

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 24 May 2023 at 7.30pm at 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ

Present:

Councillors:

B Cohen (in the chair until Min no 167)		
M Stubbings (in the chair from Min no 167)		
P Abraham	R Brookes	C Davies
T Downing	S Fontenelle	L House
J Jennings	W Kauffman	N MacKinnon
S Murphy	S Murray	M Owen
C C Pond	C P Pond	K Rainbow
J Riley	M Stubbings	K Valentine
G Wiskin	D Wixley	

Officers:

M Squire (Town Clerk)
P Bryce (Community Manager)

Also present: 4 Members of the public

Cllr Cohen as outgoing Town Mayor summarised the highlights of her term in office.

167 Election of the Town Mayor for 2023/24

Cllr Cohen invited nominations for the role of Town Mayor. Cllr Stubbings was proposed and seconded and, there being no other nominations, Cllr Stubbings was elected Town Mayor for 2023/24. Cllr Cohen presented him with the Town Mayor's badge and chain of office. Cllr Stubbings took the chair and duly executed the Declaration of Acceptance of Office

Cllr Stubbings thanked Cllr Cohen for her work during her term of office as Town Mayor and presented her with the Past Town Mayor's badge. Cllr C C Pond led the Council's tributes to Cllr Cohen for her work during her year of office.

168 Appointment of Deputy Town Mayor for 2023/24

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

169 Apologies for Absence

Apologies of absence were received from Cllr Beales who is on extended leave.

170 Declarations of Interest

Cllr Wixley declared a non-pecuniary interest in Agenda Item 7.1 Nomination of Council Representatives on outside bodies for 2023-24 Citizens Advice Epping Forest District as he was a member. Cllr Murray also declared a non-pecuniary interest in this Agenda item as he is a Trustee of the Citizens Advice Epping Forest District and this item is to be discussed.

The Town Clerk reminded Members that should their interests change, they must,

within 28 days of becoming aware of the change, complete a new register of members' interests form and return it to the Town Clerk for submission to the Monitoring Officer.

171 Confirmation of Minutes

Cllr Wixley reported that Cllr Stubbings name should have been included in minute 164.2 of the minutes of the Council meeting of 25.4.23. as one of those who took part in the planting of whips on the Roding Valley Recreation Ground. Subject to this amendment, the minutes of the meeting held on 25 April 2023 were CONFIRMED as a correct record and signed by the Chairman.

172 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2023/24

172.1 Planning and Licensing Committee

Cllr CC Pond moved, and the Council agreed, the reappointment of Cllrs Abraham, Murphy, Rainbow, Riley and Wiskin to the Planning and Licensing Committee. Cllr Davies to continue as Chairman and Cllr Kauffman, Vice Chairman

172.2 Recreation Committee

Cllr CC Pond moved, and the Council agreed, the reappointment of Cllrs House, Fontenelle, MacKinnon, Murray, and Stubbings to the Recreation Committee. Cllr Wixley to continue as Chairman and Cllr Valentine, Vice Chairman

172.3 Environment and Heritage Committee

Cllr CC Pond moved, and the Council agreed, the reappointment of Cllrs Beales, Cohen, Fontenelle, Valentine and Wiskin to the Environment and Heritage Committee. Cllr CC Pond remained as Chairman and Cllr CP Pond Vice Chairman.

172.4 Resources and General Services Committee

Cllr CC Pond moved, and the Council agreed, the reappointment of Cllrs Brookes, Cohen, Kauffman, Murray, and Stubbings to the Resources and General Services Committee. Cllr M Owen was nominated and elected as Chairman and Cllr Fontenelle Vice Chairman.

All committees consist of seven members.

172.5 Nomination of up to three persons per political group authorised to make substitutions in accordance with Standing Order 5e was AGREED.

173 Nomination of Council Representatives for 2023/24

173.1 The Council representatives on outside bodies for 2023/24 were AGREED as below:

Organisation	2023/24 representative(s)
Lopping Endowment	J. Jogia (as District Councillor)
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs CC Pond and Wixley
Local Councils' Liaison Committee	Cllrs CC Pond and Wixley

EALC - Larger Local Councils Forum	Cllr Wixley
ECC Parish Passenger Transport Meeting	Cllrs Abrahams and CC Pond
Tree Wardens (appointed by Epping Forest Countrycare)	Cllrs Cohen, Fontenelle, Wiskin and Wixley
Loughton Broadway Town Centre Partnership	Cllr Brookes, Cohen, Davies, Murphy, Owen and Rainbow
Citizens Advice Epping Forest District – Management Committee	To be omitted from the 2024 Agenda
Essex Police local community meetings **	Cllrs Fontenelle, House and Wixley
Roding Valley Nature Reserve Consultative Group	Cllr MacKinnon and Wixley

** Whilst the Council has not been invited by Essex Police Cllr House has been having monthly meet ups with the home beat officer and attending the Coffee with the Cops meetings.

