and 29 January 2014 were CONFIRMED as a correct record and signed by the Chairman.

121 Public Representations

None were received.

122 Questions Without Discussion

No questions had been received.

123 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting she had attended the following events:

A Christmas performance by the Loughton Operatic Society, the Nativity Service at the Chigwell Riding Trust for Special Needs, the Epping Forest District Council Christmas Carol Service, Santa's Grotto arranged by the Debden Broadway Town Centre Partnership, Oak View School's Christingle Service at the Loughton Methodist Church and their production of the Wizard of Oz, the Trinity Church Community Carol Service, Loughton Amateur Dramatic Society's 90th birthday celebration and the induction of Rabbi Zvi Portnoy at Loughton Synagogue.

Cllr Weston, Deputy Town Mayor, reported she had attended a Christmas Carol Service on behalf of the Town Mayor. This was a joint event arranged by Buckhurst Hill Baptist Church and Buckhurst Hill Parish Council.

Cllr C P Pond, as a former Town Mayor, also reported she had attended the Roding Players' Christmas Concert at St Mary's Church on behalf of Cllr J Angold-Stephens.

Members gave a vote of thanks to Cllr J Angold-Stephens and Cllr Weston for their work to represent the Town Council.

124 Matters for Report

124.1 Public Rights of Way

Cllr C P Pond, Chairman of Environment and Heritage Committee announced that the Town Council's application to have the footpath between Borders Lane and Rectory Lane designated as a Public Right of Way had been successful and the order to modify the Definitive Map would be issued by Essex County Council in due course.

125 Reports from Members on Outside Organisations

125.1 The following reports were NOTED:

- i) Epping Forest District Citizens Advice Bureau – 29 January 2014 – Cllr J Angold-Stephens
- ii) Essex Association of Local Councils (Epping Forest) – 5 February 2014 – Town Clerk
- iii) Essex Association of Local Councils, Larger Local Councils Forum* – 13 February 2014 – Cllr Wixley and the Town Clerk
- iv) Neighbourhood Action Panel – 19 December 2013 – Cllr Wixley
- v) Loughton High Road Town Centre Partnership – 8 January and 6 February 2014 – Cllr Bostock.

*Members discussed the part night street lighting scheme and reiterated the Council's view that lights in Loughton should not be switched off until at least 1am and preferably not until fifteen minutes after public transport services had finished.

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest as a member of Essex County Council.

125.2 Cllr K Angold-Stephens provided a written and verbal report on progress at the Loughton Memorial Garden. Members thanked Cllr K Angold-Stephens and District Councillor Jennie Hart for their work on this project.

126 Reports from Committees

126.1 Planning and Licensing

The reports of the meetings held on 9 December 2013, 6 and 20 January, and 3 February 2014 were NOTED.

Cllr Davies joined the meeting.

126.2 Recreation

The report of the meeting held on 15 January 2014 was NOTED.

126.3 Environment and Heritage

The report of the meeting held on 29 January 2014 was NOTED.

126.3.1 High Beach Visitor Centre – Min no EH86.11

Members welcomed the news that the High Beach Visitor Centre was to re-open in April 2014, initially for a minimum of two days a week, and AGREED to send a letter to the Friends of Epping Forest, to be signed by the Town Mayor, thanking them for this voluntary service.

Cllrs Murray and Wixley declared a non-pecuniary and non-prejudicial interest in the above item as members of the Friends of Epping Forest.

126.4 Resources and General Services

The reports of the meetings held on 15 January and 12 February 2014 were NOTED.

Signed.....

Date: 16 April 2014

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 16 April 2014 at 7.45 pm at 1 Buckingham Court

Present:

Councillors: J Angold-Stephens (in the chair)

P Abraham	K Angold-Stephens	P Beales
J Bostock	M Chalk	C Davies
T Downing	J Jennings	I Lawrence
J Mahoney	S Murray	M Owen
S Pewsey	C C Pond	C P Pond
T Thomas	S Weston	S Wixley

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

Members sent their best wishes to former councillor Joan Davis, who was in hospital.

The Council welcomed Mrs Pippa Bryce, the recently appointed Administrative Assistant, to the meeting.

127 Apologies for Absence

Apologies for absence were received from Cllrs Girling and Mann.

128 Declarations of Interest

No Declarations of Interest were received.

129 Confirmation of Minutes

129.1 Resources and General Services Committee

The Town Clerk apologised to the meeting that there had been an omission in the Minutes of the meeting of the Resources and General Services Committee held on 15 January 2014, approved by the Committee on 12 February 2014.

