

## LOUGHTON TOWN COUNCIL

### ANNUAL COUNCIL MEETING

#### Minutes of the Annual Council Meeting held on Wednesday 11<sup>th</sup> May 2011 at 7.45 p.m. at 1 Buckingham Court

**Present:** D J Wixley (in the Chair for min no 204)  
C P Pond (in the Chair from min no 205)

J W Angold-Stephens	K E Angold-Stephens	R E Brookes
M R M Chalk	C Davies	T Frankland
B Glassman	C A Harper	S M Harper
P J C House	L J Howe	R T Law
S W Murray	K Nicholson	T G Owen
S Pewsey	C C Pond	P Richardson

**Officers:** E K Walsh (Town Clerk)  
J Innis (Administrative Assistant)

Cllr Wixley welcomed everyone to the Annual Council Meeting and thanked the councillors and officers for their support during his term of office. Councillors expressed their appreciation for his hard work over the past year and the dedication and commitment he had shown in his role as Town Mayor of Loughton.

Cllr Wixley announced that he would be using his original vote during Agenda item 1.

#### **204 Election of the Town Mayor for 2011/12**

Cllr C P Pond was proposed and seconded and, there being no other nominations, Cllr C P Pond was elected Town Mayor. She duly executed the Declaration of Acceptance of Office, took the chair and was presented with the Town Mayor's badge and chain of office. She thanked Cllr Wixley for his work during his term of office as Town Mayor and presented him with the Past Town Mayor's badge.

#### **205 Appointment of the Deputy Town Mayor of the Council for 2011/12**

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

Cllr C P Pond took the opportunity to thank members for her appointment as Town Mayor and looked forward to the year ahead with Cllr Pewsey as her deputy.

#### **206 Apologies for Absence**

Apologies for absence were received from Cllr T Thomas.

#### **207 Confirmation of Minutes**

The minutes of the meeting held on Wednesday 27<sup>th</sup> April 2011 were amended at minute no 200, Queen Elizabeth II Fields Challenge, first line, to read: "The Council NOTED with approval the decision of the Recreation Committee...". The minutes were CONFIRMED as a correct record and signed by the Chairman.

#### **208 Declarations of Interest**

No Declarations of Interest were made.

**209 Appointment of Members, and Election of Chairman and Vice Chairman of Council Committees for 2011/12**

**209.1 Planning and Licensing Committee**

Cllrs J Angold-Stephens, Chalk, Davies, Frankland, C C Pond and Thomas were nominated and appointed to the Planning and Licensing Committee. Cllr C C Pond was elected Chairman and Cllr Davies Vice Chairman. One other member would be appointed at a later date.

**209.2 Recreation Committee**

Cllrs Chalk, C Harper, S Harper, Law, Murray, Nicholson, Thomas and Wixley were nominated and appointed to the Recreation Committee. Cllr S Harper was elected Chairman and Cllr Wixley Vice Chairman. One other member would be appointed at a later date.

**209.3 Environment and Heritage Committee**

Cllrs Davies, Frankland, House, Howe, Owen, S Pewsey, C P Pond and C C Pond were nominated and appointed to the Environment and Heritage Committee. Cllr Pewsey was elected Chairman and Cllr C C Pond Vice Chairman. One other member would be appointed at a later date.

**209.4 Resources and General Services Committee**

Cllrs J Angold-Stephens, Brookes, Frankland, Glassman, C Harper, House, Richardson and were nominated and appointed to the Resources and General Services Committee together with Cllrs S Pewsey and C P Pond who were ex officio members of this Committee. Cllr J Angold-Stephens was elected Chairman and Cllr Pewsey Vice Chairman.

**209.5** In accordance with Standing Order 22.3(f) it was AGREED that the following persons be authorised to make substitutions for their respective groups:

Cllrs S Harper and C C Pond  
Cllrs Frankland and Richardson

Cllr C C Pond proposed the following motion:

“To authorise any lone member to notify the Town Clerk if he wished to be nominated to a committee vacancy by the date of the next Council meeting for ratification at that meeting.”

