

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 15 May 2024 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present:

Councillors:	M Stubbings (in the chair until Min no 1)		
	K Valentine (in the chair from Min no 1)		
	I Allgood	R Brookes	C Davies
	W Dodd	S Fontenelle	A Fricker
	S Harriman	K-W Lee	R Minhas
	S Murray	J Obaseki	M Owen
	C Pond	J Riley	R Sylvan
	D Wixley		

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

Also Present: 1 x member of the public

Before the commencement of the meeting, it was noted that Cllr Fontenelle would be recording the meeting.

1 Election of the Town Mayor for 2024/25

Cllr Stubbings invited nominations for the role of Town Mayor. Cllr Valentine was proposed and seconded and, there being no other nominations, Cllr Valentine was elected Town Mayor for 2024/25. Cllr Stubbings presented her with the Town Mayor's badge and chain of office. Cllr Valentine took the chair and duly executed the Declaration of Acceptance of Office.

Cllr Murray and Cllr Pond led the introductions and welcomed Cllr Valentine as Loughton Town Mayor for 2024-25.

In his closing speech Cllr Stubbings said that his year had been a very enjoyable rollercoaster and he would highly recommend the position. He was now looking forward to relaxing and thanked the Town Clerk and his team for all their work behind the scenes. Cllr Stubbings was presented with his Past Town Mayor's badge.

Cllr Pond led the tributes to Cllr Stubbings for his work during his year in office.

2 Election of the Deputy Town Mayor for 2024/25

The Town Clerk reported that this would be deferred and would explain in more detail, later in the Town Clerks report

3 Apologies for Absence

Apologies for absence were received from Cllr Stella Murphy.

4 Declarations of Interest

None were declared. The Town Clerk briefly described the difference between pecuniary interests and non-pecuniary interest for the benefit of the new Town Councillors.

The Town Clerk reminded Members to complete their Declaration of Interest forms and that if 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.

5 Confirmation of Minutes

The minutes of the council meeting held on 23 April 2024 were confirmed.

6 Town Clerk's Report

The Town Clerk welcomed Councillors to the new Town Council.

The Town Clerk reported on the current electoral status and was awaiting confirmation from the Electoral Commission and Epping Forest District Council (EFDC) on the state of play, as three Town Councillors had not yet been elected due to the polling administrative error by EFDC on 2 May 2024 (the election day). As such, confirmation of the majority of committee structures and members responsibilities would not be considered at this meeting. It was envisaged that a short Extraordinary Town Council meeting would be held before the Recreation Committee Meeting on the 29 May 2024 to finalise these positions.

The Town Clerk stressed the importance attending the Induction Training for New Councillors Tuesday 21 May at 7pm.

The notice from Essex County Council (ECC) dated 30 April 2024 that the application for the demolition of the existing Loughton Library and plans for the new building including the provision of 38 residential apartments had been granted was highlighted and discussed.

Cllr Valentine asked if the children's playground would be protected. Cllr Pond responded that whilst the planning permission had been finalised there was no set date, when this will start. The Town Council would monitor, that protection would be put in place for the playground, safety of the public and provision for the Holocaust Memorial. Also provision of public library service to be sourced whilst the development takes place.

Cllr Owen asked if we could do something as a recognition for a long service award to Councillors, e.g. after ten years' service. The Town Clerk said that this should be referred to the next Resources and General Services Committee meeting.

Cllr Davies suggested that the Past Town Mayor badge should include the date of their time in office.

The Town Clerk highlighted the differential between the separate entities of Loughton Town Council (LTC) and the Loughton Residents Association (LRA) and said he looked forward to working with the new Town Council during the new term.

7 Appointment of Members, and Election of Chairman and Vice Chairman of Council Committees for 2024/25

The Town Clerk reported that the appointments to the Committees would be deferred until the Extraordinary meeting, with the exception of the ensuing Planning Committee meeting to be held soon on the 20 May 2024. A temporary panel of member would be set up to deal with this agenda and would include former Planning committee members, Cllr Davies, Riley and Murphy. Cllrs Fontenelle, Lee, Minhas and Wixley also volunteered to join this interim committee.

Cllrs Allgood, Pond and Wixley, were nominated as the three persons per political group authorised to make substitutions in accordance with standing Order 5e. Cllr Wixley stressed that if members were to give apologies, that they should contact all three members as he would not always be able to respond quickly to his e-mail correspondence.

8 Nomination of Council Representatives for 2024/25

- 8.1 The Town Clerk reported that representatives to outside bodies would be deferred until the Extraordinary meeting.

Cllr Pond reported that the ECC Parish Passenger Transport Meeting was now defunct and there would be no need for a representative.

Cllr Brookes reported that there would be a meeting of the Loughton Broadway Town Centre Partnership on Thursday 16 May to be held at Barrington Hall at 6.45pm.

- 8.2 AGREED that the members who represent the Town Council at outside body meetings would be required to provide a short written report for the next full Council meeting.
- 8.3 Representative to the Joint Standards Committee was deferred until the Extraordinary Council meeting.
- 8.4 Grievance Hearing and Disciplinary Appeal Panels membership would also be deferred until the Extraordinary Council meeting.

9 Membership of Internal Council Groups

9.1 Strategy and Staff Group (includes the Complaints Panel)

AGREED - Membership to continue as Town Mayor, Deputy Town Mayor and the chairman of each of the committees, and Cllr Murray as a representative from the minority group. It is always open to the group to invite a member to a particular meeting if special knowledge is required.