Following discussions, it was agreed that the Citizens Advice Epping Forest District Management Committee was already represented by Loughton Town Council and additional members were not required to attend any meetings.

Cllrs thanked Cllr Brookes for all the work she had done, above and beyond, on the Loughton Broadway Town Centre Partnership as acting Chairman. Cllr Brookes reported that if the partnership does not appoint a Chairman they will fold.

173.2 To review arrangements for reporting back on the activities of outside bodies

Representatives were requested to provide a written report, which is attached to the next Council agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting. Members are also requested to provide an annual report for the final Council meeting of the municipal year.

173.3 Joint Standards Committee

Cllr C C Pond remained as its representative on the Joint Standards Committee for 2022/23 with Cllr Davies as his substitute.

173.4 Grievance Hearing and Disciplinary Appeal Panels

Cllr Abraham remained as a third member to sit on both the Grievance Hearing Panel and the Disciplinary Appeal Panel.

174 Membership of Internal Council Groups

174.1 Strategy and Staff Group (includes the Complaints Panel)

Membership to continue as: Town Mayor, Deputy Town Mayor and the chairman of each of the committees, Cllr C P Pond and S Murray as a representative from the minority group.

Note: It is always open to the group to invite a member to a particular meeting if special knowledge, etc. is required.

174.2 Financial Assistance Working Group

Membership to continue as: Chairman and Vice Chairman of the Resources and General Services Committee, Cllr Murray and the immediate past Town Mayor.

The Group usually meets in January to consider the annual round of applications.

174.3 Roding Valley Recreation Ground Improvements Project Working Group

Membership to continue as: Chairman and Vice Chairman of the Recreation Committee and Cllrs Brookes, Mackinnon, Murray and Stubbings.

175 General Power of Competence

The Council AGREED to reassert the use of the General Power of Competence in the forthcoming Civic Year.

176 Confirmation of Standing Orders

The Council AGREED and confirmed the Town Council's Standing Orders.

177 Confirmation of Financial Regulations

The Council AGREED and confirmed the Town Council's Financial Regulations.

178 Year End Financials 2022/23

178.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2023, including.

- (i) The Council AGREED AGAR (Section 1) for the Year ended 31 March 2023.
- (ii) The Council AGREED AGAR (Section 2) for the Year ended 31 March 2023.
- (iii) The Council AGREED AGAR NOTING that the internal auditor has completed and signed the Annual Internal Audit Report on page 3 of the Annual Governance and Accountability Return 2022/23.

178.2 Annual Accounts

The Town Clerk reported that it had been a very tough financial year and this financial year would be equally challenging.

The Council APPROVED the Annual Accounts for the Year ended 31 March 2023. This statement of accounts had been prepared in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.

179 Town Mayor's / Town Clerk's Report

Nothing to report.

Signed:

Date: 26 July 2023

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Wednesday 26 July 2023 at 7.30pm at 1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ

Present:

Councillors:	M Stubbings		
	P Abraham	R Brookes	B Cohen
	C Davies	S Fontenelle	L House
	W Kaufmann	S Murray	C C Pond
	C P Pond	K Rainbow	J Riley
	K Valentine	D Wixley	

Officers: M Squire (Town Clerk)

180 Death of a former Town Councillor

The death of former Town Councillor Alex Copland was NOTED. Several members provided further background information on him.

181 Apologies for Absence

Apologies of absence were received from Cllr Beales (who is on extended leave), Cllrs Downing, Jennings, MacKinnon, Murphy, Owen and Wiskin.

182 Declarations of Interest

None were received.

183 Confirmation of Minutes

The minutes of the Annual Council Meeting held on 24 May 2023 were CONFIRMED as a correct record and signed by the Chairman

184 Public Representations

None were received

185 Questions Without Discussion

None were received.

186 Town Mayor's / Town Clerk's Report

Members noted that the Town Mayor's Civic Service has been scheduled for Sunday 11 February 2024 at the Loughton Methodist Church.

The Town Clerk

- mentioned the invitation form, received from the Essex Association of Local Councils (EALC) for nominations for members for next year's Buckingham Palace Garden Party 2024. Mindful of the strict set criteria, members would approach the Town Clerk to nominate a colleague, should they feel appropriate.
- updated members on the progress on the Recreation Ground playground construction.

- drew members attention to the 'Safer Streets- Crimestoppers' leaflets.
- highlighted the Town Council, Horticultural Show, scheduled for 2 September 2023

187 Town Mayor's Engagements and Announcements

Members NOTED the report.