The motion was carried.

**210 Nomination of Council Representatives for 2011/12**

**210.1** The Council representatives on outside bodies for 2011/12 were agreed as below:

Organisation	2011/12 representative(s)
<b>The White Bridge County Junior School</b>	Cllr D J Wixley (4 years to Oct 2012)
<b>Lopping Endowment</b>	Cllr S Pewsey
<b>Loughton Parochial Charities</b>	D Rhodes (3 years to 23.6.2013) J Boucek (annual appointment)
<b>City of London Forest Forum</b>	<i>Deferred, subject to clarification</i>

<b>Essex Association of Local Councils (EALC) – Epping Forest Branch</b>	Cllrs C C Pond and P Richardson
<b>Local Councils' Liaison Committee</b>	Cllrs C C Pond and P Richardson
<b>EALC - Larger Local Councils Forum</b>	Cllr D J Wixley
<b>Epping Forest Countrycare Liaison Group</b>	Cllr K E Angold-Stephens
<b>ECC Parish Passenger Transport Meeting</b>	Cllrs C C Pond and Cllr Copland (TBC)
<b>Tree Wardens</b>	Cllrs A Copland and D J Wixley Mrs J Davis and Mr C Mackenzie
<b>Loughton High Road Town Centre Partnership</b>	Cllrs S Pewsey (Cllr T Thomas as substitute)
<b>Loughton Broadway Town Centre Partnership</b>	Cllrs K Angold-Stephens and T G Owen (P Richardson as substitute)
<b>Citizens' Advice Bureau Management Committee</b>	Cllr J W Angold-Stephens
<b>Debden Police Neighbourhood Action Panel</b>	Cllr T G Owen (D J Wixley as substitute)
<b>Loughton Police Neighbourhood Action Panel</b>	Cllr T Thomas (Cllr M Chalk as substitute)
<b>The Brook Project (formerly Roding Project Steering Group)</b>	Cllr K E Angold-Stephens
<b>Roding Valley Nature Reserve Consultative Group (formerly Management Committee)</b>	Cllr M R M Chalk
<b>Loughton Waste Stakeholders Management Group</b>	P House, R Law, C P Pond, D J Wixley
<b>Debden Tenants' Panel Meeting Alderton, Broadway and Fairmead Ward Councillors</b>	Cllrs R E Brookes, A Copland, C Davies, T Frankland, B Glassman, R Law, K Nicholson, T G Owen, P Richardson
<b>Local Highways Panel</b>	Cllr K E Angold-Stephens
<b>Roding Valley Management Committee</b>	Cllrs C Harper, S M Harper, T Thomas, D J Wixley

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

## **211 Membership of internal council groups**

### **211.1 Strategy and Staff Group**

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

### **211.2 Willingale Road Playing Field Management Committee**

Membership: Cllrs Chalk, C Harper, S Harper and Wixley, one vacancy (plus up to four representatives from outside bodies).

**211.3 Community Centre Working Group**

Membership: Cllrs Brookes, Chalk, C Harper, S Harper and Wixley (one vacancy).

**211.4 Town Future Group**

Membership: Cllrs Chalk, Davies, House, Pewsey, C C Pond, C P Pond, Richardson and Wixley.

**211.5 Council Accommodation Working Group**

Membership: Strategy and Staff Group.

**211.6 Implementation Panel**

Membership: Strategy and Staff Group.

**211.7 Cemetery Regulations Working Party**

Membership: Chairman and Vice Chairman of Environment and Heritage Committee, Cllrs C P Pond and Richardson.

**211.8 Olympics 2012 and Queen's Diamond Jubilee**

Membership: Cllrs K Angold-Stephens, S W Murray, S Pewsey and D J Wixley (one vacancy).

**212 Accounts and Audit 2010/11**

The Annual Return, the document that forms the Council's statutory accounts for the year 2010/11, and the supporting papers were considered.