9.2 Financial Assistance Working Group

AGREED - 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.

9.3 Roding Valley Recreation Ground Improvements Project Working Group

To be deferred until after the Extraordinary meeting. It was recommended that this group should be restated as the 'Recreation Projects Working Group', to be confirmed at the next Recreation Committee meeting.

10 General Power of Competence

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

11 Confirmation of Standing Orders

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

12 Confirmation of Financial Regulations

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

The new 2024 National Association of Local Council's (NALC) recommended template will be reviewed during the Town Council year.

13 Year End Financials 2023/24

13.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2024, including.

- (i) The Council AGREED AGAR (Section 1) for the Year ended 31 March 2024.
- (ii) The Council AGREED AGAR (Section 2) for the Year ended 31 March 2024.
- (iii) The Council AGREED AGAR NOTING that the internal auditor had completed and signed the Annual Internal Audit Report of the Annual Governance and Accountability Return 2023/24. Members were presented with a copy of the Auditor's sign-off.

13.2. Annual Accounts

The Town Clerk reported that it had once again, been a very tough financial year. A few important areas were highlighted including:-

- the instability and large swings on the levels of utility bills, specifically for electricity which made the true financial picture, difficult to quantify.
- General Reserves had been increased by £12k as a matter of prudence to preserve reserve ratios.
- Proposed Earmarked reserves for Halls Heating / Car Park has been increased by £5k as opposed to £25k, as most of the immediate heating problems had been resolved.
- Large increase in income from Murray Hall, hall hire.
- Significant expense of the new children's playground at the Roding Valley Recreation Ground.
- Reduction in cemetery income.
- Close monitoring of all budget categories, office and staff costs.
- that this current financial year would be equally challenging to continue the level of services that the Town Council provides.

Mention was made of the significant Public Works Loans (PWL) that will mature during financial years 2026 to 2028, which should ease the Town Council's finances. Cllr Murray recommended that new PWL should be taken out at this juncture to cover significant further projects that the Town Council may wish to undertake e.g. pathways on the Recreation Ground.

The Council APPROVED the Annual Accounts for the Year ended 31 March 2024. This statement of accounts had been prepared in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.

Signed
29 May 2024

LOUGHTON TOWN COUNCIL

EXTRAORDINARY COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 29 May 2024 at 7pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present:

Councillors: K Valentine

I Allgood	C Davies	W Dodd (from Min No 18)
S Fontenelle (from Min No 18)	A Fricker	S Harriman
L House	K-W Lee	N MacKinnon
S Murphy	S Murray	J Obaseki (from Min No 18)
M Owen	C Pond	J Riley
M Stubbings	R Sylvan	C Ubah
D Wixley		

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

Also Present: 1 x member of the public.

Before the commencement of the meeting, it was noted that Cllr Fontenelle may be recording the meeting.

- 14 Appointment of Deputy Town Mayor for 2024/25**
Cllr House was proposed and seconded, there being no other nominations, Cllr House was appointed Deputy Town Mayor and presented with the Deputy Town Mayor's badge.

- 15 Apologies for Absence**
Apologies for absence were received from Cllrs Brookes and Minhas.

- 17 Declarations of Interest**
None were declared. The Town Clerk reminded members of any Register of Interest forms that have not yet been returned.

Cllrs Dodd, Obaseki and Fontenelle arrived during the following item.

- 18 Confirmation of Minutes**
The minutes of the Annual Council Meeting held on 15 May 2024 were CONFIRMED as a correct record and signed by the Chairman.

- 19 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2024/25**

19.1 Cllr Davies was appointed as Chairman and Cllr Riley as Vice Chairman. Cllrs Murphy, Lee, Minhas, and Ubah were also nominated and appointed to the Planning and Licensing Committee with one further position to be confirmed.

19.2 Cllr Wixley was appointed as Chairman and Cllr Murray as Vice Chairman. Cllrs Valentine, Sylvan, Stubbings, MacKinnon and House were also nominated and appointed to the Recreation Committee

- 19.3** Cllr Pond was appointed as Chairman and Cllr Valentine as Vice Chairman. Cllrs Fricker, Dodd, Harriman, Ubah and Obaseki were also nominated and appointed to the Environment and Heritage Committee
- 19.4** Cllr Owen was appointed as Chairman and Cllr Brookes as Vice Chairman. Cllrs Allgood, MacKinnon, Murray, Stubbings, and Fontenelle were also nominated and appointed to the Resources and General Services Committee

All Committees consist of seven members.

20 Nomination of Council Representatives for 2024/25

- 20.1** The Council representatives on outside bodies for 2024/25 were agreed as below:

Organisation	2024-25 representative(s)
Lopping Endowment	Cllr J Riley
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs Fontenelle and Wixley
Local Councils' Liaison Committee	Cllrs Davies and Wixley
EALC - Local Councils Forum and AGM	Cllr Wixley
<i>ECC Parish Passenger Transport Meeting (Now defunct – no need for a representative)</i>	
Tree Wardens (appointed by Epping Forest Countrycare)	Cllrs Fontenelle, Fricker and Wixley
Loughton Broadway Town Centre Partnership	Cllrs Brookes, Davies, Murray, and Ubah
Essex Police local community meetings	Cllrs Fontenelle, House and Wixley
Roding Valley Nature Reserve Consultative Group	Cllrs MacKinnon and Wixley (with Cllr Murray as a District Councillor on the Management Committee)

Council representatives on outside organisations were reminded that depending on the status of the organisation, e.g., charity, company, etc. by joining the board they could become liable if the organisation failed. The Council's insurance would not cover them.