188 Reports from Committees

188.1 Planning and Licensing

The meetings held on 30 May, 12 and 26 June, and 10 and 24 July 2023 were NOTED.

188.2 Recreation

The meeting held on 31 May 2023 was NOTED.

188.3 Environment and Heritage

The meeting held on 14 June 2023 was NOTED.

188.4 Resources and General Services

The meeting held on 27 June 2023 was NOTED. The following RG minutes were reviewed in accordance with the Committees' s requests

- I. RG 244 -Christmas Card Competition 2023. Members AGREED with the Committees' recommendation.
- II. RG 248 – Loughton Town Council (LTC) email addresses. The Town clerk explained that the advice from the Society of Local Council Clerks (SLCC) legal Department, is that it is best practice for Councillors to have their dedicated 'Government domain' Town Council email addresses, for a number of reasons, most importantly General Data Protection Regulations (GDPR) protection, for both individual Councillors and for the Town Council as an entity. The Town Clerk would further investigate the scale of the IT project and associated costs involved.
- III. RG249. Think Loughton -Circulation. The pros and cons of ending a hard copy version were discussed at some length. In principle, the three year plan to phase out the paper version was agreed. In the meantime the Office would investigate other editorial / printing companies to see whether any significant cost savings could be made on the existing format. An interim measure would be to end the Royal Mail delivery option, which has a one year lead time to cancel.

189 Reports from Members on Outside Organisations

The following meetings were NOTED.

- I. The Loughton Broadway Town Centre Partnership LBTCP AGM – Thursday 13 July 2023. Cllr Brookes added the following 'The LBTCP held its annual AGM on Thursday, 13 July. Councillors Stephen Murray, Carol Davies, Kevin Rainbow and Rose Brookes attended from Loughton Town Council. Several apologies were received from other Town Councillors who were unable to attend. Lorraine Gibson (EFDC Housing) and Duncan Haslam (EFDC Economic Development) joined our meeting this year. Duncan brought the excellent news from Caroline Wiggins in Safer Communities that Debden Broadway had been identified as an Anti-Social Behaviour Hotspot Pilot in Essex. Duncan Gould, of Restore Community Church, presented the annual accounts. The financial position of the BTCP is healthy and there is sufficient funds for more community activities .

Rev Chris Davies and Councillor Brookes are hoping to meet with Councillor John Philip to discuss the future of the Broadway and the BTCP. It has been difficult to find a mutually convenient date but it is hoped to do so before our next meeting on Thursday 7 September at Barrington Court at 6.15pm. Therefore, it was resolved to elect Councillor Brookes as acting chair until the next meeting. Councillor Lee Scott has accepted an invitation to speak at our September meeting. Our meetings are open to all who care about the Broadway.

- II. "Coffee with the Cops" St. Mary's Church, Loughton – 25 May 2023 and 14 July 2023.

190 Loughton High Road – Weekly Food Market

The Council AGREED to proceed on the basis submitted and approach the original market operator that has already come forward.

191 Bus Consultation TFL Route 549

Members AGREED to the consultation proposal and Town Clerk should respond accordingly.

192 Coronation Plaques

Members AGREED not to take this forward.

193 Décor – Town Council building stairway

Members AGREED that framed photographs of the past and present 'Town Councils' should be placed on the wall of the Chamber Room. Additionally appropriate photographs / posters of Town Council events should be placed on the stairwell walls to reflect current activities of the Town Council.

Signed:

Date: 18 October 2023

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 18 October 2023 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present:

Councillors:

M Stubbings

P Abraham

S Fontenelle

S Murray

C P Pond

K Valentine

B Cohen

W Kauffman

M Owen

K Rainbow

G Wiskin

T Downing

N MacKinnon

C C Pond

J Riley

D Wixley

Officers:

M Squire (Town Clerk)

P Bryce (Community Manager)

Also

2 x Epping Forest District Youth Councillors.

Attending:

This meeting was preceded by a presentation of a cheque for £291.75 to Guide Dogs UK, the Town Mayors chosen charity. The money was raised on the councillors tombola stalls at Jessel Green Fun Day and Loughton Day. Also attending was an Epping Forest District Youth Councillor, who assisted on the Tombola Stall at the Loughton Day event.

194 Apologies for Absence

Apologies of absence were received from Cllr Beales (who is on extended leave), Cllrs Brookes, Davies, Jennings, and Murphy.

195 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities.

196 Confirmation of Minutes

The minutes of the Council Meeting held on 26 July 2023 were CONFIRMED as a correct record and signed by the Chairman. It was reported that on the minutes Cllr Kauffman's surname was misspelt and the Town Clerk apologised for this error.