**212.1** The Council APPROVED Section One, the statement of accounts; confirmed it was able to answer "yes" to the questions posed in Section Two, the Annual Governance Statement; and noted Section Four, the report of the internal auditor, which had been completed with "yes" in all the relevant boxes.

**212.2** The Council NOTED that the level of general reserves as at 31<sup>st</sup> March 2011 stood at £481,033, which was within the limits set by the Council's Reserves Policy.

**212.3** The Town Clerk was asked to investigate the early repayment options for Public Works Loans and report to the Resources and General Services Committee.

Signed.....

Date: 22<sup>nd</sup> June 2011

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**LOUGHTON TOWN COUNCIL**
**COUNCIL MEETING**

**Minutes of Council Meeting held on Wednesday 22<sup>nd</sup> June 2011 at 7.45 p.m. at 1 Buckingham Court**

**Present:** C P Pond (in the Chair)  
 J W Angold-Stephens K E Angold-Stephens (from Min no 222)  
 R E Brookes (from Min no 219) M R M Chalk  
 A Copland C Davies (from Min no 221) T Frankland  
 C A Harper S M Harper P J C House  
 L J Howe S W Murray (until Min no 222) K Nicholson  
 T G Owen S Pewsey C C Pond  
 P Richardson (from Min no 218 ) T Thomas  
 D J Wixley

**Officer:** E K Walsh (Town Clerk)

1 member of the public

**213 Apologies for Absence**

Apologies for absence were received from Cllrs Glassman and Law, and apologies for lateness from Cllr Brookes.

**214 Confirmation of Minutes**

The minutes of the meeting of the Council held on 11<sup>th</sup> May 2011 were CONFIRMED as a correct record and signed by the Chairman.

**215 Public Representations**

None were received.

**216 Declarations of Interest**

Cllr Copland declared a personal but non-prejudicial interest in Agenda item 8 as he had discussed membership of outside organisations with Cllr Wixley and Agenda item 11 as he had been in correspondence with the complainant.

Cllr Murray declared a personal and prejudicial interest in Agenda item 11 as he was a friend of the complainant and stated that he would leave the meeting during the discussion of that item.

**217 Questions Without Discussion**

No questions had been received.

Cllr Richardson joined the meeting.

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

The Town Mayor reported that since the last Council meeting she had attended the West Essex Speak Out Challenge at Epping Forest College, events at the Loughton Royal British Legion to celebrate the Legion's 90<sup>th</sup> anniversary, the opening of the Hillyfields play area together with children from Oak View School, the Hills Amenity Society Hog Roast and an art and design exhibition at Epping Forest College. The Deputy Town Mayor had attended the Mayor Making Ceremony at Waltham Abbey on her behalf.

Cllr Brookes joined the meeting.

## **219 Matters for Report**

### **219.1 Appointment of Members, and Election of Chairman and Vice Chairman of Council Committees for 2011/12 – Min no 209**

#### **219.1.1 Recreation Committee**

Cllr Copland was nominated and appointed to the Recreation Committee.

#### **219.1.2 Environment and Heritage Committee**

Cllr Copland was nominated and appointed to the Environment and Heritage Committee.

#### **219.1.3 Planning and Licensing Committee**

The vacancy remained unfilled and one other member would be appointed at a later date.

### **219.2 Nomination of Council Representatives for 2011/12 – Min no 210.1**

#### **219.2.1 Epping Forest Countrycare Liaison Group**

The Council NOTED the District Council was no longer able to continue with the Countrycare Liaison Group and instead would be producing an Annual Report that would be sent to all local councils for circulation.

#### **219.2.2 ECC Parish Passenger Transport Meeting**

The vacancy remained unfilled and a second representative would be appointed at a later date if required.

#### **219.2.3 City of London Forest Forum**

The Council NOTED that Mr Paul Thomson, Superintendent of the City of London, Epping Forest, has been invited to address the Council at its meeting on 14<sup>th</sup> September 2011 to update Councillors on the Branching Out Project and other Epping Forest matters of interest.