The Council NOTED that a number of these organisations are open to members of the public. Any non-council representatives attending these meetings should ensure they make it clear to the organisation that they are there in a personal capacity.

20.2 Joint Standards Committee

The Council APPOINTED Cllr Pond as its representative on the Joint Standards Committee for 2024/25 and Cllr Allgood as his substitute. Members NOTED that this group has not met for 11 years.

20.3 Grievance Hearing and Disciplinary Appeal Panels

Cllr MacKinnon was APPOINTED as the additional member to sit on both the Grievance Hearing Panel and the Disciplinary Appeal Panel.

21 Town Mayor’s / Town Clerk’s Report

Town Clerk reminded councillors of the following, which may still be outstanding from some members :

- Receipt of Induction Packs (for those not present at the induction training evening)
- Individual Profiles for the Town Council website
- Individual photo’s for the Town Council website

Signed
17 July 2024

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 17 July 2024 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present:

Councillors: K Valentine (In the chair)

I Allgood	R Brookes	C Davies
W Dodd	S Fontenelle	(from min no 29.4)
A Fricker	S Harriman	K-W Lee
N MacKinnon	R Minhas	S Murphy
S Murray	M Owen	C Pond
J Riley	M Stubbings	R Sylvan
C Ubah	D Wixley	

Officers: M Squire (Town Clerk)
D Paris (Planning & Licensing Committee Clerk)

Also

Present:

22 Apologies for Absence

Apologies for absence were received from Cllrs House and Obaseki.

23 Declarations of Interest

Cllr 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. He also declared an interest in Agenda Item 8.4 – Long Service Awards, having been a member of the Council who would qualify for such an award.

Cllr Wixley declared a non-pecuniary interest in Agenda Item 9(I) being a member of the Epping Forest Heritage Trust. He also declared an interest in Agenda Item 8.4 – Long Service Awards, having been a member of the Council who would qualify for such an award.

Cllr Owen declared a non-pecuniary interest in Agenda Item 14(II) – St John the Baptist – Closed Churchyard, as he is a member of that congregation and knows the Reverend.

24 Confirmation of Minutes

The minutes of the Extraordinary Council Meeting held on 29 May 2024 were CONFIRMED as a correct record and signed by the Chairman.

25 Public Representations

None were received.

26 Questions Without Discussion

No questions were received.

27 Town Mayor's / Town Clerk's Report

The Town Clerk reminded Councillors, who had not already done so, to submit their personal profiles to be included on the Town Council website.

28 Town Mayor's Engagements and Announcements

The Town Mayor represented the Town Council and attended the following events. The National Jazz Archive performance at Loughton Baptist Church, D-Day Landings 80th Anniversary commemoration and beacon lighting on Hillyfields Open Space, Loughton Amateur Dramatics Society production of 'The Roundabout' by JB Priestley at Lopping Hall, Creative Summer Festival at New City College, Essex County Council Garden Party, Jessel Green Community Fun Day, Staples Road School Summer Fair, the opening of the Wildlife Garden at Woodland Grove Care Home and an official visit to Haven House Children's Hospice.

The Town Mayor gave a brief report on each event attended and expressed how much she had enjoyed each occasion.

Cllr Murray commended Cllr Valentine, on her very positive flying start in her role as Town Mayor, and also requested that the minutes record the thanks of all Councillors to Town Council Officers for all their hard work in organising the extremely successful D-Day Landings 80th Anniversary commemoration and beacon lighting on Hillyfields Open Space and Jessel Green Community Fun Day events.

29 Reports from Committees

29.1 Planning and Licensing

The reports from the meetings held on 20 May, 3 and 17 June, and 1 and 15 July 2024 were NOTED.

29.2 Recreation

The report from the meeting held on 29 May 2024 was NOTED.

Cllr Wixley asked if there had been any updates regarding the proposed cycle route, following an enquiry from one of his residents. The Town Clerk advised that the Epping Forest District Council, Public Health Improvement Officer, Health Improvement Team Manager – Customer and the Community, Fabrizio Ferrari, had responsibility for this, and were likely to be holding a stall at the Loughton Day community Day event on 21 September 2024, where he would be able to advise residents in this regard.

Cllr Murray commented on the excellent presentation regarding the Oakwood Hill Area in Loughton, min no RC6, and advised that since the meeting news had been received that the Council would be receiving Public Health Accelerator Funding and Safer Streets Funding Initiative for events taking place next week.

He also commented that the two new benches, recently installed, min no RC8.3, had gone down an "absolute storm" providing two great benches in good locations for local residents to enjoy.

29.3 Environment and Heritage

The report from the meeting held on 11 June 2024 was NOTED.

Cllr Murray requested that the passing of former Councillor Eddie Boatman, a founding member of Loughton Town Council, who served as a Town Councillor from 1996 – 2004, recorded in the above minutes, be formally

recorded in these minutes too, to enable all members to extend their condolences to the Boatman family.

29.4 Resources and General Services

The report from the meeting held on 26 June 2024 was NOTED.

The following matters were discussed

Councillor / Staff Long Service Awards (See minute RG12).

Following the preceding Resources and General Services Committee meeting on 26 June 2024, recommendations were AGREED at the Strategy & Staff Group (SSG) meeting on 29 June 2024, recognising commitment and service with long service awards. This included reference to and recognition of long service of Town Councillors from the last Town Council administration.

