

**LOUGHTON TOWN COUNCIL**

**ANNUAL COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 15 May 2019 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.**

**Present:**

**Councillors:** S Murray (in the chair until Min no 235)  
S Murphy (in the chair from Min no 235)  
P Abraham J Angold-Stephens T Cochrane  
B Cohen J Jennings J Jogia (from Min No 235)  
K Latchford C C Pond C P Pond  
M Stubbings D Wixley

**Officers:** M B Squire (Town Clerk)  
P Bryce (Administrative Assistant)

1 x member of the Press  
2 x members of the public

**235 Election of the Town Mayor for 2019/20**

Cllr Murray invited nominations for the role of Town Mayor. Cllr Murphy was proposed and seconded and, there being no other nominations, Cllr Murphy was elected Town Mayor for 2019/20. Cllr Murray presented her with the Town Mayor's badge and chain of office together with a copy of Lord Citrine's ABC of Chairmanship. Cllr Murphy took the chair and duly executed the Declaration of Acceptance of Office.

Cllr Murphy thanked Cllr Murray for his work during his term of office as Town Mayor and presented him with the Past Town Mayor's badge. Cllr C C Pond led the Council's tributes to Cllr Murray for his work during his year of office. Cllr Murray responded and thanked members and officers for their support.

Cllr Murphy thanked the Council for honouring her with the opportunity to serve the community in this role.

**236 Appointment of Deputy Town Mayor for 2019/20**

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

**237 Apologies for Absence**

Apologies for absence were received from Cllrs Beales, Brookes, Dalton, Davies, Downing, Omer, Owen and Pewsey

**238 Declarations of Interest**

No declarations of interest were received.

**239 Confirmation of Minutes**

The minutes of the meeting held on 24 April 2019 were CONFIRMED as a correct record and signed by the Chairman.

**240 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2019/20**

**240.1 Planning and Licensing Committee**

Cllrs Abraham, Angold-Stephens, Cochrane, Davies, Downing, Latchford and Murphy were nominated and appointed to the Planning and Licensing Committee. Cllr Angold-Stephens was elected Chairman and Cllr Latchford Vice Chairman.

**240.2 Recreation Committee**

Cllrs Brookes, Cohen, Jogia, Murray, Omer, Stubbings and Wixley were nominated and appointed to the Recreation Committee. Cllr Wixley was elected Chairman and Cllr Omer Vice Chairman.

**240.3 Environment and Heritage Committee**

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

**240.4 Resources and General Services Committee**

Cllr Angold-Stephens, Dalton, Jennings, Jogia, Mahoney, Murray, and Omer were nominated and appointed to the Resources and General Services Committee. Cllr Jennings was elected as Chairman and Cllr Angold-Stephens as Vice Chairman.

**240.5** In accordance with Standing Order 16/a/x it was AGREED that the following persons be authorised to make substitutions for their group: Cllrs Angold-Stephens, Jennings, C C Pond and Wixley.

**241 Nomination of Council Representatives for 2019/20**

**241.1 The Council representatives on outside bodies for 2019/20 were AGREED as below:**

| Organisation  | 2019/20 representative(s)  |
|---|--|
| Lopping Endowment   | J Jogia  |
| Loughton Parochial Charities                                      | S Short<br>J Boucek  |
| Essex Association of Local Councils (EALC) – Epping Forest Branch | Cllrs C C Pond and Wixley  |
| Local Councils' Liaison Committee                                 | Cllrs C C Pond and Wixley  |
| EALC - Larger Local Councils Forum                                | Cllr Wixley  |
| ECC Parish Passenger Transport Meeting                            | Cllrs Abraham and C C Pond   |
| Tree Wardens (appointed by Epping Forest Countrycare)             | Cllrs Cohen, Davies and Wixley   |
| Loughton 1 <sup>st</sup> (High Road Town Centre Partnership)      | No longer meets but when they do Cllrs Cohen and Omer, with substitutes Cllrs Abraham and Murphy |
| Loughton Broadway Town Centre Partnership                         | Cllrs Jogia, Latchford and Owen  |

|  |   |
|--|---|
| <b>Citizens Advice Epping Forest District – Management Committee</b>                               | Cllr Angold-Stephens  |
| <b>Essex Police local community meetings</b>   | Cllrs Mahoney, Omer and Wixley  |
| <b>Debden Tenants’ Panel Meeting – Alderton, Broadway, Fairmead and St Mary’s Ward Councillors</b> | Cllrs Abraham, Beales, Cohen, Davies, Jennings, Jogia, Latchford, Mahoney, Murphy, Omer, Owen and Stubbings |
| <b>Roding Valley Nature Reserve Consultative Group</b>   | Cllr Wixley   |

**241.2 To review 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.

**241.3 Joint Standards Committee**

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee for 2019/20 with Cllr Angold-Stephens as his substitute.

**241.4 Grievance Hearing and Disciplinary Appeal Panels**

Cllr Davies was APPOINTED the third member to sit on both the Grievance Hearing Panel and the Disciplinary Appeal Panel.

**242 Membership of Internal Council Groups**

**242.1 Strategy and Staff Group (includes the Complaints Panel)**

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee with Cllrs Owen and C P Pond.

**242.2 Community Centres Working Group**

Membership: Cllrs Abraham, Angold-Stephens, Davies, Murray, Stubbings and Wixley.

**242.3 Financial Assistance Working Group**

Membership: Chairman and Vice Chairman of the Resources and General Services Committee and Cllr Murray.

**242.4 Roding Valley Recreation Ground Improvements Project Working Group**

Membership: Chairman and Vice Chairman of the Recreation Committee and Cllr Murray.

**243 General Power of Competence**

The Council AGREED to adopt the General Power of Competence in the forthcoming Civic Year. It was noted that there are a few exceptions, where other legal powers may be appropriate. E.g. Allotments and Small Holdings.

**244 Year End Financials 2019/20**

**244.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2019, including**

- (i) The Council AGREED - AGAR (Section 1) for the Year ended 31 March 2019.
- (ii) The Council AGREED - AGAR (Section 2) for the Year ended 31 March 2019.
- (iii) The Council NOTED and AGREED that the internal auditor was satisfied and had completed and signed the Annual Internal Audit Report on page 3 of the AGAR 2018/19.

**244.2 Annual Accounts**

The Council APPROVED the Annual Accounts for the Year ended 31 March 2019.

**Signed:** .....  
**Date:**           **10 July 2019**

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 10 July 2019 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.**

**Present:**

**Councillors:** S Murphy (In the Chair)  
P Abraham R Brookes T Cochrane  
C Davies (from Minute no 249) J Jennings  
J Jogia K Latchford J Mahoney  
S Murray T Owen C C Pond  
C P Pond M Stubbings D Wixley

**Officers:** B Smith (Assistant Town Clerk)  
P Bryce (Administrative Assistant)

1 x Member of the public

**244 Apologies for Absence**

Apologies for absence were received from Cllrs Angold-Stephens, Beales, Cohen, Dalton, Downing, and Omer.

**245 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Agenda items 7.1 (Local Plan), 11 (Future of Loughton Library and Town Hall) and any other matters concerning Epping Forest District Council and Essex County Council as a member of those councils, including Agenda item 12.

**246 Confirmation of Minutes**

The minutes of the meeting held on 15 May 2019 were CONFIRMED as a correct record and signed by the Chairman.

**247 Public Representations**

Malachi Fontenelle thanked the Council for all the work they do for Loughton and representing residents so well especially in the matters of preserving Jessel Green and the libraries.

**248 Questions Without Discussion**

No questions were received.

Cllr Davies joined the meeting during the next item.

**249 Town Mayor's Engagements and Announcements**

The Town Mayor, Cllr Stella Murphy reported that since the Annual Council meeting, she had attended the following events:

- 150<sup>th</sup> Birthday celebration cake cutting in Debden Sainsbury's store
- Voluntary Action Epping Forest – Volunteers Week Celebration Event at St John's Church Epping
- LADS performance of "Handbagged" at Lopping Hall
- New City College Epping Forest Summer Creative Festival
- YES Partnership WOW Conference

- St Clare Hospice Open Gardens event at the Willingale Road Allotments
- Loughton Festival 60's & 70's Music Evening at Lopping Hall
- Jessel Green Fun Day
- New City College Epping Forest Learner Awards Evening
- The Rotary Club of Epping "My Art" public exhibition and awards ceremony at St John's Church, Epping
- St Michaels and All Angels Church, Loughton – Installation of Revd Lydia and Mark Petitt as Vicars of St Michaels

Cllr Murray requested it was NOTED that he has had very positive reports regarding these engagements and would like to thank the Town Mayor for all her hard work.