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

**220.1** The reports from the Council's representatives on the Debden NAP, Essex Association of Local Councils, Debden Tenants Panel and the Essex Association of Local Councils Epping Forest Branch and Larger Local Council Forum presented in the agenda were noted.

**220.2** Cllr C C Pond provided a written report on the Parish Passenger Transport meeting held on 24<sup>th</sup> May 2011.

**220.3** Cllr Richardson gave a verbal report on the Loughton NAP meeting held on 22<sup>nd</sup> June 2011.

**220.4** Cllr Brooks gave a verbal report on the Broadway Town Centre Partnership meeting held on 3<sup>rd</sup> May 2011.

Cllr Davis joined the meeting.

## **221 Reports from Committees**

### **221.1 Planning and Licensing**

The reports from the meetings held on 18<sup>th</sup> April, 3<sup>rd</sup> and 23<sup>rd</sup> May, 6<sup>th</sup> June 2011 were NOTED.

### **221.2 Recreation**

The report from the meeting held on 25<sup>th</sup> May 2011 was NOTED.

### **221.3 Environment and Heritage**

The report from the meeting held on 1<sup>st</sup> June 2011 was NOTED.

**221.4 Resources and General Services**

The report from the meeting held on 8<sup>th</sup> June 2011 was NOTED.

K E Angold-Stephens joined the meeting.

**222 Exclusion of the Press and Public**

The Council RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information relating to a complaint.

**223 Complaint from the Secretary of the Roding Road Allotment and Leisure Gardens Association**

The Council RESOLVED that a response be sent to the Secretary of the Allotment Association confirming her complaints would be kept on file but that the Council considers they have been investigated, discussed and found baseless, and that no further correspondence will be entered into with regard to these complaints.

Signed.....

Date:           14<sup>th</sup> September 2011

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**LOUGHTON TOWN COUNCIL**
**COUNCIL MEETING****Minutes of Council Meeting held on Wednesday 14<sup>th</sup> September 2011 at 7.45 p.m. at 1 Buckingham Court**

**Present:** C P Pond (in the Chair)  
 J W Angold-Stephens (until Min no 234)      K E Angold-Stephens (until Min no 234)  
 R E Brookes (from Min no 229)                      M R M Chalk  
 A Copland    T Frankland    L J Howe  
 S W Murray (from Min no 229, until Min no 234)      K Nicholson  
 T G Owen    S Pewsey    C C Pond  
 P Richardson    D J Wixley

**Officer:** E K Walsh (Town Clerk)

**224 Apologies for Absence**

Apologies for absence were received from Cllrs Davies, Glassman, C Harper, S Harper, House, Law and Thomas.

**225 Confirmation of Minutes**

The minutes of the meeting of the Council held on 22<sup>nd</sup> June 2011 were CONFIRMED as a correct record and signed by the Chairman.

**226 Public Representations**

None were received.

**227 Declarations of Interest**

No declarations of interest were made.

**228 Questions Without Discussion**

No questions had been received.

Cllrs Brookes and Murray joined the meeting during the next item.

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

The Town Mayor reported that since the last Council meeting she had attended the opening of Oak View School's hydro pool, the shortlisting of allotments for Best Allotment in Loughton 2011, the Epping Forest College Learner Awards, the HOWZAT Festival, the unveiling of the new Debt of Honour display at the Murray Hall, St Clare Hospice refurbishment celebration, Oak View School's Fun Day, Love Loughton, the Loughton Tree Strategy walk, Ladies' Day at the Warren held by the City of London, the allotment awards presentation, an EALC coffee morning in the Murray Hall, White Bridge Junior School awards, the opening of the outdoor gym on the Roding Valley Recreation Ground, the Abbeyfield Society's AGM, a meeting of the Epping Forest Amateur Radio Society, Willingale Road allotments open day, and a Vintage Bus Rally.

The Deputy Town Mayor had attended a national scouting event, Explorer Conservation Project 822, and Epping Forest District Museum's I Love Music exhibition, on the Town Mayor's behalf.