The Council AGREED to amend the attendance list shown in the Minutes of the meeting of the Resources and General Services Committee held on 15 January 2014 to include the name of Cllr Stacey who had been present at that meeting.

129.2 Council

The Minutes of the meeting of the Council held on 26 February 2014 were CONFIRMED as a correct record and signed by the Chairman.

130 Public Representations

None were received.

131 Questions Without Discussion

No questions had been received.

132 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting she had attended the following events:

The Civic Service, the Annual Town Meeting, the Loughton Youth Music Festival at the Methodist Church, the Choral Evensong at Chelmsford Cathedral to mark the 125th Anniversary of the County Council, the LADS' production of Sam Shepard's "A Lie of the Mind", the Roding Players Spring Concert, the first birthday celebrations for the Epping Reuse Centre and the Loughton Town Council Fun Run.

Cllr Weston, Deputy Town Mayor, reported that on behalf of the Town Mayor she had attended an event at Haven House Children's Hospice and the opening of the new Visitor Centre at High Beech.

Members NOTED that the collection at the Civic Service had raised £407 for the Chigwell Riding Trust and that the Annual Fun Run held on 6 April 2014 had enabled a further £525 to be sent to this charity.

Members gave a vote of thanks to Cllr J Angold-Stephens and Cllr Weston for their work to represent the Town Council.

133 Matters for Report

No matters were reported.

134 Reports from Members on Outside Organisations

134.1 To receive brief reports from representatives on outside organisations

The following reports were NOTED:

- i) Parish Passenger Transport – Cllr C C Pond
- ii) Tree Wardens – Cllr Wixley
- iii) NAP Meetings – Cllr Wixley
- iv) Loughton Waste Management Stakeholders Group – Cllr Wixley

134.2 Written reports on the following organisations were tabled:

- i) Memorial Garden – Cllr K Angold-Stephens
- ii) Broadway Town Centre Partnership – Cllr K Angold-Stephens
- iii) Debden Tenants Panel – Cllr Wixley

134.3 Cllr Chalk provided a verbal report on the Roding Valley Nature Reserve Consultative Group.

135 Reports from Committees

135.1 Planning and Licensing

The reports from the meetings held on 17 February, 3, 17 and 31 March 2014 were NOTED.

135.2 Recreation

The report from the meeting held on 12 March 2014 was NOTED.

Town Clerk reported that the new outdoor gym equipment had been installed on the Willingale Road Playing Field and that a post installation inspection had been arranged for the following week. District Council Leisure Officers would

be running induction sessions, twice weekly for six-weeks to assist users to get the maximum benefit from the equipment.

Town Council officers were making arrangements for an opening event on Saturday 7 June 2014 at which the dedication of the Willingale Road Playing Field as a QEII Playing Field would also be celebrated.

Members concurred that it was important that the Town Council promoted the wide range of services it provided for residents and AGREED to pass this matter to the Resources and General Services Committee for further consideration.

135.3 Environment and Heritage

The report of the meeting held on 26 March 2014 was NOTED.

Members expressed concern about the delay in progressing the revised hours of operation of the part night street lighting to assist local users of public transport. It was noted that the pedestrian routes away from Loughton Station in particular were not comparable to other areas, such as Theydon Bois, as there was a lack of residential properties for some distance.

135.4 Resources and General Services

The report of the meeting held on 9 April 2014 was NOTED.

136 Review of Polling Districts and Polling Places – 2014

The review of polling districts and polling places within the District being undertaken by Epping Forest District Council was NOTED.

The Town Council COMMENTED that the redevelopment works proposed for the buildings adjacent to St Mary's Church might disrupt access for voters at that polling place such that alternative arrangements should be considered.

137 Loughton High Road Post Office Improvements

The Town Council welcomed the decision of the Post Office to change the branch at 197 High Road, Loughton, to one of its new main style branches, as part of a three-year investment and support programme but commented on the length of the turnaround period for the works.

138 Accounts and Audit 2013/14

The Annual Return, the document that forms the Council's statutory accounts for the year 2013/14, and the supporting papers were considered.

138.1 The Council APPROVED Section One, the statement of accounts and confirmed it was able to answer "yes" to the questions posed in Section Two, the Annual Governance Statement. The Town Mayor signed the statements.

138.2 The Council NOTED that the actual level of general reserves as at 31 March 2014 stood at £462,179 which, at 70.09% of the estimated net running costs, was within the limits set by the Council's Reserves Policy.

Signed.....
Date: 28 May 2014