Cllr Fontenelle then referred back to minute 190 'Loughton High Road – Weekly Food Market' from the Council Meeting of 26 July 2023 stating that the minutes were not expansive enough. The Town Clerk reiterated that he was happy with the minutes and the Town Council AGREED. The Town Clerk requested a further meeting with Cllr Fontenelle outside this meeting.

197 Public Representations

None were received.

198 Questions Without Discussion

None were received.

199 Town Mayor's / Town Clerk's Report

The Town Clerk reported that there were a number of banking mandates that needed to be completed and asked if Cllrs Stubbings and Wiskin could stay behind after the meeting to add their signatures.

200 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting held on 26 July 2023, he had attended the following events.

- Official opening of the RVRG new playground
- Loughton Horticultural Show and the Town Mayor's Best Allotment Competition Awards Presentation
- Loughton Day
- 3food4u Loughton Hub's 3rd anniversary celebration at Loughton Club
- Visit to Bird & Fairley Opticians in Loughton High Road
- Visit to Loughton Music Academy in Loughton High Road
- Attended RVRG new playground – thank you to the schools who contributed to the public consultation for new playground
- Official opening of the revamped estate agent Fine & Country on the corner of The Drive and High Road

201 Reports from Committees**201.1 Planning and Licensing**

The meetings held on 24 July, 7 and 29 August, 11 and 25 September and 9 October 2023 were NOTED.

201.2 Recreation

The meeting held on 6 September 2023 was NOTED. Cllr Murray updated members on Min No 241 and the outstanding success of the new playground and how it is being used by families across the town and beyond.

201.3 Environment and Heritage

The meeting held on 2 October 2023 was NOTED. Cllr Murray reported that he had received many positive comments regarding Min No 229.1 and the phenomenal success of Loughton Day.

Cllr C C Pond reported that Min No 219 Cllr Kauffman's name had been misspelt and on Min No 229.1 suggested that the Horticultural Show be considered to be included in Loughton Day going forward.

201.4 Resources and General Services

The meeting held on 4 October 2023 was NOTED. Cllr Murray was pleased to report that the Financial Services Scheme was to continue for 2024/25.

The Youth Councillors left during the next Agenda Item.

202 Reports from Members on Outside Organisations

The following meetings were NOTED.

- I. Essex Association of Local Councils (Epping Forest Branch) Meeting 8.9.23. held at Thornwood – Cllr D Wixley.
- II. Association of Local Councils AGM & Conference 21.9.23. held in Colchester – Cllr D Wixley.
- III. Epping Forest Local Councils' Liaison Committee Meeting 21.9.23. held at the Civic Offices, Epping – Cllr D Wixley.

Cllr C C Pond reported that he had since received an email from the Clerk at Stanford Rivers, Parish Council who has had to give up her role as Secretary of the Essex Association of Local Councils (Epping Forest Branch) due to external commitments. She had also become concerned by what she saw as deterioration in EFDC/local council relations.

- IV. The Broadway Town Centre Partnership – 7 September 2023 – Cllr Rose Brookes. Regarding the antisocial behaviour in the Broadway, it was reported that New City College are providing security at lunchtime to patrol the Broadway. The College are being proactive if the students are causing trouble and are asking the traders to report any antisocial behaviour. The Town Clerk was asked to write to the principal of New City College to find out what percentage of students have an IG10 address. Cllr Murray reported that members need to recognise that Cllr Brookes is the driving force of this partnership and without her it would have folded.
- V. Cllr Neil McKinnon gave an oral report from the Roding Valley Meadows Local Nature Reserve Consultative Group – 13 September 2023 – paraphrasing from the body of the report below:-

The meeting was well attended and included representatives from LTC, Buckhurst Hill Parish Council, the Essex Riding Trust, EFDC Country Care, special needs and dog walking groups. The meeting was chaired by reserve's ranger, Iona Kay, with Ruth Angrave, also from the Essex Wildlife Trust in attendance. The full minutes for the meeting will be available once issued but the topics discussed included:

An updated on the general health of the reserve, which is doing reasonably well despite several issues with Thames Water including a sewerage leak.

The possibility of cattle returning to the reserve next year following a DEFRA alert in relation to Bovine TB which has prevented them being on site recently.

An update on new fencing and the removal of a gate which has been repeatedly targeted by vandals.

A discussion about new and proposed visitor infrastructure. This has included a new notice board, the removal of some benches due to them being near trees infested with Oak Processionary Moth, and plans for a new boardwalk in high use areas as well as a new disabled access path which is being planned for 2024 after the hay cut.