## **250 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.

### **250.1 Local Plan**

Councillor C C Pond provided a general update. Members NOTED that due to additional work/meetings necessitated towards the end of proceedings, the Local Plan budget has been exceeded by £2,000. Members AGREED to meet the extra costs as it is likely there will be further meetings where we will require the assistance of Planning Consultants. This differential will ultimately need to be taken from general reserves or the following year's precept.

Members AGREED to hold a Special Meeting if required, before the next Council meeting and RESOLVED to delegate to the Town Clerk to be ready for any action needed in this regard.

Members thanked Cllr C C Pond for his endeavours in this regard and Cllr Wixley thanked the previous Town Clerk, Enid Walsh for her preparatory work for this consultation.

## **251 Reports from Members on Outside Organisations**

### **251.1 The tabled reports on the following were NOTED.**

- i) Larger Local Council Forum – 27 June 2019 – Cllr D Wixley
- ii) Tree Warden Report – 19 June 2019 – Cllr D Wixley

## **252 Leave of Absence**

Members AGREED to continue leave of absence for Councillor P Beales (on health grounds) to the end of November 2019.

## **253 Reports from Committees**

### **253.1 Planning and Licensing**

The reports from the meetings held on 29 April, 20 May, 3 and 17 June and 1 July 2019 were NOTED.

### **253.2 Recreation**

The report from the meeting held on 5 June 2019 was NOTED.

Cllr Murray referred to minute no 131.3.3 regarding the Jessel Green event, and requested it was NOTED that members thanked the Council staff for their hard work in this regard.

### **253.3 Environment and Heritage**

The report from the meeting held on 12 June 2019 was NOTED.

**253.4 Resources and General Services**

The report from the meeting held on 26 June 2019 was NOTED.

**254 Future of Loughton Library & Town Hall**

An oral update on current situation was provided, and members expressed considerable doubts about what ECC envisaged. It was AGREED that the Town Clerk write to Cllr Gagan Mohindra (the County Cabinet Member) to arrange a meeting to discuss his proposals for the building and possible alternative approaches.

**255 Hillyfields Flood Prevention Works**

Following a final site meeting and in-house meeting between all relevant parties, on 2 July 2019, members RECOMMENDED approval of the project to proceed and for the Town Clerk to sign off all associated documentation.

**Signed:** .....

**Date:**           **30 October 2019**

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 30 October 2019 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.**

**Present:**

**Councillors:** S Murphy (In the Chair)

|            |                   |             |
|------------|-------------------|-------------|
| P Abraham  | J Angold-Stephens | R Brookes   |
| T Cochrane | M Dalton          | C Davies    |
| J Jennings | J Jogia           | K Latchford |
| S Murray   | T Owen            | C C Pond    |
| C P Pond   | M Stubbings       | D Wixley    |

**Officers:** B Smith (Assistant Town Clerk)  
P Bryce (Administrative Assistant)

12 x Members of the public

The meeting was preceded by a presentation from Barts NHS Hospital Trust on developments to Whipps Cross Hospital

**256 Apologies for Absence**

Apologies for absence were received from Cllrs Beales, Downing, Mahoney and Pewsey.

**257 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in any matters concerning Epping Forest District Council and Essex County Council as a member of those councils, including Agenda item 12.

Cllr S Murray declared a non-pecuniary interest in Agenda item 6 as he is a Trustee of Epping Forest Reuse and a volunteer at Epping Forest Foodbank. He also declared a non-pecuniary and non-prejudicial interest in any other matters concerning Epping Forest District Council as a member of that council.

Cllr D Wixley declared a non-pecuniary interest in Agenda item 7 Film Loughton (formerly Loughton Film Society) as he was a former member of the committee and any matters concerning Epping Forest District Council as a member of that council.

**258 Confirmation of Minutes**

The minutes of the meeting held on 10 July 2019 were CONFIRMED as a correct record and signed by the Chairman.

**259 Public Representations**

There were two public representations.

A member of the public with an interest in Film Loughton spoke; then another, on Loughton Library and Town Hall.

The Council AGREED to bring forward Agenda item 13, Loughton Library & Town Hall – Asset of Community Value, as a member of the public was interested in this item.

**260 Questions Without Discussion**

No questions were received.

**261 Presentation to Representatives of the Town Mayor's Charities**

In recognition of the generous donation of £10,000 from the Joseph and Lilian Sully Foundation, representatives from the Town Mayor's chosen charities who had received a share of the donation were presented with certificates. The Council formally thanked the Foundation for their generosity.

**262 Film Loughton (formerly Loughton Film Society)**

The Council agreed to support Film Loughton by promoting their request for volunteers to join their committee in the next edition of Think Loughton, on the Town's notice boards and the Town Council's social media page.

**263 Loughton Library & Town Hall – Asset of Community Value**

Loughton Library and Town Hall has now been designated an Asset of Community Value by Epping Forest District Council (EFDC) as per their letter dated 14 October 2019. The Council NOTED that Loughton Town Council (LTC) had not as yet received any formal approach from ECC on the future plans for the building but they requested that the Town Clerk consider the possible implications of any successful right for LTC to bid for the building. Because events might move quickly, the Council would have to consider a special meeting at short notice.

**264 Town Mayor's Engagements and Announcements**

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

- GROW Community Garden 3<sup>rd</sup> Anniversary Celebration
- Abbeyfield Rider House – AGM and Afternoon Tea
- The Allure of Ms Lee – A tribute to Peggy Lee fundraising concert for the National Jazz Archive at The Loughton Methodist Church
- The Loughton Dental Practice official reopening
- Citizens Advice 80th Birthday and Open Day celebrations
- Loughton Horticultural Show and Town Mayor's Best Allotment Awards
- Epping Forest and Commons Committee Dinner 2019 Grocers' Hall, Princes Street, London
- GROW Community Garden Open Day – Pyrles Lane
- Induction of Reverend Dawn Johnson to the pastorate of Loughton Baptist Church
- Loughton Family Feel Good Fair – Rotary Club of Loughton, Buckhurst Hill and Chigwell – Roding Valley Recreation Ground
- Visit to Epping Forest ReUse
- MacMillan Coffee Morning – Top Hat PAS
- National Jazz Archives – Adrian Cox presents Profoundly Blue
- Waltham Abbey Civic Service – Waltham Abbey Church
- YES Partnership WOW Conferences

**265 Matters for Report**

No matters were reported.

**266 Reports from Members on Outside Organisations**

**266.1 The reports on the following were NOTED.**

- i) CA Trustees Meeting – 17 July 2019 – Cllr J Jennings

- ii) Report from two meetings of Citizens Advice Epping Forest District held on Wednesday, 16 October 2019 – Cllr J Angold-Stephens
- iii) Broadway Town Centre Partnership meeting – 12 September 2019  
Cllr S Murphy (Town Mayor), Town Clerk and Town and Community Development Officer in attendance
- iv) Epping Forest District Local Councils' Liaison Committee meeting – 16 September 2019 – Cllr CC Pond (Vice Chairman), Cllr D Wixley and Town Clerk in attendance
- v) Essex County Council (ECC) and Essex Association of Local Councils (EALC) Annual Joint Conference and the EALC 75<sup>th</sup> Annual General Meeting (AGM) – held at Great Dunmow on 19 September 2019 – attended by Cllr D Wixley and the Town Clerk

**266.2 Verbal reports on the following were NOTED.**

- i) Roding Valley Meadows Nature Reserve Meeting – Cllr D Wixley – 18 September 2019
- ii) Tree Wardens Meeting – Cllr D Wixley – 27 October 2019

**267 Reports from Committees**

**267.1 Planning and Licensing**

The reports from the meetings held on 15 and 29 July; 19 August; 2, 16 and 30 September; and 14 and 28 October 2019 were NOTED.

**267.2 Recreation**

The report from the meeting held on 11 September 2019 was NOTED.

**267.3 Environment and Heritage**

The report from the meeting held on 2 October 2019 was NOTED.

**267.4 Resources and General Services**

The report from the meeting held on 16 October 2019 was NOTED.

**268 Proposed Holocaust Memorial to be erected on Traps Hill**

The Council AGREED to the proposed Holocaust Memorial to be erected near the Council's playground on EFDC land in Traps Hill, subject to consideration of detailed plans.

**269 Internal Audit visit dated 17 October 2019**

The Council NOTED that following the visit of Auditing Solutions Ltd on 17 October 2019, a satisfactory internal audit report had been received. A second visit has been diarised for 28 January 2020 with a final visit to follow in 2020 in tandem with the production of the year end 2019/2020 accounts.

**270 Local Council Awards**

The Council NOTED that following the receipt of a clean external audit report from the external auditors PKF Littlejohn, dated 17 September 2019, (RGS minute 198.2) for year-end accounts 2018/2019, the Town Clerk will now proceed to reapply for the Local Council Awards – 'Foundation, Quality and Gold status levels of accreditation'.