Recommendation for Town Councillors to approve is as follows: -

For Town Councillors

A certificate and bronze badge to denote 10 years' service.

A certificate and silver badge to denote 15 years' service.

A framed certificate and gold badge to denote 20 years plus service.

For Town Council staff

- 1 additional days holiday p.a. to denote 10 years' service
- 2 2 additional days holiday p.a. to denote 15 years' service.
3. 3 additional days (capped) holiday p.a. to denote 20 years' service.

Members AGREED the above recommendation.

Cllr Fontenelle joined the meeting during this item. He confirmed that he would not be recording this meeting and had no declarations of interest to make.

It was also NOTED that The Town Mayor's chain needs a 'makeover' which the Town Clerk will organise. He will also investigate adding the particular 'years' service, to be added to the 'Past Town Mayors' badges.

It was AGREED that the Town Clerk would pursue enquiries regarding this item and report back to Members on the cost for approval to proceed with this proposal.

Budget – Virements (minute RG 20)

Members AGREED to this proposal and confirmed that the new agreed limits would be included in the latest Financial Regulations.

Town Council's Banking Arrangements / Signatories (minute RG 21)

Cllrs Riley and Fricker were nominated as the two further banking signatories to check and approve payments on the new Unity electronic banking system.

Town Council Christmas Card

Cllr Davies suggested, following the recent sighting of the Northern Lights in Debden and the subsequent postings on social media of photos of this phenomenon by residents, it might be worth considering the re-introduction of a photographic competition for next year's Christmas card. This is a medium more popular with today's generation and could offer a more interesting subject for the Council Christmas card, whilst also engaging with Loughton residents. It was AGREED to consider this as an option for next year.

30 Reports from Members on Outside Organisations

Written reports on the following meetings were NOTED

- i. Local Authorities Liaison meeting - Tuesday 14 May 2024

Cllr Murray requested that a formal letter of congratulations be sent on behalf of the Town Council to the new Superintendent, Jacqueline Eggleston, particularly as she is the first female to hold this position. The Town Clerk advised that he had sent his congratulations in a personal capacity and would follow up as requested.

- ii. Lopping Hall – AGM Tuesday 9 July 2024 – Cllr J Riley.
- iii. Loughton Broadway Town Centre Partnership AGM – 11 July 2024
Cllr Brookes reported that following the recent elections, whereby she now represents Whitebridge Ward, she will no longer be able to continue as Interim Chair of this Committee. Cllr Allgood will temporarily be assuming this role.

The Town Mayor thanked Cllr Brookes for all her efforts and hard work in undertaking Interim Chairmanship of this group.

31 Councillor Vacancy on Planning & Licensing Committee

Cllr Dodd was nominated as the member for the remaining vacancy.

32 Councillor Information

The Town Clerk thanked those Councillors who had confirmed the information they wished to be documented in the autumn 'Think Loughton' newsletter and advised that for those who did not respond by the given deadline, the existing information held would otherwise be included.

33 Town Councillor E-mail Addresses

See minute RG267 below Loughton Town Council (LTC) email addresses

It was AGREED to adopt the preferred recommendation of :

CllrJohnSmith@ – all followed with **@loughton-tc.gov.uk**

as a standard Town Councillor e-mail address for all members, with the exception of Cllr Davies, who would prefer the option of CllrJSmith@

Members requested that the domain address be amended to just "@loughton.gov.uk". The Town Clerk agreed to look into this possibility with the Council's IT Consultant and also to discuss the ease of access obviating the use of Microsoft authenticator.

34 Loughton High Road – Weekly Food Market

Members NOTED that EFDC have instructed their solicitors for a draft document for the market provider (Hughmark) to use the pavement outside Centric Parade.

35 Recommendations from SSG meeting 29 June 2024

I. Recording of meetings by Town Councillors

As an interim measure it was agreed that the following paragraph would be added to Standing Orders.

Subject to Standing Order 3 r, a Town Councillor may be permitted to record the meeting subject to

- Informing members and guest(s) to the meeting before the first agenda item that he/ she will be recording the meeting
- the recording of the meeting is not to be passed on to any third party in any form
- the recording itself will be deleted within 2 weeks

This wording would be reviewed again at a future date, following further research by the Town Clerk.

Cllr Wixley requested that all guests attending Council meetings be made aware of the above three points.

Whether the meetings should be recorded in-house and how and if this would be taken forward would be discussed at the next SSG meeting.

The Town Mayor informed Cllr Fontenelle that he would be invited to the next meeting of the SSG to discuss any relevant issues.

II. St John the Baptist - Closed Churchyard

Members reviewed and AGREED that Loughton Town Council would take over the responsibility of maintenance work of the St Johns Churchyard, when it becomes a Closed Churchyard.

The clerical and administrative functions would remain with the Church. The additional costs involved, including the appointment of a part time cemetery attendant were NOTED. The extra costs may lead to an increase in the precept which would need to be conveyed to residents, (providing the rationale behind the developments) in due course. A Service Level Agreement between St Johns Church and the Town Council would need to be drawn up to clarify the responsibilities of each party.

I. Staffing Matters

Members NOTED

- the retirement of the existing Deputy Town Clerk / Responsible Financial Officer in October 2024.
- planned recruitment of a new Responsible Financial Officer (RFO).