Anti-social behaviour is an ongoing issue with many disposable BBQs being left along with general rubbish. Motorbikes have also been sighted several times and it was suggested that all incidents are reported to the police via 111.

Commercial dog walkers were discussed as was the issue of dog attacks which appear to be on the rise.

The possibility of more litter bins was raised but it was suggested that these tend to have the opposite effect of attracting more rubbish.

Events on the reserve have been well attended but EWT are looking at options to promote these such as via the Loughton and Buckhurst Hill town magazines. I suggested that they could also approach local schools to arrange class visits which could also help to educate children about the impact of vandalism.

It was a very constructive meeting with lots of exciting events and enhancements planned, I hope that increased communication with local schools and councils enables more local residents to enjoy the reserve responsibly.

It was also reported that the cattle on City of London land are separate from the Cattle grazing on the Roding Valley Meadows Nature Reserve.

Cllr Wixley reported that he went along to a police meeting held at Costa Coffee, 48 Queen's Road, Buckhurst Hill which was advertised from 11am to 12 noon but actually took place between 10am to 11am. He was able to speak to two Police Constables with regard to a resident's request and was happy to report that they had since followed upon this and visited the residents home.

Signed:
Date: 20 December 2023

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 20 December 2023 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present:

Councillors:	M Stubbings		
	P Abraham	R Brookes	B Cohen
	C Davies	S Fontenelle	L House
	W Kauffman	N MacKinnon	S Murphy
	S Murray	C C Pond	C P Pond
	K Rainbow	J Riley	K Valentine
	G Wiskin	D Wixley	

Officers: M Squire (Town Clerk)
P Bryce (Community Manager)

**Also
Attending:** 1 x Member of the Public

The representative from the 'Purple Tuesday' organisation did not show, so the pre meeting presentation did not take place.

203 Apologies for Absence

Apologies of absence were received from Cllrs Beales and Owen.

204 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in agenda should any items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC), as a member of these authorities, are discussed. Cllr Fontenelle declared a non-pecuniary interest in Agenda Item 10.4 Min EH244 Weekly Markets.

205 Confirmation of Minutes

The minutes of the Council Meeting held on 18 October 2023 were CONFIRMED as a correct record and signed by the Chairman.

206 Public Representations

None were received.

207 Questions Without Discussion

None were received.

208 Disability History Month

This item was withdrawn from the agenda at the request of Cllr Fontenelle.

209 Town Councillor Resignation

The Town Clerk reported that he had received a formal resignation letter from Cllr Jennings. Members thanked Judy for her service of 11 years, saying that Judy was a very sympathetic person, and conscientious member and Chairman of the Resources & General Services (RGS) Committee. The Councillors wished Judy and her husband Bob all the best in the future.

There would not be a requirement to 'co-opt' another Councillor onto the Town Council as the resignation letter has been received within six months of the forthcoming Town Council elections to be held on 2 May 2024.

210 Town Mayor's / Town Clerk's Report

The Town Clerk gave an update on the situation with respect to the 7 salt bins owned by Loughton Town Council (LTC) that had been removed by ECC without any notification to LTC.

The salt bins removed were purchased and installed between 2003 and 2009 and were positioned in the hillier parts of Loughton to assist the residents in cold snaps, where roads are not gritted by Highways.

The Town Clerk reported that he had spoken to ECC Cllr Tom Cunningham, Cabinet Member for Highways, Infrastructure and Sustainable Transport, who would explore the ownership of the bins. Cllr C C Pond was angered by the action of ECC and had brought the matter up at the ECC full Council meeting held on 12 December 2023.

Members thought that it was outrageous that the salt grit bins had been "taken" by ECC, without any regard to the hilly areas, where the bins were placed. This was a clear health and safety issue to the residents and an appropriate press release would be issued to this effect. It was also suggested that the Town Clerk should contact the Essex Association of Local Councils,(EALC) to highlight and seek their advice on this matter.

211 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting held on 18 October 2023, he had attended the following events.

- National Jazz Archive fund raising event at the Loughton Methodist Church
- LADS performance of "Time of My Life" at Lopping Hall
- Remembrance poppy wreath laying with the Staples Road Youth Council and Chrysalis Nursery
- Remembrance Sunday Services and Parade
- Light up a Life, for St Clare Hospice – Loughton Methodist Church and Kings Green
- Alderton Hall Primary School OPAL Celebration and tour of the Junior school
- The National Jazz Archive's last big gig of 2023 – Loughton Baptist Church
- Loughton Menorah Lighting – Standard Green
- 3Food4U – Loughton Club, Christmas event
- Visit to Alderton Hall Primary School end of term Christmas service.

Cllr Fontenelle reported that the Menorah Lighting event had some technical difficulties with their PA system, which Cllr Stubbings overcome, and the event went off smoothly.