**230 Matters for Report****230.1 City of London Forest Forum – Min no 219.2.3**

Mr Paul Thomson, Superintendent of the City of London, Epping Forest, had sent apologies that he was unable to attend this Council meeting. Mr Thomson would be invited to a future meeting of the Council to update members on the Branching Out Project and other Epping Forest matters of interest.

**231 Reports from Members on Outside Organisations**

**231.1** The report from the Council's representatives on the Larger Local Council Liaison Committee presented in the agenda was noted.

Cllr C C Pond declared a personal but non-prejudicial interest as a member of Essex County Council as the report referred to highway matters.

**231.2** Cllr Wixley tabled a report on the meetings of the Debden Neighbourhood Action Panel, the Tree Wardens and the Debden Tenants Panel.

**232 Reports from Committees****232.1 Planning and Licensing**

The reports from the meetings held on 20<sup>th</sup> June, 4<sup>th</sup> and 18<sup>th</sup> July, 1<sup>st</sup> and 22<sup>nd</sup> August 2011 were NOTED.

**232.2 Recreation**

The report from the meeting held on 6<sup>th</sup> July 2011 was NOTED.

It was confirmed that a grant of £10,000 had been secured from the Big Society Fund operated by Essex County Council, to enable the refurbishment of the tennis courts to proceed. Members thanked the Town Clerk for her work to secure this grant.

**232.3 Environment and Heritage**

The report from the meeting held on 20<sup>th</sup> July 2011 was NOTED.

It was reported that the application to designate a footpath from Marjorams Avenue to St John's Church Hall as a public right of way had failed owing to lack of evidence.

**232.4 Resources and General Services**

The report from the meeting held on 31<sup>st</sup> August 2011 was NOTED.

**233 Membership of Internal Council Groups****233.1 Complaints Committee**

The Council CONFIRMED the recommendation from the Resources and General Services Committee that:

- i. The members of the Strategy and Staff Group would form the Complaints Committee.
- ii. If any complaint referred to the work or decisions of a specific committee, any members of that committee would be excluded from the respective Complaints Committee meeting.

Cllr J Angold-Stephens, K Angold-Stephens and Murray left the meeting during the next item.

**234 Environment Agency's River Roding Flood Risk Management Strategy**

Members discussed the consultation document and AGREED to make the following response:

The Council expressed strong concern about the lack of detail provided by the Environment Agency of the assessment (if any) of the long term impact of the withdrawal of maintenance on the river for the Loughton area and in particular whether this will jeopardise properties on the Roding Estate and in the vicinity of Greensted Road, Loughton. It also drew the Environment Agency's attention to the following comments:

- The Council welcomed the retention of maintenance on the Loughton Brook with its known history of flooding.
- The mitigation offered by the Shonks Mill flood retention scheme was noted but the Council urged the EA to ensure early completion of these works currently scheduled for 2020.
- The Roding Valley Recreation Ground already suffered from flooding on occasions during the winter months and at other times of exceptionally high rainfall. Any increase in the frequency of flooding on the Recreation Ground could adversely affect the facilities afforded by the Town Council on this large open space – athletics, children's play area, cricket, football, and tennis.
- The Town Council has committed to the refurbishment of the tennis courts (contract value in excess of £75K) including resurfacing and new fencing. Any increase in the frequency of flooding could cause erosion of the foundations of the courts with financial implications. Similarly with the adjacent children's play area.
- Bank erosion is already a significant issue along the stretch of the river from Oakwood Hill to the lake and beyond. Council officers are monitoring the erosion affecting the existing pedestrian path between Oakwood Hill and Charlie Moules Bridge and on to the lake. Left unchecked, the river will encroach further onto the recreation ground and is likely at some time in the future to join the lake.
- If responsibility for maintenance and/or inspections is passed whether officially or unofficially to riparian owners, this will have significant financial implications for such owners including the Town Council.
- We are unsure of the level of maintenance that is currently undertaken by the EA along the Loughton stretch of the Roding. Does this proposal to withdraw all maintenance include routine inspections and if so, how will this be managed in the future? Obstructions in the river, whether naturally occurring or from fly-tipping, will still need to be removed.
- We note the likely environmental benefits from these proposals but express concern that the river bed in our area is already showing an increasing amount of vegetation (bull rushes and the invasive Himalayan Balsam) which inhibits the flow.
- Lack of maintenance further up the river in Essex suggests there may be more debris moving down river possibly causing a dam effect with flooding at new points in the river.
- We seek clarification of the level of cover to be offered for future flooding events? Will the EA still respond to emergencies?
- New development (not necessarily in or close to the flood plain) increases the run off of surface water into the river. Is there a likelihood of more people and properties being at risk from flooding?