**271 Standing Orders**

The Council NOTED and confirmed the existing Standing Orders which were last reviewed on 4 July 2018. The Town Council also NOTED that the Town Clerk will undertake a comprehensive further review at a future Resources and General Services Committee meeting before presentation to a full Council meeting.

**272 Loughton Community Day – Saturday 19 September 2020**

The Council AGREED to a Loughton Community Day to be held at Loughton Cricket Club but no charge should be made to the community organisations that attend. Cllr C C Pond made a suggestion that this event be linked with the Heritage Open Days which could draw more attendees, and he suggested that it be called simply *Loughton Day*.

**273 ECC – Tree Planting Scheme**

The Council NOTED the article in the Epping Forest Guardian dated 17 October 2019.

**274 EFDC – Consultation of new Economic Plan**

The Council requested that the Town Clerk comments that there is no hotel in Loughton, and that economic growth be measured not only on housing development. The Council was also keen to see retail regeneration in the town centres.

**275 Jessel Green**

The Council NOTED with pleasure that further to the Local Plan Inspector's report, at the EFDC Local Plan Cabinet meeting on 17 October 2019, the District Council has now confirmed they do not intend to resist the planning inspector's proposal that Jessel Green should be removed from the list of sites allocated for development in the draft Local Plan. The Council agreed that they now need to ensure that the green space is protected permanently for future generations by securing Village Green status.

The Council thanked the effective campaign and host of groups and individuals who worked together to achieve this.

**276 Leave of Absence**

Members AGREED to continue leave of absence for Councillor P Beales until the end of the Council term.

**Signed:** .....

**Date:** 11 December 2019

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 11 December 2019 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.**

**Present:**

**Councillors:** S Murphy (In the Chair)

|            |                   |             |
|------------|-------------------|-------------|
| P Abraham  | J Angold-Stephens | R Brookes   |
| T Cochrane | J Jennings        | J Jogia     |
| J Mahoney  | S Murray          | T Owen      |
| C C Pond   | C P Pond          | M Stubbings |
| D Wixley   |                   |             |

**Officers:** Mark Squire (Town Clerk)  
P Bryce (Administrative Assistant)

17 x Members of the public

The meeting was preceded by a presentation of the awards to the winners of the 2019 Christmas card competition and a minute silence for Harley Watson.

The emergency services were thanked for their prompt and appropriate response to the tragic incident.

Cllr Brookes joined the meeting during the next item.

**278 Apologies for Absence**

Apologies for absence were received from Cllrs Beales, Cohen, Dalton, Davies, Downing, Latchford, Omer and Pewsey.

**279 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in any matters concerning Epping Forest District Council and Essex County Council as a member of those councils.

**280 Confirmation of Minutes**

The minutes of the meeting held on 30 October 2019 were CONFIRMED as a correct record and signed by the Chairman.

**281 Public Representations**

None were received.

**282 Questions Without Discussion**

No questions were received.

**283 Town Mayor's Engagements and Announcements**

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

- LADS Production of "Pressure" by David Haig Lopping Hall
- National Jazz Archive Fundraising Concert - Big Band Jazz Returns to Loughton – Loughton Methodist Church

- YES Partnership Celebration Meal – The Marriot Hotel Waltham Abbey
- Helping Hands branch opening – Debden Broadway
- Remembrance Sunday Parade – Loughton British Legion march down to Kings Green
- Minute’s Silence at Kings Green
- Funeral of Norma Green founder of the YES Partnership Waltham Abbey Church
- YES Partnership WOW Conference
- Lopping Hall Gallery Christmas Exhibition – Late night shopping event
- Light up a Life St Clare Hospice event – Loughton Methodist Church and light switch-on Kings Green
- Chigwell Riding Trust for the Disabled Christmas Nativity Carol Service
- Laying of wreath for Harley Watson
- Celebration of Christmas by Candlelight – The Abbey Church of The Holy Cross and St Lawrence

**284 Matters for Report**

No matters were reported.

**285 Reports from Members on Outside Organisations**

**285.1** The reports on the following were NOTED.

- i) Essex Association of Local Councils (EALC) & Society of Local Council Clerks (SLCC) Joint Networking Event - 14 November 2019 – Town Clerk.

**286 Reports from Committees**

**286.1 Planning and Licensing**

The reports from the meetings held on 11 and 25 November, 2019 were NOTED. The report from the meeting held on 9 December will be presented at the next Council meeting as these minutes were not confirmed.

Cllr Mahoney joined the meeting during the next item.

**286.2 Recreation**

The report from the meeting held on 6 November 2019 was NOTED.

**286.3 Environment and Heritage**

The report from the meeting held on 27 November 2019 was NOTED. A minor typo from Min No 163.2.5 and minor amendment to wording in Min No 168 were agreed.

**286.4 Resources and General Services**

The report from the meeting held on 4 December 2019 was NOTED.

**287 Christmas Events**

The Town Clerk thanked his colleagues for the successful ‘Light up a Life’ service and reported on measures taken for the cancellation of the ‘Countdown to Christmas’ event and feedback received. Both reports were duly NOTED. The Council thanked the professional support services and Loughton clergy who supported DPHS in the days following the tragic incident.

**Signed:** .....

**Date:** 22 January 2020

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 22 January 2020 at 7.00pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.**

**Present:**

**Councillors:** S Murphy (In the Chair)

|             |                   |                             |
|-------------|-------------------|-----------------------------|
| P Abraham   | J Angold-Stephens | R Brookes                   |
| T Cochrane  | M Dalton          | T Downing (from min no.293) |
| J Jennings  | J Jogia           | J Mahoney                   |
| S Murray    | S Pewsey          | C P Pond                    |
| M Stubbings | D Wixley          |                             |

**Officers:** Mark Squire (Town Clerk)  
P Bryce (Administrative Assistant)

**288 Apologies for Absence**

Apologies for absence were received from Cllrs Beales, Brookes, Cohen, Latchford, Omer, Owen, and C C Pond.

**289 Declarations of Interest**

None were declared.

**290 Confirmation of Minutes**

The minutes of the meeting held on 11 December 2019 were CONFIRMED as a correct record and signed by the Chairman.

**291 Public Representations**

None were received.

**292 Questions Without Discussion**

No questions were received.

Cllr Downing arrived during the next item.

**293 Council Precept for 2020/21**

The Council NOTED that the tax base for 2020/21 had been confirmed as 12,719.6, a slight increase on that for 2019/20.

The Council AGREED

- i. the budget for 2020/21
- ii. the amount to be taken from Earmarked reserves ; and
- iii. the level of the Precept for 2020/21

The Council unanimously RESOLVED to set the precept for 2020/21 at £756,445 with the budget details as follows

| Committee                                 | Income  |                | Expenditure including re-charges |
|---|---------|----------------|----------------------------------|
|   | £       | £              |                                  |
| Resources and General Services            | 35,515  |                | 180,236                          |
| Environment and Heritage                  | 17,920  |                | 206,485                          |
| Recreation                                | 131,595 |                | 558,054                          |
| Planning and Licensing                    | 0       |                | 33,000                           |
|   |         | <b>185,030</b> | <b>977,775</b>                   |
| Interest                                  |         | <b>6,000</b>   |                                  |
| Increase / Decrease in Earmarked Reserves |         |                |                                  |
| Resources & General Services              |         |                | 13,200                           |
| Environment & Heritage                    |         |                | -22,670                          |
| Recreation                                |         |                | 3,970                            |
| Planning and Licensing                    |         |                | -24,800                          |
|   |         |                |                                  |
| Total                                     |         | <b>191,030</b> | <b>947,475</b>                   |
|   |         |                |                                  |
| <b>Net requirement</b>                    |         | <b>756,445</b> |                                  |

This would give the Loughton proportion of the annual council tax for a band D property as £59.47.

**294 Reserves Policy Review**

The Council RESOLVED to accept the amended Reserves Policy.

**295 Agenda Format Review**

The Council AGREED to the recommended changes in format subject to appropriate amendment of the Standing Orders and subsequent approval by Town Council.

Signed: .....

Date: 11 February 2020

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of the Council Meeting held on Wednesday 11 February 2020 at 7.00pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.**

**Present:**

**Councillors:** S Murphy (In the Chair)

|             |                   |                             |
|-------------|-------------------|-----------------------------|
| P Abraham   | J Angold-Stephens | R Brookes (from Min No 303) |
| T Cochrane  | B Cohen           | M Dalton                    |
| C Davies    | J Jennings        | J Jogia                     |
| K Latchford | J Mahoney         | S Murray                    |
| C C Pond    | C P Pond          | M Stubbings                 |
| D Wixley    |                   |                             |

**Officers:** Mark Squire (Town Clerk)  
P Bryce (Administrative Assistant)

**Also present:**

Jack Mitchell and George Lund representatives from EFTAG  
PC Chouhan and PC Shram, Epping Forest District Community Policing Team  
7 x members of the public

**296 Apologies for Absence**

Apologies for absence were received from Cllrs Beales, Brookes, Downing, Owen and Pewsey.