212 Reports from Committees

212.1 Planning and Licensing

The meetings held on 23 October, 6 and 20 November and 4 December 2023 were NOTED.

Cllr Davies reported that she and Cllr Riley had attended the hearing at EFDC regarding Min No PL541.1 and reiterated the comments from the Planning Committees.

212.2 Recreation

The meeting held on 31 October 2023 was NOTED.

212.3 Environment and Heritage

The meeting held on 15 November 2023 was NOTED.

It was reported the next Loughton Wombles litter pick will take place on Saturday 13 January 2024 and that everyone is welcome to join.

The Town Clerk reported that the two paragraphs under agenda item 10.4, commencing 'See minute extract EH24 should have been typed under agenda item 10.3 Environment & Heritage. He apologised for this spacing error.

Members AGREED that the licence to hold a weekly market be granted to Hughmark, subject to adherence to all the terms and conditions of the license.

212.4 Resources and General Services

The meeting held on 29 November 2023 was NOTED.

213 Reports from Members on Outside Organisations

The following meetings were NOTED.

- VI. Tree Wardens' Meeting held at North Weald on Monday 20 November 2023 – Cllr Wixley
- VII. The Broadway Town Centre Partnership meeting held on 9 November 2023 – Cllr Brookes. Members thanked Cllr Brookes for the immense amount of work she put into the 'Bright Lights on the Broadway' event, which was very successful with over 300 children visiting Father Christmas.

Cllr Brookes reported that she was very disappointed to say that EFDC will no longer provide a Grant of £1,000 to the Broadway Town Centre Partnership, a significant amount of money which pays for the Public Liability Insurance (PLI) and administration fees for the Partnership. It was suggested that the Partnership could apply for a LTC Financial Assistance Grant.

Signed:

Date: 30 January 2024

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Tuesday 30 January 2024 at 7pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present:

Councillors:	M Stubbings		
	R Brookes	B Cohen	C Davies
	T Downing (From Min No 220)	S Fontenelle	S Murray
	M Owen	C C Pond (from Min No 224)	K Rainbow
	J Riley	K Valentine	G Wiskin
	D Wixley		

Officers:	M Squire (Town Clerk)
	P Bryce (Community Manager)

214 Apologies for Absence

Apologies of absence were received from Cllrs Beales, Murphy, and C P Pond. Cllr CC Pond had informed the Town Clerk that he may be late for the meeting.

215 Declarations of Interest

None were received.

216 Confirmation of Minutes

The minutes of the Council Meeting held on 20 December 2023 were CONFIRMED as a correct record and signed by the Chairman.

217 Public Representations

None were received.

218 Questions Without Discussion

None were received.

219 Town Mayor's / Town Clerk's Report

Nothing to report.

Cllr Downing arrived during the following Agenda Item.

220 Council Precept for 2024/25

Members received and noted all the reports relevant to this agenda item.

The Council AGREED

- I. the budget for 2024/25
- II. the amount to be taken from and adjustments to Earmarked Reserves; and
- III. the level of the Precept for 2024/25.

The Council NOTED that the tax base for 2023/24 had been confirmed as £12,667.90 and the Estimates and financial forecast reports presented.

Members AGREED the recommendation of the Resources and General Services Committee at its meeting held on the 17 January 2024. Members NOTED that the Town Council have worked intensively to keep this increase as low as possible, whilst maintaining service standards and the capability to fulfil a few key future projects.

The Council unanimously AGREED to set the precept for 2024/25 at £993,909. This will set the Loughton proportion of the annual council tax for a band D property as £76.35, an increase of £4.96 (£0.09p weekly) from the current year of £71.39.

221 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting held on 20 December 2023, he had attended the following events.

- Nine Lessons and Carols, St John's Church Loughton
- LADS 'A Murder is Announced' Lopping Hall
- Alderton Hall Infants School end of term assembly
- Official Opening of New City College Epping Forest Wellness Centre
- Holocaust Memorial Day at Loughton Library, Traps Hill
- The Loughton Pantomime at Lopping Hall

The Town Mayor reported that he could not attend the World of Work Conference with the YES Partnership and thanked Cllr S Murphy for attending in his absence.

222 Reports from Committees

222.1 Planning and Licensing

The meetings held on 18 December 2023, and 8 and 22 January 2024 were NOTED.

222.2 Recreation

The report held on 17 January 2024 was NOTED.

222.3 Resources and General Services

The report held on 17 January 2024 was NOTED.

223 D-Day 80 - The 80th anniversary of the Normandy Landings

Members AGREED that the Town Council should mark the 80th anniversary of the Normandy Landings on 6 June 2024 and to take part in the Nationwide Beacon Lighting, on Hillyfields at 9.45pm.