Members thanked the Deputy Town Clerk / Responsible Financial Officer for all her hard work in this role and sent their good wishes for a very happy retirement.

The Town Clerk reported that no applications had been received to date, although a couple of application packs had been sent out, following enquiries.

Signed
16 October 2024

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 16 October 2024 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present:

Councillors: L House (In the chair)

I Allgood

W Dodd

A Fricker

N MacKinnon

C Pond

R Sylvan

D Wixley

R Brookes

S Fontenelle (from min no 37)

S Harriman

S Murray

J Riley

C Ubah

C Davies

K-W Lee

M Owen

M Stubbings

D Wixley

Officers:

M Squire (Town Clerk)

P Bryce (Community Manager)

1 x Member of the Public

36 Apologies for Absence

Apologies for absence were received from Cllrs Minhas, Murphy, and Valentine. The Town Clerk reported that Cllr House, Deputy Town Mayor would chair the meeting in the absence of the Town Mayor. Councillors gave their best wishes to Cllr Valentine for a speedy recovery.

Cllr Fontenelle arrived during the following agenda item. Cllr Fontenelle confirmed that he would be recording the meeting.

37 Declarations of Interest

Cllr 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, Cllr Murray declared a non-pecuniary interest in both Agenda Items 9.1, as he was a representative of the Roding Valley Meadows as a District Councillor and Agenda Item 11 as he was a Trustee of the Men's Shed Project. Cllrs Allgood, Owen and Wixley gave a non-pecuniary interest in Agenda Item 11 as Cllr Chidi Nweke was known to them, and Cllr Fricker stated a non-pecuniary interest for Agenda item 9.

38 Confirmation of Minutes

The minutes of the Council Meeting held on 17 July 2024 were CONFIRMED as a correct record and signed by the Chairman.

39 Public Representations

None were received.

40 Questions Without Discussion

No questions were received.

41 Town Mayor's / Town Clerk's Report

The Town Clerk reported on the following:

- Reminded those members who are bank signatories to follow the instructions for logging into Unity Bank.
- Reported that he had received notice from Diane Gilson-Butler, Young Person's Officer Customer and Communities, EFDC for Epping Forest Youth Councillors that there are eight enthusiastic Youth Councillors, living in Loughton, who are willing to assist and be involved in any of the Town Council events. Members agreed that they be invited to all future events.
- A reminder that all members, chair and the clerk alike, were all responsible for clinically summarising and recording precise action points for the committee minutes and also what was 'Agreed' at the meeting
- Ten tenders had been received for the refurbishment of the Newmans Lane playground. There had already been a unanimous decision from the four of the five members of the 'playground refurbishment panel'. Newmans Lane playground will be the most inclusive playground in Loughton when it is completed.

42 Town Mayor's Engagements and Announcements

Deputy Town Mayor, Cllr Les House reported that he had attended the National Jazz Archive performance of at Loughton Methodist Church, and the Haslers Foundation Charity Breakfast. Town Mayor, Cllr Katie Valentine, had attended the Loughton Horticultural Show and the Town Mayor's Best Allotment Competition presentation at Murray Hall, the National Jazz Archive performance of De Fuego Where Gypsy Meets Jazz and also Loughton Day Community event on Saturday 21 September. Cllr House also reminded members that tickets were now on sale for the Loughton Pantomime presented by Upstage Theatre Company at Lopping Hall in January 2025.

43 Reports from Committees

43.1 Planning and Licensing

The reports from the meetings held on 29 July, 19 August, 2, 16 and 30 September 2024 were NOTED.

43.2 Recreation

The report from the meeting held on 3 September 2024 was NOTED.

43.3 Environment and Heritage

The report from the meeting held on 18 September 2024 was NOTED.

43.4 Resources and General Services

The report from the meeting held on 2 October 2024 was NOTED.

Cllr Owen highlighted the following

- The changeover of electricity supplier
- Request to EFDC for the clarification of the election administration fees.
- Donation of £150 to the Royal British Legion in support of the Poppy Appeal and towards the cost of the wreath laid by the Town Mayor at the annual Remembrance Service to be held this year on 10 November 2024.
- The Financial Assistance scheme should continue in 2025/26
- The retirement of Kim Lumb, the appointment of Kate Pendlebury as RFO (pending) and the appointment of Pippa Bryce as Deputy Town Clerk.

Cllr Murray said he was pleased that the committee had agreed to commemorate VE Day on the 8 May 2025, with a beacon lighting at Hillyfields

Green and also thanked staff for the successful Horticultural Show and Loughton Day events.

Members NOTED that the budget (i.e. earmarked reserves) would need to be increased over the next three years, in time for the 2028 elections.

44 Reports from Members on Outside Organisations

Written reports on the following meetings were received and NOTED.

1. Roding Valley Meadows Consultative Group meeting held on 25 September 2024 – Cllr D Wixley
2. Essex Association of Local Councils 80th AGM & Conference held in Colchester on 26 September 2024 – Cllr D Wixley

45 Appointment of Loughton Town Council (LTC) members on outside bodies

An apology was made for putting Cllr Brookes name forward as one of the LTC representatives to lead on the Loughton Broadway Town Centre Partnership (LBTCP) Members AGREED that in future no such nomination will be made in the absence of a member unless members receive prior written confirmation beforehand from that member .

Cllr Fontenelle put himself forward as the Town Council representative to lead the LBTCP.