**297 Declarations of Interest**

Cllr Murray declared a non-pecuniary interest in any discussions arising from Item 13.4 report from Committees related to Financial Assistant grants. Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in Item 7 as he was a founding member of EFTAG. Cllr Wixley declared a non-pecuniary and non-prejudicial interest in Item 7 as he had met with EFTAG.

**298 Confirmation of Minutes**

The minutes of the meeting held on 22 January 2020 were CONFIRMED as a correct record and signed by the Chairman.

**299 Public Representations**

None were received.

**300 Questions Without Discussion**

No questions were received.

**301 Presentation to Representatives of the Town Mayor's Charities**

In recognition of the generous donation of £10,000 from the Joseph and Lilian Sully Foundation, representatives from the Town Mayor's chosen charities who had received a share of the donation were presented with certificates. The charities that benefited were Epping Forest Foodbank, Essex and Herts Air Ambulance and the YES Partnership. The Council formally thanked the Foundation for their generosity.

**302 Presentation by Epping Forest Transport Action Group (EFTAG)**

A presentation was provided by EFTAG on priority cycle routes in the Epping Forest District.

Cllr Brookes arrived during the next item.

**303 Epping Forest District Community Policing Team**

PC Anokhi Chouhan and PC James Shram Community Police Officers assigned to Loughton, provided an introduction to local community police officers and their work in the local community. The officers stressed the need for local residents to report criminal or suspicious activity, whether or not they have been personally affected. This will help the police build up a more comprehensive data and evidence base.

**304 The Broadway Post Office**

The Council NOTED the report and recommended that that Post Office do all they can to keep a Post Office in The Broadway. The Council agreed for the Town Clerk to write a letter to the Post Office to this effect.

**305 Town Mayor's Engagements and Announcements**

The Town Mayor, Cllr Stella Murphy, reported that since the Annual Council meeting she had attended the following events:  
Forest Creative Writers Christmas Party at Loughton Club, Nine Lessons and Carol Service at St John the Baptist Church, Lighting of the Menorah on Standard Green, St John Fisher Catholic Primary School Opening of Stage and Outdoor Play Area, LADS performance of 'Colder than Here' at Lopping Hall, Spark's Lottery Funding Celebration Loughton Youth Centre, Blue Plaque unveiling Ceremony at Loughton Club, YES Partnership WOW Conferences held at the Marriott Hotel and a Holocaust Memorial Day at Epping Forest District Museum, which was a particularly moving experience.

**306 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.

**307 Reports from Members on Outside Organisations**

**307.1 The reports on the following were NOTED.**

- i) Loughton Broadway Town Centre Partnership – Thursday 9 January 2020 - Lorraine Gibson, Town & Community Development Officer.

Cllr J Jennings spoke in response to note No 4 report that the Debden Traders no longer wish to partake in the Christmas Window competition. She added that the awards are strictly on merit, the competition is for the whole of Loughton and hopes that the council continues to keep it so.

The Council AGREED that this matter should be put on the next Environment and Heritage Committee agenda.

- ii) Citizens' Advice Epping Forest District – Wednesday 15 January 2020 - Cllr J Angold-Stephens.

**307.2 Verbal reports were given on the following:**

- i) Roding Valley Meadows Consultative Group Meeting 30 January 2020 – Cllr D Wixley.
- ii) Cllr C C Pond reported that the septennial Election of Epping Forest Verderers 2020 are taking place on 26 February with prior nominations on 24 February.

The Council AGREED to exercise its vote for the next election of the Verderers of Epping Forest by delegating this responsibility to the Town Clerk in liaison with the Chairman of the Environment and Heritage Committee.

**308 Reports from Committees**

**308.1 Planning and Licensing**

The reports from the meetings held on 9 December 2019, and 6, 20 January, and 3 February 2020 were NOTED.

**308.2 Recreation**

The report held on 8 January 2020 was NOTED.

**308.3 Environment and Heritage**

Cllr C C Pond said that since the meeting on 22 January 2020 min no 179.12, thanks to the engagement of Epping Forest District Council the bus route number 87 has been given a further 6 months extension and is hopeful that the bus route will not be withdrawn. He also reported that work was still ongoing with regard to Loughton being included as an Electric Bus town although Loughton may be lower down the list in terms of selection criteria.

Cllr C C Pond was thanked for his efforts on this matter.

**308.4 Resources and General Services**

The report held on 8 January 2020 was NOTED. The notes from the meeting of 5 February 2020 were deferred until the next meeting as the minutes were yet to be circulated.

The Council NOTED that the Committee carried out its annual review of the Asset Register. A review of the Financial Regulations will take place at the next Resources and General Services Committee meeting.

**Signed:** .....

**Date:**           **8 July 2020**

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Meeting held by ZOOM (digital meeting platform)  
on Wednesday 8 July 2020 at 7.15pm**

**Present:**

**Councillors:** S Murphy (In the Chair)

|             |                   |            |
|-------------|-------------------|------------|
| P Abraham   | J Angold-Stephens | P Beales   |
| R Brookes   | T Cochrane        | B Cohen    |
| M Dalton    | T Downing         | J Jennings |
| J Jogia     | K Latchford       | J Mahoney  |
| S Murray    | A Omer            | T Owen     |
| S Pewsey    | C C Pond          | C P Pond   |
| M Stubbings | D Wixley          |            |

**Officers:** Mark Squire (Town Clerk)  
P Bryce (Civic Officer)

**Changes to Meetings During the Coronavirus Situation**

From 24 March 2020 Loughton Town Council AUTHORISED an 'Authority to Act' document to enable Council business to continue in the short-term.

From 4 April 2020 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into effect. This enabled Town Councils to hold electronic meetings.

Loughton Town Council will participate in electronic meetings, following our Standing Orders and Financial Regulations as closely as practically possible, supported by our Remote Council Meeting Guidance (NALC), from 8 April 2020.

Electronic meetings will be open to the public in public session, minuted and recorded in accordance with ordinary Council legislation. Press and Public Participation: A meeting code will be publicly displayed to allow access to the public sessions. Members of the press and public who are not able to connect remotely will have the opportunity to input through the Town Clerk, in advance of the meeting. Face to face Council and Committee meetings will resume once health and safety allows. Regulation 13 modifies the Public Bodies (Admission to Meetings) Act 1960 allowing for remote attendance by the press and public. Methods of access will be published as usual.

A minute's silence was held at the beginning of the meeting in memory of  
**former councillor Margaret Chalk**  
who passed away on 22 April 2020

Cllr CC Pond recounted Margaret's valuable contribution to Loughton Town Council, particularly at the Planning and Licensing meetings, in which she played a prominent role well into her later years. Cllr S Murray also recalled her outstanding contribution to the local community and Loughton as a whole.

**309 Apologies for Absence**

An apology for absence was received from Cllr C Davies.

**310 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in any matters concerning Epping Forest District Council and Essex County Council as a member of those councils.

**311 Confirmation of Minutes**

Subject to an amendment to minute number 297 that Cllr C C Pond was a founder member of the Parishes Public Transport meeting (as opposed to EFTAG), the minutes of the meeting held on 11 February 2020 were CONFIRMED as a correct record and will be signed by the Chairman.

**312 Annual Council Meeting**

The Council noted that in lieu of these extraordinary 'covid' circumstances and given this current large agenda, the Annual Council meeting will now take place on Wednesday 28 October (subject to change, if it can be arranged at an earlier date). All member roles that would have normally been allocated in the Annual Council meeting in May 2020 will now remain in place until this deferred meeting.