Cllr C C Pond arrived during the following Agenda Item. He declared a non-pecuniary interest in this matter as he was an Essex County Councillor.

224 Removal of seven Loughton salt bins by Essex County Council (ECC)

Members NOTED that ECC had now undertaken to replace three of the seven missing salt bins but were seeking historic evidence of purchase, from the Town Council for the remaining four bins. Members AGREED that the Town Clerk should continue to press ECC to replace the remaining bins and to request ECC to keep refilling them on an annual basis.

The Town Clerk was asked to request ECC to inform the Town Council beforehand if ECC are to make any further inspections/ removals in the future. He was also asked to contact the Essex Safe Road Partnership for their support.

225 Epping Forest District Council (EFDC) – Funding for Dementia Action Officer /Dementia Projects

Members AGREED to support the funding application that Buckhurst Hill Parish Council is making for EFDC to continue their Dementia Action Officer, post / projects from May 2024.

Signed:

Date: 21 February 2024

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 21 February 2024 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present:

Councillors:

M Stubbings		
P Abrahams	R Brookes (From Min No 231)	B Cohen
C Davies	S Fontenelle (From Min No 228)	L House
W Kauffman	S Murray	M Owen
C C Pond	C P Pond	K Rainbow
J Riley	G Wiskin	D Wixley

Officers:

M Squire (Town Clerk)
P Bryce (Community Manager)

226 Apologies for Absence

Apologies of absence were received from Cllrs Beales, Downing, and Murphy.

227 Declarations of Interest

Cllr C C Pond declared the usual non-pecuniary interest in any agenda items relating to the work of Epping Forest District Council (EFDC) and Essex County Council (ECC) as a member of these authorities.

228 Confirmation of Minutes

The minutes of the Council Meeting held on 30 January 2024 were CONFIRMED as a correct record and signed by the Chairman.

229 Public Representations

None were received.

230 Questions Without Discussion

None were received.

231 Town Mayor's / Town Clerk's Report

The Town Clerk reminded members of the Annual Town Meeting which is taking place at the Murray Hall on Tuesday 5 March, (the agenda to be distributed in due course). Also the defibrillator training to be held at Murray Hall on 29th February at 6pm – 8pm.

232 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting held on 30 January 2024, he had attended the following events.

- World of Work Conference with the YES Partnership – 7 February 2024
- Town Mayor's Civic Service Loughton Methodist Church – 11 February 2024
- Visit to Alderton School – 12 February 2024

233 Reports from Committees

233.1 Environment & Heritage Committee

The meeting held on 30 January 2024 was NOTED.

The continued success of the Loughton Wombles was highlighted. .

There was much discussion regarding the appalling state of the roads and footways, and the number of potholes. Members agreed that the residents should be made aware that Loughton Town Council is not responsible for the repair of the Highways and Essex County Council is the authority. It was agreed that the document 'Who Does What' which shows which tier of local government is responsible for what council issues should be circulated via all Town Council mediums; including future editions of 'Think Loughton', noticeboards, website and social media.

233.2 Planning and Licensing

The meeting held on 5 February 2024 was NOTED.

233.3 Resources and General Services Committee

The meeting held on 7 February 2024 was NOTED.

Cllrs Cohen, Owen and Wiskin were thanked for all their work on the financial assistance grants Min No 313. Some £26k was distributed to 26 organisations in Loughton.

234 Reports from Members on Outside Organisations

The reports from the following meetings were NOTED.

- I. Epping Forest Local Councils' Liaison Committee Meeting held on Thursday 1 February 2024 – Cllr David Wixley.

Cllr Wixley reported that the planning application by Qualis on the Pyrles Lane Nursery site referred to in his report were for 43 dwellings and not 45. There will be a net gain of 42 dwellings as No. 79 Pyrles Lane will be demolished as part of the scheme should the planning permission be granted.

- II. The Broadway Town Centre Partnership: Thursday, 11 January 2024 – Cllr Rose Brookes.

235 Removal of seven Loughton salt bins by Essex County Council (ECC)

The Town Clerk reported that further e-mails have been exchanged between the Town Clerk and Cabinet Member for Highways, Infrastructure and Sustainable Transport and provided further background information and the current state of play. There are indications that at least one salt bin has now been replaced and refilled. Town Clerk has approached ECC to clarify what is happening now.

236 ECC/EFDC Planting of trees without consultation with the Town Council

The Council NOTED that ECC/EFDC have erroneously mis planted a significant number of trees, both at Hillyfields and Jessel Green without any consultation with the Town Council and are causing problems. In both cases ECC has undertaken to move the trees to a better location that is agreeable to Loughton Town Council (LTC). The Town Clerk also highlighted that another tree had now been planted on the grass verge near the old changing room building, along Willingale Road which belongs to LTC. Members AGREED that this tree should remain.