46 Potential redevelopment of the Changing Rooms on the Roding Valley Recreation Ground (RVRG)

Following a discussion, the Committee NOTED that EFDC, Councillor Chidi Nweke, met on 4 October 2024 for a preliminary site meeting with Cllr Wixley, the Town Clerk and Services Manager with a view to transforming the existing derelict changing room buildings to house a 'Men's Shed' for the benefit of the local community.

Members NOTED that further progress of this project will be reported via the Recreation Committee.

47 Exclusion of the Press and Public

The Committee AGREED to exclude the press and public from the following items and recording of the meeting was stopped.

Cllr Fontenelle agreed to stop recording the meeting for the next agenda item.

48 Local Charity in Liquidation

Following discussion the Committee NOTED that the matter of the outstanding debt from the local charity Red Balloon Foundation was now with the appointed liquidator company and that the final financial outcome is awaited. Members AGREED that suitable precautions and measures would be taken to ensure that a similar situation does not occur again. A note will be included for the auditor's report.

The Town Council would continue to maintain vigilance on all grant applications and accompanying financials from local community groups and charities.

Signed
11 December 2024

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Wednesday 11 December 2024 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:	K Valentine (In the chair)		
	I Allgood	R Brookes	C Davies
	W Dodd	S Fontenelle	S Harriman
	K-W Lee	S Murphy	S Murray
	M Owen	C Pond	J Riley
	M Stubbings	R Sylvan (from Min No 54)	C Ubah
	D Wixley		

Officers:	M Squire (Town Clerk)
	P Bryce (Deputy Town Clerk)

The meeting was preceded by a minute's silence in memory of Cllr Judith P Woodman who sadly passed away on 24 November 2024. Members then paid tribute to the former Town Councillor.

The Chairman notified members that the meeting would be recorded.

49 Apologies for Absence

Apologies for absence were received from Cllrs Fricker, House, MacKinnon and Minhas. Cllr Sylvan had informed the Town Clerk that she would be arriving late for the meeting.

50 Declarations of Interest

Cllr 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.

51 Confirmation of Minutes

The minutes of the Council Meeting held on 16 October 2024 were CONFIRMED as a correct record and signed by the Chairman.

52 Public Representations

None were received.

53 Questions Without Discussion

No questions were received.

Cllr Sylvan arrived at the meeting.

54 Town Mayor's / Town Clerk's Report

Members noted the Town Clerk's Report and discussed the £318,000 Section 106 funding from EFDC, which will be available towards the Epping Forest Special Area of Conservation at the Roding Valley Recreation Ground (RVRG). Cllrs Murray and Wixley who had attended the EFDC Cabinet meeting on 9 December had attained reassurances that Loughton Town Council would be fully consulted on all further

developments, stressing the need that these funds should be spent on projects that are relevant and needed on the RVRG.

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

Cllr Valentine, reported that she had attended the

- Loughton Amateur Dramatic Society's production of 'The Suspicions of Mr Whicher' by Alexandra Wood at Lopping Hall.
- Remembrance Sunday Parade and Service at Kings Green War memorial.
- Armistice Day two minute silence and wreath laying with children from Staples Road Primary School and Chrysalis Nursery.
- Light up a Life service, in conjunction with St Clare Hospice at Loughton Methodist Church and Kings Green.
- Cllr Davies was thanked for attending the Epping Forest Singers' Christmas Concert at St John's Church Loughton.

56 **Reports from Committees**

56.1 **Planning and Licensing**

The reports from the meetings held on 14 and 28 October, 11 and 25 November and 9 December 2024 were NOTED.

56.2 **Recreation**

The report from the meeting held on 5 November 2024 was NOTED.

56.3 **Environment and Heritage**

The report from the meeting held on 20 November 2024 was NOTED. Cllr Murray reiterated the discussions and stance taken under minute EH51 that Loughton Town Council (LTC) should only pay for what LTC is legally responsible for. He was fully supportive of the decision taken under minute EH52 for LTC to instigate Fields in Trust status for Jessel Green. He also expressed thanks for the certificates of appreciation sent to two Alderton Junior School pupils in recognition of their litter picking activities.

56.4 **Resources and General Services**

The minutes from the meeting held on 4 December 2024 had not yet been confirmed and would be held over to the next Town Council meeting.

57 **Reports from Members on Outside Organisations**

The written reports were NOTED.

58 **Weekly Markets**

The Town Clerk updated members that he and the Services Manager had met with three senior ECC Highway Engineers and over 20 stipulations had been made, which needed to be fulfilled before any weekly market could take place (mainly to do with free flow of pedestrians along the pavement). The Town Clerk and Services Manager had subsequently mapped out the pavement (principally) along Centric Parade and taken a multitude of site photographs. The conclusion was that 13 to 15 stalls could be accommodated. Following these findings, a comprehensive report was sent to the prospective market trader. Whilst most of the stipulations can be overcome, ECC are insisting that Traffic Regulation Order (TRO) is necessary, for the parking layby so that the market vans can be loaded and unloaded. The main considerations would appear to be the process of obtaining the TRO and also whether the reduced number of stalls makes it commercially viable for the market trader. A formal decision is awaited from the market trader as to how or whether he wishes to proceed.

Members NOTED the update.

59 Designated Town Councillor e-mail addresses

The Town Clerk explained that the Town Council's IT contractor had now set up designated e--mail addresses for all Town Councillors and that instructions to instigate this process would be sent to all members shortly.