**313 Timetable of meetings**

The Council approved the meeting dates for the remaining Town Council Year, with the recommendation that the Planning and Licensing consultations continue in the same format until such time as formal 'face to face' meetings can resume.

| Month           | Date | Day       | Meeting   |
|-----------------|------|-----------|---|
|                 |      |           | Please note that due to the implications of the coronavirus all formal Council and Committee meetings from 24 March 2020 up until 23 June 2020 were cancelled. Planning and licensing applications from the weekly lists dated during this period continued to be considered by members of the Planning and Licensing Committee under powers of delegated authority. The dates of these planning discussions are listed below * |
| <b>May 2020</b> | 18   | Monday    | Planning & Licensing*   |
|                 |      |           |   |
| June            | 1    | Monday    | Planning & Licensing*   |
|                 | 15   | Monday    | Planning & Licensing*   |
|                 | 24   | Wednesday | Resources and General Services (zoom meeting at 7.15pm)   |
|                 | 29   | Monday    | Planning & Licensing*   |
|                 |      |           |   |
| July            | 8    | Wednesday | Council (zoom meeting at 7.15pm)  |
|                 | 13   | Monday    | Planning & Licensing  |

|                     |           |                  |   |
|---------------------|-----------|------------------|---|
|                     | 27        | Monday           | Planning & Licensing                          |
|                     |           |                  |   |
| August              | 24        | Monday           | Planning & Licensing                          |
|                     |           |                  |   |
| September           | 7         | Monday           | Planning & Licensing                          |
|                     | 9         | Wednesday        | Recreation                                    |
|                     | 21        | Monday           | Planning & Licensing                          |
|                     | 29        | Tuesday          | Environment & Heritage                        |
|                     |           |                  |   |
| October             | 5         | Monday           | Planning & Licensing                          |
|                     | 14        | Wednesday        | Resources & General Services                  |
|                     | 19        | Monday           | Planning & Licensing                          |
|                     | 28        | Wednesday        | Annual Council                                |
|                     |           |                  |   |
| November            | 2         | Monday           | Planning & Licencing                          |
|                     | 16        | Monday           | Planning & Licensing                          |
|                     | 18        | Wednesday        | Recreation                                    |
|                     | 25        | Wednesday        | Environment & Heritage                        |
|                     | 30        | Monday           | Planning & Licensing                          |
|                     |           |                  |   |
| December            | 2         | Wednesday        | Resources & General Services                  |
|                     | 14        | Monday           | Planning & Licensing                          |
|                     | 16        | Wednesday        | Council                                       |
| January <b>2021</b> | 4         | Monday           | Planning & Licensing                          |
|                     | 6         | Wednesday        | RGS (Budgets) 7pm, Recreation                 |
|                     | 18        | Monday           | Planning & Licensing                          |
|                     | 27        | Wednesday        | Council (Budgets) 7pm, Environment & Heritage |
|                     |           |                  |   |
| February            | 1         | Monday           | Planning & Licensing                          |
|                     | 10        | Wednesday        | Resources & General Services                  |
|                     | 15        | Monday           | Planning & Licensing                          |
|                     | 24        | Wednesday        | Council                                       |
| March               | 1         | Monday           | Planning & Licensing                          |
|                     | 3         | Wednesday        | Recreation                                    |
|                     | 15        | Monday           | Planning & Licensing                          |
|                     | 24        | Wednesday        | Environment & Heritage                        |
|                     | 29        | Monday           | Planning & Licensing                          |
|                     | <b>31</b> | <b>Wednesday</b> | <b>Annual Town meeting**</b>                  |
| April               | 7         | Wednesday        | Resources & General Services                  |
|                     | 12        | Monday           | Planning & Licensing                          |

|     |    |           |                      |
|-----|----|-----------|----------------------|
|     | 21 | Wednesday | Council              |
|     | 26 | Monday    | Planning & Licensing |
| May | 19 | Wednesday | Annual Council       |

### 314 Year End Financials 2019/20 APPENDIX A

#### 314.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2020, including

- (i) The Council AGREED AGAR (Section 1) for the Year ended 31 March 2020.
- (ii) The Council AGREED AGAR (Section 2) for the Year ended 31 March 2020.
- (iii) The Council NOTED and AGREED that the internal auditor was satisfied and had completed and signed the Annual Internal Audit Report on page 3 of the AGAR 2019/20.

#### 314.2 Annual Accounts

The Council received and APPROVED the Annual Accounts for the Year ended 31 March 2020.

### 315 Town Mayor's Engagements and Announcements

The Town Mayor, Cllr Stella Murphy reported that since the Council meeting held on 11 February 2020, she had attended the following events:

- Loughton Young Artists, Lopping Art Gallery
- National Jazz Archive – Simon Spillett Quartet at Loughton Methodist Church
- Youth Makes Music, New Hall Chigwell School
- Annual Town Meeting
- A social distancing visit to Abbeyfield Care home to wish local resident Louisa Salter a Happy 100<sup>th</sup> Birthday.

### 316 Town Clerk / Town Mayor's Report

The Town Clerk took the opportunity to briefly update members on salient matters that had occurred over the last three months, since the 'covid' lockdown on 24 March 2020.

- A number of staff were continuing to work from home in a 'shielding' capacity.
- The 'skeleton' staffing of the office was now up to a maximum of five personnel, all adhering to social distancing guidelines.
- Loughton Library will be re-opened to the public, albeit with a limited service.
- As such the Town Council will be available to visitors, but by prior appointment only.
- The part time Finance Assistant has requested to take retirement and the part time Town and Community Officer has been offered a full time post externally. The Town Clerk will therefore set up a Strategy and Staff Group meeting in August 2020 to primarily discuss future staffing requirements.
- Unfortunately all external Community events prior to the envisaged 2020 Christmas events, have been cancelled due to the covid 19 pandemic.

The Town Clerk was thanked for his hard work during this difficult period along with all the office staff, cemetery attendant and park wardens. Gratitude was also expressed to all key workers, community groups and 'covid' mutual aid groups who had performed so admirably during this time.

#### 316.1 Recreation Committee

The Town Clerk then reported to members on issues and actions specific to this committee.

- A very late Government directive had been received allowing the opening of playgrounds and outdoor gyms as from 4 July 2020. Following discussions between the Town Clerk and a number of Town Councillors it was initially thought that the Town Councils' playgrounds should remain closed until further notice, as the number of stipulations demanded by this latest legislation, (including social distancing) remained impractical and unmanageable given the limited resources of the Town Council. As a test case, it was intended as an initial step to open soonest the playground at Traps Hill. Following further playground industry guidance and feedback from other local councils nationwide, a pragmatic approach has now been taken. Appropriate signage requesting playground users to conform to strict guidelines will be prominently displayed by the playgrounds. After an initial health and safety inspection, it is envisaged that all eight of the Town Council's children's playgrounds will be re-opened over the course of the following week.
- Mr Pesh Kapasiawala, Past President of the Loughton, Buckhurst Hill & Chigwell Rotary, wishes to seek support for the Rotary 3food4u project. He will provide details to the Town Clerk, which can be reviewed at the forthcoming Strategy and Staff Group Committee meeting. It is appropriate that Cllr C Davies and Cllr S Murray are also invited to this meeting.
- Final documentation is being processed to secure the Loughton Cricket Club ground as a 'Field in Trust' to secure the land as a green space for Loughton cricket for the benefit of local residents. The Town Clerk was thanked for all his work in this regard.
- The continued anti-social behaviour (large gatherings of young people, lack of social distancing, excessive noise, alcohol drinking, noise and gas canister misuse) at the Recreation Ground and other green areas (e.g. Baldwins Hill) around Loughton was reported. This problem has been exacerbated by the large volumes of litter left on these sites on a daily basis. An ongoing dialogue with the Community Resilience Team at Epping Forest District Council (EFDC) and local police has been ongoing and followed up with a virtual 'zoom' meeting. Whilst initially a Public Spaces Protection Order (PSBO) had been mooted, the subsequent external advice was that this would take too long to set up and with limited police resources would be difficult to enforce.
- Similar anti-social behaviour at the car park behind the changing rooms is causing nuisance for local residents well into the night and 'small' hours. This ongoing problem needed to be resolved on an urgent basis

Authority to proceed in principle with the installation of a gate at the entrance to the car park by the changing rooms at the Recreation Ground to deter consistent anti-social behaviour in the area was AGREED, subject to the Town Clerk obtaining various pricings on manual and electric gates and costings on further security and maintenance measures.

The Recreation Committee Chairman informed members that EFDC should be commencing the tree planting scheme along the Roding Valley Recreation Ground later this year.

### **316.2 Environment & Heritage Committee**

The Town Clerk reported

- on the good progress of the blue plaque installations
- that the Cemetery Attendant had settled well in his new role

- that Cllr CC Pond and the Town Clerk had attended a ‘zoom’ meeting with City of London representatives to discuss amongst other things the anti-social behaviour experienced around the forest edges and the need to improve signposting to Epping Forest for incoming visitors, especially from Loughton Underground Station.

### **317 Reports from Members on Outside Organisations**

#### **317.1 Reports from representatives on outside organisations were NOTED**

- Transport Representative Meeting – Tuesday 10 March 2020 – Cllr Phillip Abraham
- Report from the ‘virtual’ meeting of Citizens’ Advice Epping Forest District – Wednesday 20 May – Cllr J Angold-Stephens.

### **318 Changes to Meetings During The Coronavirus Situation**

In lieu of these unparalleled and exceptional circumstances, members RATIFIED the changes to meetings during the coronavirus situation (as stipulated at the heading of these Minutes).