- What are the implications for streams and land drainage ditches including those across the Recreation Ground that run into the Roding?

**Signed**.....

**Date:**           **14<sup>th</sup> December 2011**

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**LOUGHTON TOWN COUNCIL**
**COUNCIL MEETING****Minutes of Council Meeting held on Wednesday 14<sup>th</sup> December 2011 at 7.45 p.m. at 1 Buckingham Court**

**Present:** C P Pond (in the Chair)  
 J W Angold-Stephens  
 R E Brookes C Davies C A Harper  
 S M Harper P J C House L J Howe  
 R T Law S W Murray K Nicholson  
 T G Owen S Pewsey C C Pond  
 P Richardson T Thomas D J Wixley

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

**235 Apologies for Absence**

Apologies for absence were received from Cllrs K E Angold-Stephens, Chalk, Copland, Frankland and Glassman.

**236 Confirmation of Minutes**

The minutes of the meeting of the Council held on 14<sup>th</sup> September 2011 were CONFIRMED as a correct record and signed by the Chairman.

**237 Public Representations**

None were received.

**238 Declarations of Interest**

Cllrs C P Pond and Wixley declared a personal but non-prejudicial interest in Agenda items 12 as members of Epping Forest District Council.

**239 Questions Without Discussion**

No questions had been received.

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

The Town Mayor reported that since the last Council meeting she had attended Countrycare's 25<sup>th</sup> Anniversary Fayre, a viewing at an Art Deco house, Epping Forest District Museum's 30<sup>th</sup> Anniversary exhibition opening, a classical concert given by the City of London Sinfonia Quintet – an Essex on Tour event held by the Town Council in partnership with the Loughton Methodist Church, a disabled lift inauguration and a LADS performance at Lopping Hall, a funeral chapel blessing at Daniel Robinson's, Armistice Day and Remembrance Sunday services, the opening of the new Debt of Honour display at Murray Hall also attended by local schools, The Broadway and High Road Christmas lights switch on events, Light up a Life, E15 Christmas performance and judged the Christmas Card and Best Dressed Window competitions.

The Deputy Town Mayor had attended the open day at T Cribbs & Sons and unveiled a plaque on the Town Mayor's behalf.

**241 Matters for Report**

There were no matters to report.

**242 Reports from Members on Outside Organisations**

**242.1** The reports from the Council's representatives on the Citizens Advice Bureau, Parish Passenger Transport, Essex Association of Local Councils, Epping Forest Association of Local Councils and the Local Council's Liaison Committee presented in the agenda were noted.

**242.2** Cllr K E Angold-Stephens had provided a written report on the Broadway Town Centre Partnership meeting held on 15<sup>th</sup> November 2011.

**242.3** Cllr Wixley provided a written report on the Neighbourhood police meeting held on 26<sup>th</sup> October 2011, Loughton Waste Management Stakeholders meeting held on 11<sup>th</sup> October 2011, the Tree Warden AGM held on 3<sup>rd</sup> November 2011 and Debden Tenants Panel Meeting on 21<sup>st</sup> November 2011.