Signed
28 January 2025

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Tuesday 28 January 2025 at 7pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:	K Valentine (In the chair)		
	I Allgood	R Brookes	A Fricker
	S Harriman	K-W Lee	N MacKinnon
	S Murray	M Owen	J Riley
	M Stubbings	R Sylvan	D Wixley

Officers:	P Bryce (Deputy Town Clerk)
	K Pendlebury (RFO Pending)

60 Apologies for Absence

Apologies for absence were received from Cllrs Davies, Dodd, Fontenelle, House, Obaseki, Murphy, and Pond. Cllr Minhas had informed the Town Clerk that he would be arriving late for the meeting. Cllrs Murray and Brookes informed the Town Clerk that they would be leaving the meeting after Agenda Item 7.

61 Declarations of Interest

None were declared.

62 Confirmation of Minutes

The minutes of the Council Meeting held on 11 December 2024 were CONFIRMED as a correct record and signed by the Chairman.

63 Public Representations

None were received.

64 Questions Without Discussion

No questions were received.

65 Town Mayor's / Town Clerk's Report

Nothing to report.

66 Council Precept for 2025/26

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

The Council AGREED

- I. the budget for 2025/26
- II. the amount to be taken from and adjustments to Earmarked Reserves; and
- III. the level of the Precept for 2025/26.

The Council CONFIRMED that the Council's precept for 2025/26 will be set at £1,061,038. This will set the Loughton proportion of the annual council tax for a band D property as £80.48, an increase of £4.13 (£0.08p weekly) from the current year of £76.35.

67 Town Mayor's Engagements and Announcements

Cllr Valentine, reported the following:

- Cllr Davies attended the EFDC Chairmans Christmas Carol Service at St Mary's Church Theydon Bois as past Town Mayor
- Cllr Davies attended the 9 Lessons and Carols St John's Church as past Town Mayor
- Cllr Murray attended and represented Loughton Town Council at the Public Menorah Lighting Ceremony in Loughton
- Cllr Valentine attended a Penguin visit at Woodland Grove Care Home
- Cllr Pond attended the funeral of t/l Judith Woodman (Ex Town Council Councillor)
- Cllr Valentine attended the LADS production "The Last of the Pelican Daughters" at Lopping Hall
- Cllr Valentine attended the Upstage Theatre Company, Loughton Panto, Sleeping Beauty at Lopping Hall
- Cllr Valentine attended the Holocaust Memorial Service – on the land outside Loughton Library.

68 Reports from Committees

68.1 Planning and Licensing

The reports from the meetings held on 23 December 2024, 6 and 20 January 2025 were NOTED.

68.2 Recreation

The report from the meeting held on 15 January was NOTED. Cllr Wixley reported that Min No RC83 the Services Manager will liaise directly with Cllr MacKinnon on areas to be planted.

68.3 Resources and General Services

The minutes from the meeting held on 4 December 2024 and 15 January 2025 were NOTED.

69 Reports from Members on Outside Organisations

Broadway Town Centre Partnership Meeting 9 January 2025 – Cllr Murray was NOTED. Cllr Allgood also reported that Cllr Lee Scott had attended this meeting, a broken lamppost had been repaired, and work starts on the improvement scheme refurbishment next week.

70 Weekly Markets

Members NOTED the update.

71 Designated Town Councillor e-mail addresses

The Council NOTED that to date 11 members have successfully transferred to their new designated Town Council e-mail address. A few members have experienced some difficulties, and these are under review. All members are requested to enable the transfer as soon as possible.

Signed
26 February 2025

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Tuesday 26 February 2025 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:	K Valentine (In the chair)		
	I Allgood	C Davies	W Dodd
	S Fontenelle	A Fricker	S Harriman
	K-W Lee	N MacKinnon	R Minhas
	S Murray	C Pond	J Riley
	M Stubbings	R Sylvan	C Ubah
	D Wixley		

Officers: M Squire (Town Clerk & Responsible Financial Officer (RFO))
K Pendlebury (RFO) pending)

The Town Council was notified that the meeting would be recorded by a member.

72 Apologies for Absence

Apologies for absence were received from Cllrs Brookes, House, Murphy, Obaseki and Owen.

73 Declarations of Interest

Cllrs Wixley, Murray and Allgood declared a non-pecuniary interest in agenda item 11.1. Cllr Pond declared a 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.

74 Confirmation of Minutes

The minutes of the Council Meeting held on 28 January 2025 were CONFIRMED as a correct record and signed by the Chairman.

75 Public Representations

None were received.

76 Questions Without Discussion

No questions were received.

77 Town Mayor's / Town Clerk's Report

The Town Clerk remarked that the Newmans Lane Children's Playground was now open and well received by local residents. An official opening ceremony would be arranged soon. He also reminded members on a number of administrative matters.

78 Town Mayor's Engagements and Announcements

The Report was received and NOTED.

79 Timetable of Meetings

Members AGREED the timetable of meetings for Town Council Year 2025/2026 as distributed.

80 Parking Regulation Request

The members NOTED that this is an issue to be raised via North Essex Parking Partnership (NEPP) and asked the Town Clerk to respond accordingly to the correspondence received from the local resident.

81 Government Survey on the proposed Devolution of Greater Essex

The Town Clerk highlighted the lack of guidance to date on the future of local Town and Parish Councils in the proposals, which is important, given that the Town Council is part of the third tier of Local Government structure.

Members NOTED the update and AGREED that the Town Clerk should respond to the survey on behalf of the Town Council (subject to members approval), including copying in the local Member of Parliament (MP). In addition, the Chair suggested that members respond individually.