### **319 Reports from Committees**

#### **319.1 Planning and Licensing**

- Members RATIFIED the steps taken to continue processing the planning and licensing applications during the ongoing coronavirus pandemic and ‘lockdown’ period by the Committee under powers of delegated authority.
- Members NOTED the comments made over this period on the planning and licensing applications and weekly lists which were considered by members of the committee under delegated authority. These comments are located on the Town council website, dates listed below:

|               |               |              |             |
|---------------|---------------|--------------|-------------|
| 30 March 2020 | 20 April 2020 | 4 May 2020   | 18 May 2020 |
| 1 June 2020   | 15 June 2020  | 29 June 2020 |             |

The Chairman of the Planning and Licensing Committee expressed gratitude to the Planning Clerk, Debra Paris, who has worked so hard during this difficult time. These comments were then ‘echoed’ by the Vice Chairman of Planning and Licensing Committee and also the Town Clerk.

#### **319.2 Recreation**

The report from the meeting held on 19 February 2020 was NOTED.

#### **319.3 Environment and Heritage**

The report from the meeting held on 4 March 2020 was NOTED. It was noted that the installation of the Holmhurst blue plaque had been deferred for a year.

#### **319.4 Resources and General Services**

The report from the meeting held on 24 June 2020 was NOTED.

Members APPROVED the draft revised Loughton Town Council, Standing Orders as per minute RG239.

Members APPROVED the draft revised Loughton Town Council, Financial Regulations as per minute RG240.

Members NOTED and APPROVED measures taken under minute RG244 – Governance and Accountability.

- 320 To approve a new Blue Plaque for author and journalist Peter Abrahams 1919 - 2017).**  
The Council AGREED to a new Blue Plaque for author and journalist Peter Abrahams 1919 -2017).
- 321 To review how Loughton Town Council can best provide a local Civic Response to Bereavement and Acknowledgement of Key Workers in Loughton.**  
The Council AGREED that this should be discussed and reviewed at the next Resources and General Services Committee meeting.
- 322 Members to review whether to support the appeal by the Society of Local Council Clerks, in writing to the Government to provide financial support to the Local Government sector.**  
The Council AGREED to support this appeal. The Town Clerk would write an appropriate letter.

Signed: .....

Date: 28 October 2020

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Meeting held by ZOOM (digital meeting platform)  
on Wednesday 28 October 2020 at 7.15pm**

**Present:**

|                     |                         |                                      |             |
|---------------------|-------------------------|--------------------------------------|-------------|
| <b>Councillors:</b> | S Murphy (In the Chair) |                                      |             |
|                     | P Abraham               | J Angold-Stephens (from Min No. 325) |             |
|                     | R Brookes               | Tessa Cochrane (from Min No 325)     |             |
|                     | B Cohen                 | M Dalton                             | C Davies    |
|                     | T Downing               | J Jogia                              | K Latchford |
|                     | S Murray                | T Owen                               | C C Pond    |
|                     | C P Pond                | M Stubbings                          | D Wixley    |

**Officers:** Mark Squire (Town Clerk)  
P Bryce (Civic Officer)

**323 Apologies for Absence**

An apology for absence was received from Cllrs J Jennings, J Mahoney and S Pewsey.

**324 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in any matters concerning Epping Forest District Council and Essex County Council as a member of those councils, particularly Agenda Item 13 Loughton Library and Town Hall.  
Cllr S Murray declared a non-pecuniary interest in Agenda Item 9.4 Resources and General Services Committee Minutes.

**325 Confirmation of Minutes**

The minutes of the meeting held on 8 July 2020 were CONFIRMED as a correct record and will be signed by the Chairman.

Cllrs J Angold-Stephens and T Cochrane joined the meeting.

**326 Town Mayor's / Town Clerk's Report**

The Town Clerk reported that in the previous week, the office had been temporarily vacated due to a suspected (and latterly confirmed) Covid case from an external source. Those staff members who could have potentially been compromised were now self-isolating and working from home whilst unaffected members continued to run the office on a skeleton basis to answer the telephones. Members thanked staff for continuing to keep the "show on the road" during the ongoing pandemic.

In the absence of Cllr Jennings, Cllr Jogia will assist in judging the Best Dressed Christmas Window Competition this year.

The Blue Plaque re-in stated on the new Loughton Lidl store had been stolen. The Town Clerk is in discussion with Lidl regarding a replacement plaque. Any new plaque should be either situated higher on the building or inside the entrance of the store to ensure it is not stolen again.

**327 Town Mayor's Engagements and Announcements**

The Town Mayor reported that she had represented the Town Council and attended the following socially distanced engagements since the last Council meeting held on 8 July 2020.

A doorstep visit to residents Mr and Mrs Maitland to congratulate them on their Diamond wedding anniversary; a visit to Woodland Grove Care Home, to officially open the residents garden project and acknowledge and present a cheque to the Carers Workers charity; official opening of the new Lidl store in Church Hill and reinstated Blue Plaque for the Bus Garage; and congratulated Loughton resident at Woodland Grove Care Home on her 100<sup>th</sup> birthday.

The reports were duly NOTED.

**328 Local Council Awards Scheme  
Foundation Level**

The Council received and confirmed that the Council has achieved items 1 – 15 (see below) of the Foundation level of the scheme and that all documents are available to view on the Town Council website.

1. Standing Orders and Financial Regulations
2. Code of Conduct and a link to councillors' registers of interests
3. Publication Scheme
4. Last Annual Return
5. Transparent information about council payments
6. A calendar of all meetings including the annual meeting of electors
7. Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings
8. Current agendas
9. The budget and precept information for the current or next financial year
10. Complaints procedure
11. Council contact details and councillor information in line with the Transparency Code
12. Action Plan for the current year
13. Evidence of consulting the community
14. Publicity advertising council activities
15. Evidence of participating in town and country planning

The Council received and confirmed that the following criteria has been achieved:

16. A Risk management policy
17. A register of assets
18. Contracts for all members of staff
19. Up to date insurance policies that mitigate risks to public money
20. Disciplinary and Grievance procedures
21. Training Policy
22. A record of training undertaken by staff and members
23. The Clerk has achieved 12 CPD (Continuing Professional Development) points in the last year

### **Quality Level**

The Council received and confirmed that the Council has achieved items 24 – 37 (see below) of the Quality level of the scheme and that all documents are available to view on the Town Council website.

24. Draft minutes of all council and committee meetings within four weeks of the last meeting
25. A Health and Safety Policy
26. Policy on Equality
27. Councillor profiles
28. A Community Engagement Policy facilitating two-way communication between the council and its community
29. A grant awarding policy
30. Evidence showing how electors contribute to the Annual Parish of Town Meeting
31. An action plan and related budget that clearly responds to community engagement and sets out a timetable for action including dates for review
32. Evidence of community engagement, council activities and the promotion of the democratic processes in an annual report, online material and regular news bulletins (at least four news bulletins a year)
33. Evidence of helping the community plan for the future
34. A scheme of delegation (where relevant)
35. Addressed complaints received last year
36. At least two thirds of its councillors are elected
37. A printed annual report is distributed widely across the community

The Council received and acknowledged the following criteria has been achieved:

38. A qualified Clerk
39. A Clerk and if relevant a Deputy or Assistant Clerk, employed according to nationally agreed terms and conditions
40. A formal appraisal process for all staff
41. A training policy and record for all staff and councillors.

### **329 Remembrance Sunday - 8 November 2020**

The Town Clerk reported that a press release had been circulated setting out the enforced changes to Remembrance Day proceedings this year owing to Covid-19. Residents and individuals of organisations would be paying their respects and laying wreaths privately in a socially distanced manner. LTC officers will be in attendance from 9am to 12 noon to accompany the Town Mayor to lay the wreath on behalf of Loughton Town Council and ensure the wreaths were kept in a tidy order.

Members NOTED the cascading knitted poppies display outside the Loughton Library entrance and also the three 'remembrance arches' that will be on display at Kings Green.

### **330 Reports from Members on Outside Organisations**

**330.1** Members received and NOTED the following reports

- i) Report from the virtual meeting of Citizens' Advice Epping Forest District held on Wednesday 15 July 2020, Cllr J Angold-Stephens
- ii) Minutes from the Epping Forest District Local Councils' Liaison Committee meeting held on 7 September 2020

- iii) Report from the virtual meeting of the Broadway Town Centre Partnership 5 October 2020, Debbie Taylor, Services Officer
- iv) Report from the virtual meeting of CA Epping Forest District, held on 14 October 2020, Cllr J Angold-Stephens

**331 Reports from Committees**

**331.1 Planning and Licensing**

- (iii) Members NOTED and AGREED comments made on the planning and licensing applications and weekly lists which were considered by members of the committee under delegated authority for the following dates

|                  |                   |                |
|------------------|-------------------|----------------|
| 13 July 2020     | 27 July 2020      | 24 August 2020 |
| 7 September 2020 | 21 September 2020 |                |
| 5 October 2020   | 19 October 2020   |                |

**331.2 Recreation**

The meeting held on 9 September 2020 was NOTED.  
 Min 176 Cllr Murray reported that he was now in receipt of the schedule of dog bin collection for the RVRG and they are contracted to empty the bins 3 times a week.  
 Min 193 The Town Clerk reported that the gates for the car park were in hand.