**243 Reports from Committees****243.1 Planning and Licensing**

The reports from the meetings held on 5<sup>th</sup>, 19<sup>th</sup> September, 3<sup>rd</sup>, 17<sup>th</sup>, 31<sup>st</sup> October, 14<sup>th</sup>, 28<sup>th</sup> November 2011 were NOTED.

**243.2 Recreation**

The report from the meeting held on 28<sup>th</sup> September 2011 was NOTED.

**243.3 Environment and Heritage**

The report from the meeting held on 12<sup>th</sup> October 2011 was NOTED.

**243.4 Resources and General Services**

The reports from the meetings held on 26<sup>th</sup> October and 23<sup>rd</sup> November were NOTED.

Following comments on the electronic distribution of agendas and minutes it was noted that this trial process would be reviewed in April 2012.

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

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

The Council RESOLVED that the sealing of the associated trust deeds should be undertaken by the Chairman and Vice Chairman of the Recreation Committee.

**245 Council Precept for 2012/13**

The Chairman of Resources and General Services Committee presented the Committee's recommendations for the precept for 2012/13. She informed councillors that the recommendation represented a zero per cent inflation increase for council tax payers in Loughton.

Cllr J Angold-Stephens thanked all the committees and in particular Cllr S Pewsey, the Town Clerk and Deputy Clerk for their work in preparing the estimates.

The Estimates were agreed as follows:

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

The Council unanimously RESOLVED to set the precept for 2012/13 at £643,200.

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

The District Council's proposals to make a Consolidated Order relating to off street parking places in its area were discussed in detail.

The Council RESOLVED to make the following representations:

There were no objections to:

- (i) the desirability of a consolidated order for enforcement purposes;
- (ii) the need to recognise that the Council now accepts telephone payment for tickets purchased for parking.

However, the Town Council objects to the proposal:

- (iii) to allow the District Council to issue commercial permits within its car parks to allow limited commercial undertakings.

Signed.....  
Date: 22<sup>nd</sup> February 2012

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**LOUGHTON TOWN COUNCIL**
**COUNCIL MEETING****Minutes of Council Meeting held on Wednesday 22<sup>nd</sup> February 2012 at 7.45 p.m. at 1 Buckingham Court**

**Present:** C P Pond (in the Chair)  
 J W Angold-Stephens      K E Angold-Stephens      R E Brookes  
 M R M Chalk                      A Copland (from Min no 250)  
 C Davies (from Min no 255)                      T Frankland  
 P J C House                      L J Howe                      R T Law  
 S W Murray                      K Nicholson (from Min no 254)  
 T G Owen                      S Pewsey                      C C Pond  
 P Richardson                      T Thomas                      D J Wixley

**Officers:** E K Walsh (Town Clerk)

**247 Apologies for Absence**

Apologies for absence were received from Cllrs Glassman, C Harper and S Harper.

**248 Confirmation of Minutes**

The minutes of the meeting of the Council held on 14<sup>th</sup> December 2011 were CONFIRMED as a correct record and would be signed by the Chairman.

**249 Public Representations**

None were received.

Cllr Copland joined the meeting during the next item.

**250 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda item 10, Code of Conduct as he was a member of the Standards Committees for Epping Forest District Council and Essex County Council.

**251 Questions Without Discussion**

No questions had been received.

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

The Town Mayor reported that since the last Council meeting she had presented the awards to the winners of the Council's Christmas Window Competition and attended the District Council's Civic Service and the Lopping Hall Arts Centre opening. She had also helped welcome members of the Cairns' family to the viewing of the recently installed blue heritage plaque to Sir Hugh Cairns on Woodcroft School.

The Town Mayor took the opportunity to remind members of forthcoming Council events, namely the Civic Service on 4<sup>th</sup> March, the Beating the Bounds event on 18<sup>th</sup> March and the Essex on Tour jazz performance of the American Song Book on 23<sup>rd</sup> March.

**253 Matters for Report**

There were no matters to report.

Cllr Nicholson joined the meeting during the next item.