82 Reports from Committees

82.1 Planning and Licensing

The minutes from the meetings held on 3 and 17 February 2025 were NOTED. The Town Clerk would review all the recent correspondence regarding minute PL164.1.1 to date and report back to a future Planning & Licensing Committee meeting, if necessary. He would also investigate aspects regarding General Data Protection Regulations in relation to planning and also for other wider aspects of Town Council work.

82.2 Environment & Heritage

The minutes from the meeting held on 28 January 2025 were NOTED. The third anniversary of Loughton Wombles was highlighted.

83.3 Resources and General Services

The minutes from the meeting held on 12 February 2025 were NOTED.

83 Reports from Members on Outside Organisations

The reports were NOTED by members.

Cllr Pond requested that former Town Councillor, Judith Woodman's contribution to the Loughton Community be recognised in the minutes and an article be included in the next edition of 'Think Loughton'. Cllr Pond reported that he had attended the funeral of Judith Woodman (1944-2004) in late January as a private individual, though it had been supposed, as he spoke about her time (1996-2004) as a councillor (which she chaired 1999=2000) that he was the official representative of Loughton Town Council. Judith had been an outspoken and determined councillor; she had no family, save a sister from whom she was estranged, so it had been most gratifying to see some 60 residents and friends at the event.

Signed
22 April 2025

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

**MINUTES of the Meeting held on Tuesday 22 April 2025 at 7.30pm at
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ**

Present

Councillors:	K Valentine (In the chair)		
	I Allgood	R Brookes	C Davies
	W Dodd	A Fricker	S Harriman
	N MacKinnon	S Murray	C Pond
	J Riley	M Stubbings	R Sylvan (from Min No 84)
	D Wixley		

Officers: M Squire (Town Clerk & Responsible Financial Officer (RFO))
P Bryce (Deputy Town Clerk)

Cllr Sylvan arrived during the following item

84 Apologies for Absence

Apologies for absence were received from Cllrs House, Lee, Minhas, Murphy, and Obaseki.

85 Declarations of Interest

Cllr 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.

86 Confirmation of Minutes

The minutes of the Council Meeting held on 26 February 2025 were CONFIRMED as a correct record and signed by the Chairman.

87 Public Representations

None were received.

88 Questions Without Discussion

No questions were received.

89 Town Mayor's / Town Clerk's Report

In response to a question, the Town Clerk remarked that the Newmans Lane Children's Playground was now open and very well received by residents and was proving to be extremely popular and busy.

He also reminded members on housekeeping matters.

- There are still several councillor profiles missing from the website.
- A number of councillors still required to set up a Loughton Town Council (LTC) email address – assistance can be sought from the LTC, IT consultant
- Acknowledgement of emails, where a response is required
- Members were encouraged to publicise the forthcoming '80 VE Day, beacon lighting' on 8 May 2025.

90 Town Mayor's Engagements and Announcements

The Town Mayor reported that she had attended the following engagements.

The Opening of the new Newmans Lane Playground, Mock Council Meeting with Staples Road Primary School Council, LADS production of “The Ladykillers” by Graham Linehan at Lopping Hall and that Cllr Davies had attended the YES Partnership Conference.

91 Weekly Sunday Market

Members NOTED that the Town Clerk has applied for the Traffic Regulation Order (TRO) for the closure of the lay-by in Loughton High Street, to facilitate the loading and unloading of vans on the Sunday market days. ECC had since requested further administration details and a newly updated application form to be completed which could cause further delays. The application process could take up to 12 weeks.

92 Government Survey on the proposed Devolution of Greater Essex – Min 81

Members NOTED that the Town Clerk had completed the survey on behalf of the Town Council. He reported that as there were no questions or information relating specifically to Parish and Town councils, it was a difficult survey to complete with any constructive replies. This was highlighted in his responses.

93 Reports from Committees

93.1 Planning and Licensing

The minutes from the meetings held on 3, 17 and 31 March and 14 April were NOTED.

93.2 Recreation

The minutes from the meeting held on 11 March 2025 were NOTED. Cllr Murray reported that the new bench installed at Roding Valley Recreation Ground Min No RC94 was very professionally installed, located and very well received and the replacement bench installed at the Memorial Garden RC91 was also very well received with the addition of another memorial plaque.

93.3 Environment & Heritage

The minutes from the meeting held on 26 March 2025 were NOTED.

93.4 Resources and General Services

The minutes from the meeting held on 9 April 2025 were NOTED. Members specifically discussed two items raised under minute RGS min no 101.3 Recommendations from the Strategy & Staff Group (SSG) meeting of 4 April 2025.

The following was AGREED

- An email will be sent to all members asking for their assistance at the Jessel Green Fun Day on Sunday 6 July 2025, which will include setting up duties and manning the wrist band / ticket sales. A timetable of hour slots will be available, for those who have limited availability.
- Members agreed that the Town Clerk will write to the Chief Executive, EFDC, outlining the objective to acquire (at a peppercorn rent) the landlord title of the area of land that Loughton Town Council (LTC) is responsible for on the Roding Valley Recreation Ground (RVRG) before the proposed Devolution of Greater Essex.

The merits of continuing with the Local Council’s Liaison Committee (LCLC) - Minute RG103 EFDC was discussed, with mixed views expressed by members.

- 94 Reports from Members on Outside Organisations**
The reports were NOTED. Members thanked Cllr Wixley for all four reports.

Signed
21 May 2025