This agenda item would further be discussed at the next Recreation Committee meeting on Tuesday 27 February 2024.

237 Programme of Meetings for 2024/25

Members AGREED the new timetable of meetings with the date of the December 2024 Council meeting to be moved to 11 December 2024.

It was also NOTED that the last Council meeting of this current Town Council would remain as 23 April 2024.

Signed:

Date: 23 April 2024

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Tuesday 23 April 2024 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present:

Councillors:	M Stubbings		
	P Abrahams	R Brookes	C Davies
	S Fontenelle	N MacKinnon	S Murphy
	C C Pond	C P Pond	K Rainbow
	J Riley	K Rainbow	K Valentine
	G Wiskin		

Officers:	M Squire (Town Clerk)
	P Bryce (Community Manager)

238 Apologies for Absence

Apologies of absence were received from Cllrs Beales, Cohen, House, Murray, and Wixley. The Town Clerk reported that Cllrs Murray and Wixley were attending an Epping Forest District Council (EFDC) Overview and Scrutiny meeting as members of the District Council.

239 Declarations of Interest

Cllr C C Pond declared the usual non-pecuniary interest in any agenda items relating to the work of EFDC and Essex County Council (ECC) as a member of these authorities.

240 Recording of Town Council meetings

This agenda item was appropriately brought forward as detailed discussions took place regarding Cllr Fontenelle's recording of the Council and Committee meetings. Members AGREED that this should be referred to the next elected Council, Staff and Strategy meeting, ensuring that the balance of every Councillor's needs, data protection, GDPR and data control safeguards and etiquette are considered. Standing Orders would be amended accordingly if appropriate.

241 Confirmation of Minutes

The minutes of the Council Meeting held on 21 February 2024 were CONFIRMED as a correct record and signed by the Chairman.

242 Public Representations

None were received.

243 Questions Without Discussion

None were received.

244 Town Mayor's / Town Clerk's Report

The Town Clerk reminded members of the EFDC38 - NEPP Traffic Regulation Orders distributed by email on 17 April, anyone who wishes to object to the proposed Orders should send their grounds for objection in writing via <https://nepp.traffweb.app/traffweb/2/PublicConsultation> or to techteam@colchester.gov.uk or to TRO Comments, North Essex Parking Partnership,

PO Box 5575, Colchester, CO1 9LT by Friday 10 May 2024. Members would respond individually as they saw fit.

The Town Clerk reported that for those members who are re-elected there will be a Town Council training evening on Tuesday 21 May for all elected members. Members of the new Town Council would be requested to arrive at 7pm on 15 May 2024, for a formal photograph of the new Town Council, before the meeting commences at 7.30pm. The Town Clerk conveyed his best wishes to those departing members who would not be standing for the new Town Council.

245 Town Mayor's Engagements and Announcements

The Town Mayor attended the following events:

- Annual Town Meeting
- National Jazz Archive – Performance at Loughton Baptist Church
- Youth Makes Music – Rotary Club of Roding held at New Hall, Chigwell School
- Visit and tour of New City College
- Evening Performance of The Caucasian Chalk Circle, New City College
- Talk to the Rail (train related) students at New City College.

246 Reports from Committees

246.1 Recreation Committee

The meeting held on 27 February 2024 was NOTED.

246.2 Planning and Licensing Committee

The meetings held 19 February, 4 and 18 March and 2 and 15 April 2024 were NOTED.

246.3 Environment & Heritage Committee

The meeting held on 26 March 2024 was NOTED.

246.4 Resources and General Services Committee

The meeting held on 10 April 2024 was NOTED.

247 Reports from Members on Outside Organisations

The following meetings were NOTED:

- I. The Loughton Broadway Town Centre Partnership – Cllr Rose Brookes – 14 March 2024.
- II. Roding Valley Meadows Meeting – Cllr Neil MacKinnon - 27 March 2024.

248 Weekly Market

The Town Clerk reported that negotiations were still ongoing. Currently there is some delay as EFDC own the land (pavement) outside Centric Parade and wish to charge the market provider to use this area. Some middle ground needs to be found between EFDC and the market provider on the acceptable level of fees charged, to make the market viable for the market provider. The Town Clerk would follow up to ascertain whether some degree of flexibility could be reached between these two parties, so that the weekly market can go ahead.

Councillors thanked their fellow councillors, who were not standing to be re-elected, for their contribution and service over the last three-year term and were also very appreciative of the great support from Town Council officers received during this period.

Signed:

Date: 15 May 2024