**331.3 Environment and Heritage**

The meeting held on 29 September 2020 was NOTED.

**331.4 Resources and General Services**

The meeting held on 14 October 2020 was NOTED.  
 Cllr Murray was delighted to read that the Committee was able to meet the request from the Chigwell, Buckhurst Hill and Loughton Rotary Club.

**332 Staff and Strategy Group**

Members NOTED the minutes of the Staff and Strategy Group meeting held on 21 August 2020.

**333 LTC Notice Board in the EFDC Broadway Office**

The Council noted that EFDC had advised that the LTC notice board would not be replaced after the refurbishment of the EFDC office in the Broadway. The Council were unhappy that the board was being removed and felt that it should stay in a suitable position on the Broadway. The Town Clerk will refer to Ward Councillors for another suitable place for the notice board to be positioned.

**334 Exclusion of the Press and Public**

The Town Council agreed to RESOLVE to exclude the press and public from the following agenda item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contains confidential information relating to contractual matters.

**335 Loughton Library and Town Hall**

The report was NOTED.

Signed: .....  
 Date: **9 December 2020**

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Meeting held by ZOOM (digital meeting platform)  
on Wednesday 9 December 2020 at 7.45pm**

**Present:**

**Councillors:** S Murphy (In the Chair)

|                   |             |             |
|-------------------|-------------|-------------|
| J Angold-Stephens | P Beales    | R Brookes   |
| T Cochrane        | B Cohen     | M Dalton    |
| C Davies          | T Downing   | J Jennings  |
| J Jogia           | K Latchford | J Mahoney   |
| S Murray          | T Owen      | S Pewsey    |
| C C Pond          | C P Pond    | M Stubbings |
| D Wixley          |             |             |

**Officers:** Mark Squire (Town Clerk)

P Bryce (Civic Officer)

**336 Apologies for Absence**

Apologies for absence were received from Cllrs Abraham and Omer

**337 Declarations of Interest**

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in any matters concerning Epping Forest District Council and Essex County Council as a member of those councils.

**338 Confirmation of Minutes**

The minutes of the meeting held on 28 October 2020 were CONFIRMED as a correct record and will be signed by the Chairman.

**339 Town Mayor's / Town Clerk's Report**

The Town Mayor reported that she had received a cheque for £10,000 from the Lilian Sulley Foundation which they would like split between 3 Food 4 U and the Epping Forest Food Bank on the proviso that the funding is utilised in the Loughton locality. Cllr C C Pond also reported that he would likely to have £2,000 from Essex County Council funding that would also be donated to fodbank support in Loughton.

**340 Town Mayor's Engagements and Announcements**

The Town Mayor reported that she had represented the Town Council and attended the following socially distanced engagements since the last Council meeting held on 28 October 2020.

- 104<sup>th</sup> birthday celebration for a resident at Woodland Grove
- Remembrance Private Wreath Laying at Kings Green War Memorial
- Armistice Day – 2 min silence at Kings Green War Memorial
- Switch on Christmas Lights on the Kings Green Tree

**341 Reports from Members on Outside Organisations**

**341.1** Members received and NOTED the following reports provided by email after the Agenda was distributed

- i) EALC Epping Forest Branch 24.2.20 – Cllr Wixley
- ii) LLCF (Hosted by Halstead Town Council) – 26.2.20 – Cllr Wixley
- iii) EALC 76<sup>th</sup> AGM – 24.9.20 – Cllr Wixley
- iv) RV Meadows Consultative Group – 30.1.20 – Cllr Wixley
- v) RV Meadows Consultative Group – 11.5.20 – Cllr Wixley

**342 Reports from Committees**

**342.1 Planning and Licensing**

- (i) Members NOTED and AGREED comments made on the planning and licensing applications and weekly lists which were considered by members of the committee under delegated authority for the following dates

2, 16 and 30 November 2020

**342.2 Recreation**

The meeting held on 17 November 2020 was NOTED.

**342.3 Environment and Heritage**

The meeting held on 25 November 2020 was NOTED.

**342.4 Resources and General Services**

The meeting held on 2 December 2020 was NOTED.

**Signed:** .....

**Date:** 26 January 2021

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Meeting held by ZOOM (digital meeting platform)  
on Tuesday 26 January 2021 at 7pm**

**Present:**

**Councillors:** S Murphy (In the Chair)  
P Abraham J Angold-Stephens P Beales  
R Brookes T Cochrane B Cohen  
M Dalton C Davies T Downing  
J Jennings K Latchford J Mahoney  
S Murray T Owen S Pewsey  
C C Pond C P Pond M Stubbings  
D Wixley

**Officers:** Mark Squire (Town Clerk)  
P Bryce (Assistant Town Clerk – Civic)  
P Hoy (Services Manager)

**343 Apologies for Absence**

Apologies for absence were received from Cllr Jogia.

**344 Declarations of Interest**

None were declared.

**345 Confirmation of Minutes**

The minutes of the meeting held on 9 December 2020 were CONFIRMED as a correct record and will be signed by the Chairman.

**346 Public Representations**

No Public Representations.

**347 Questions Without Discussion**

No questions without discussion.

**348 Town Mayor's / Town Clerk's Report**

The Town Clerk reported that 2 charities had benefited from the £10k cheque given to the Town Mayor from the Joseph Sully Foundation Trust. 3Food4U and Epping Forest Foodbank both received £5K each. An acknowledgement had been received from 3Food4U who thanked the Town Mayor and the Joseph Sully Foundation, saying they were extremely grateful to receive the donation and ensured that it will benefit the many residents of Loughton using their facility.

The Town Clerk reported that things were moving extremely quickly and the terms and conditions and license for the NHS to use the Murray Hall Community Hall as a Covid-19 Vaccination centre. A target date for this to commence on 15 February 2021 with initial occupancy envisaged for a period of 6 months.

The Town Clerk reported that to date, submissions were not forthcoming for this year's nominations for the Citizenship Awards.

**349 Council Precept for 2021/22**

The Council NOTED that the tax base for 2021/22 had been confirmed as £12,534.10.

The Council AGREED

- i. the budget for 2021/22
- ii. the amount to be taken form Earmarked reserves ; and
- iii. the level of the Precept for 2021/22

The Council unanimously RESOLVED to set the precept for 2021/22 at £782,675  
This will set the Loughton proportion of the annual council tax for a band D property as £62.44, an increase of £2.97 from the current year of £59.47.

**Signed:** .....  
**Date:**           **17 February 2021**

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Meeting held by ZOOM (digital meeting platform)  
on Wednesday 17 February 2021 at 7.15pm**

**Present:**

|                     |                         |                   |                              |
|---------------------|-------------------------|-------------------|------------------------------|
| <b>Councillors:</b> | S Murphy (In the Chair) |                   |                              |
|                     | P Abraham               | J Angold-Stephens | P Beales (from min No. 356)  |
|                     | R Brookes               | T Cochrane        | B Cohen                      |
|                     | M Dalton                | T Downing         | J Jennings                   |
|                     | J Jogia                 | K Latchford       | J Mahoney (from Min No. 362) |
|                     | S Murray                | A Omer            | T Owen                       |
|                     | S Pewsey                | C C Pond          | C P Pond                     |
|                     | M Stubbings             | D Wixley          |                              |

**Officers:** Mark Squire (Town Clerk)  
P Bryce (Assistant Town Clerk – Civic)

**Press:** David Jackman (Everything Epping Forest)

**350 Apologies for Absence**

An apology had been received from Cllr C Davies.

**351 Declarations of Interest**

None were declared.

**352 Confirmation of Minutes**

The minutes of the meeting held on 26 January 2021 were CONFIRMED as a correct record and will be signed by the Chairman.

**353 Public Representations**

No Public Representations.

**354 Questions Without Discussion**

No questions without discussion.

**355 Town Mayor's / Town Clerk's Report**

The Town Clerk reported that Epping Forest District Council (EFDC) is to apply a zero level of Council Tax increase. It was further noted that there could be an increase once the Essex Police contribution is taken into account.

Cllr Beales joined the meeting during the next item.

**356 Murray Hall – Use as an NHS Vaccination Centre**

The Town Clerk reported that the 'license to occupy' had been signed off with the NHS on 5 February 2021 and the handover now complete. Wording in the document has been inserted to ensure that the hall is returned in the same state as it was left and that a deep clean would also be conducted at the end of the tenure. It is anticipated that the Murray Hall will be operational for Covid-19 vaccinations as from 3 March 2021. The Town Clerk confirmed that the opening hours will be from 8am to 8pm. Discussions had taken place with Transport for London (TfL) to extend the bus service on Borders Lane during this period, but unfortunately TfL are unable to do this, citing that they

have so many similar requests for other NHS vaccination centres, that they do not have the capacity and resources to extend their services any further.

Members stressed that they were pleased able to assist the NHS during this ongoing covid pandemic.

**357 Town Council Election - 6 May 2021**

The Council NOTED that the Government has confirmed that this election will now take place. EFDC They are seeking an alternative venue to Murray Hall to act as a polling station. In lieu of the cancellation of Town/Parish Council elections last year, the incumbency of the newly elected Council in May will be for a shorter period of three years as opposed to the normal four years.

**358 Loughton Town Council (LTC) - Timetable of Meetings 2021/2022**

The Council NOTED that EFDC are yet to confirm their timetable of meetings, which means our own schedule of meetings cannot be confirmed as yet. The Town Clerk reported that a draft Timetable of Meetings will be provided, to be ratified at the next Resources & General Services Committee meeting to be held on 7 April 2021.

**359 Loughton Library / Loughton Town Hall**

The Town Clerk had received no further update on the plans for the Library. Cllr CC Pond suggested that a 'decamp' to one of the vacant larger units in Centric Parade in the High Road could be a possibility if the Town Council is to seek temporary premises if the Loughton Library is demolished.

**360 EFDC Extraordinary Council meeting - 8 February 2021**

Councillor CC Pond provided the Council with an oral update on the EFDC Extraordinary meeting held on 8 February regarding all aspects relating to the Clean Air Zone (CAZ) and potential pollution levies. A majority decision had been taken at this meeting to carry the proposal forward. Arguments to the contrary including a proposal for a one-mile exclusion zone, adjoining the forest for new property development were overruled. The Town Council thanked Cllr Pond for his efforts, expertise and knowledge and agreed to wait and see what the outcome will be from the Local Planning Inspector's advice and pursue best interests for local residents on an ongoing basis.

**361 Reports from Committees**

**361.1 Planning and Licensing**

The reports held on 14 December, 4 and 18 January and 1 February 2021 were NOTED.

**361.2 Recreation**

The report held on 6 January 2021 was NOTED.

**361.3 Environment and Heritage**

The report held on 26 January 2021 was NOTED.

**361.4 Resources and General Services**

The report held on 10 February 2021 was NOTED .Following an item referred to this Council meeting, it was AGREED that the Annual Town Meeting will take place on Wednesday 10 March 2021 via Zoom. An Agenda will be prepared accordingly.

Cllr Mahoney joined the meeting during the next item.

**362 Reports from Members on Outside Organisations**

**362.1** The following report was NOTED

- (i) Extraordinary meeting - Local Councils Liaison Committee - 28 January 2021 - Cllr Wixley.

The importance of transparency from 'Qualis' to keep local residents informed of their activities and good governance from EFDC in monitoring their functions and operations was stressed.

**Signed:** .....

**Date:** 28 April 2021

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Meeting held by ZOOM (digital meeting platform)  
on Wednesday 28 April 2021 at 7.15pm**

**Present:**

|                     |                             |                                |             |
|---------------------|-----------------------------|--------------------------------|-------------|
| <b>Councillors:</b> | S Murphy (In the Chair)     |                                |             |
|                     | J Angold-Stephens           | P Beales                       | R Brookes   |
|                     | T Cochrane                  | B Cohen                        | M Dalton    |
|                     | C Davies (from Min No. 368) | T Downing                      | J Jennings  |
|                     | J Jogia                     | K Latchford (from Min No. 370) | J Mahoney   |
|                     | S Murray                    | A Omer                         | S Pewsey    |
|                     | C C Pond                    | C P Pond                       | M Stubbings |
|                     | D Wixley                    |                                |             |

**Officers:** Mark Squire (Town Clerk)  
P Bryce (Assistant Town Clerk – Civic)

1 x Member of the Press

1 x Member of the Public

**363 Apologies for Absence**

Apologies were received from Cllrs Abraham and Owen.

**364 Declarations of Interest**

None were declared.

**365 Confirmation of Minutes**

The minutes of the meeting held on 17 February 2021 were CONFIRMED as a correct record and will be signed by the Chairman.

**366 Public Representations**

No Public Representations.

**367 Questions Without Discussion**

No questions without discussion.

Cllr Davies joined the meeting during the next item.

**368 Town Mayor's / Town Clerk's Report**

**368.1 Town Mayor Engagements**

The Town Mayor reported that she had laid a flower wreath for Richard Okorogheye, and she had attended Abbeyfield Nursing home to wish resident Louisa a Happy 101<sup>st</sup> Birthday.

Cllr Murray requested it was noted that The Town Mayor had also attended St Mary's Church for the Special Commemoration Service of His Late Royal Highness Prince Philip, The Duke of Edinburgh.

**368.2 Town Clerk's Report**

It was noted that the Council meeting had been postponed from 14 April 2021,

in accordance with the Government directive regarding the mourning period for Prince Philip, The Duke of Edinburgh.

As this was also the final meeting of the 2016 – 2021 extended term, Cllr Pond thanked all those councillors who had served during this period and particularly those who had chosen not to stand for re-election for their service to the community.

Members expressed thanks to Cllrs Angold-Stephens, Cochrane, Dalton, Jogia, Latchford, Omer, Owen and Pewsey for their service on the Council.

Particular thanks were given to Cllr Angold-Stephens, (and the late Cllr Ken Angold-Stephens), for her work over the last 13 years leading the Planning and Licensing Committee, to Cllr Owen and his work on Loughton Broadway, and Cllr Pewsey for his success in securing a grant for the Loughton Art Trail, and his work on the Local Plan and saving Jessel Green.

The Town Clerk thanked the Town Councillors for the professional and disciplined manner in which Council and Committee meetings had been conducted since joining the Council.

### **369 Reports from Committees**

#### **369.1 Planning and Licensing**

The reports held on 15 February, 1 March, 15 March, 29 March, and 12 April 2021 were NOTED. The Planning and Licensing Chairman agreed to sign the last minutes of the last meeting (where members were allowed to gather together) of 20 March 2020.

#### **369.2 Recreation**

The report held on 3 March 2021 was NOTED.

#### **369.3 Environment and Heritage**

The report held on 31 March 2021 was NOTED. It was AGREED that the selection of the Christmas lights for 2021 would be delegated to the Chairman and Vice Chairman of this Committee together with the Town Clerk and Services Manager in order to expedite the order for the lights.

#### **369.4 Resources and General Services**

The report held on 7 April 2021 was NOTED.

Cllr Latchford joined the meeting during the next item.

### **370 Local Authority Meetings**

The Town Clerk reported that the Government legislation have announced that the remote meeting powers are not being extended. From midnight on 6 May 2021 remote Zoom Council meetings will not be allowed to take place. Provision would be made for holding the first Council meeting of the new Town Council on 18 May 2021.

### **371 Reports from Members on Outside Organisations**

**371.1** The following reports were NOTED

- (i) Report from the meeting of CA Epping Forest District - Held on Thursday 28 January 2021 - Cllr J Angold-Stephens
- (ii) Report from the Zoom meeting of the Broadway Town Centre Partnership held on Thursday 18 March 2021 – Deborah Taylor, Services Officer
- (iii) Report from Roding Valley Meadows Nature Reserve Consultative Group 19 October 2020 and 10 March 2021 – Cllr D Wixley

- (iv) Report from Epping Forest Local Councils' Liaison Committee (EFLC) meeting – 15 March 2021 – Cllr D Wixley
- (v) Official minutes from the above meeting.

**372 Murray Hall - Use as a vaccination centre**

Members AGREED the request from the NHS to extend their use of the hall until February 2022.

**373 Financial Year End considerations**

The Town Clerk reported that he was nearing the completion of the Year End accounts and adequate provision would be made for the costs of the pipe work in the Cemetery.

**374 Town Councillors comments**

A number of Councillors thanked their fellow members for their service and guidance over the years and appreciation was given for the hard work of officers. Praise was also attributed to fellow Councillors who had passed away and are sadly no longer with us.

**375 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to contractual matters.

**376 Buckingham Court**

Members AGREED with the recommendation of the Strategy and Staff Group.

Signed: .....  
Date: 19 May 2021