**254 Reports from Members on Outside Organisations**

The reports from the Council's representatives on the Brook Project, Neighbourhood Meeting (Debden), Essex Association of Local Councils Larger Local Council Forum, Parish Passenger Transport, and the Epping Forest Association of Local Councils Epping Forest Branch presented in the agenda were noted.

Cllr Wixley confirmed that the next meeting of the Debden Neighbourhood Meeting (Neighbourhood Action Panel) would be held on 29<sup>th</sup> February 2012.

Cllr Davies joined the meeting.

**255 Reports from Committees****255.1 Planning and Licensing**

The reports from the meetings held on 12<sup>th</sup> December 2011, 9<sup>th</sup> and 23<sup>rd</sup> January and 6<sup>th</sup> February 2012 were NOTED.

**255.2 Recreation**

The report from the meeting held on 11<sup>th</sup> January 2012 was NOTED.

**255.3 Environment and Heritage**

The report from the meeting held on 25<sup>th</sup> January 2012 was NOTED.

**255.4 Resources and General Services**

The report from the meeting held on 8<sup>th</sup> February 2012 was NOTED.

**256 Code of Conduct**

The Council NOTED the report on the changes to the Code of Conduct under the Localism Act 2011 and that a new standards regime was to be introduced following the demise of the Standards Board for England on 31<sup>st</sup> January 2012.

As further guidance was anticipated from Central Government, it was AGREED that detailed consideration of the options would be undertaken by the Strategy and Staff Committee.

**257 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information relating to leases.

**258 Asset Management**

The report was NOTED.

Signed.....  
Date: 18<sup>th</sup> April 2012



THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of Council Meeting held on Wednesday 18<sup>th</sup> April 2012 at 7.45 p.m. at 1 Buckingham Court**

**Present:** C P Pond (in the Chair)  
 J W Angold-Stephens      K E Angold-Stephens      R E Brookes  
 M R M Chalk                      A Copland                      C A Harper  
 S M Harper                      P J C House                      L J Howe  
 S W Murray                      K Nicolson                      T G Owen  
 C C Pond                      T Thomas                      D J Wixley

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

Members stood for a minute's silence in memory of Mrs Joan Innis, the Town Council's Burial Clerk and Town Mayor's Secretary, who had passed away on 5<sup>th</sup> April 2012.

The Town Mayor led the councillor tributes to Mrs Innis who had been the Town Council's longest serving member of staff. She was described as efficient, friendly and hardworking in her many roles for the Council and someone who would be sadly missed.

**259 Apologies for Absence**

Apologies for absence were received from Cllrs Davies, Frankland, Glassman, Law and Pewsey.

**260 Confirmation of Minutes**

The minutes of the meeting of the Council held on 22<sup>nd</sup> February 2012 were CONFIRMED as a correct record and signed by the Chairman.

**261 Public Representations**

None were received.

**262 Declarations of Interest**

None were received.

**263 Questions Without Discussion**

No questions had been received.

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

The Town Mayor reported that since the last Council meeting she had attended the Town Council's Civic Service, the Loughton Youth Music Festival, the opening of the Restore Community Shop, the Town Council's Annual Town Meeting, Loughton Voluntary Care's AGM and celebration of 30 years, the Claire Harper Essex on Tour event at the Murray Hall, the Loughton Festival concert for Haven House, the Beating the Bounds walk and the Charity Fun Run, and chaired the Strategy and Staff Group meeting.

The Town Mayor thanked the Council for appointing her and commented that she had enjoyed her term of office and attended some fifty seven events in the town.

**265 Matters for Report**

There were no matters to report.

**266 Reports from Members on Outside Organisations**

**266.1** Cllr C C Pond confirmed that there was nothing to add to his previous reports of the Parish Passenger Transport meetings held during the year.

**266.2** Cllr S Harper reported that the Roding Valley Management Committee had not met during the past year.

**266.3** Cllr Wixley provided written reports on the Debden NAP meeting held on 29<sup>th</sup> February, the Tree Wardens Meeting held on 13<sup>th</sup> March, the Loughton Waste Management Stakeholders Group held on 13<sup>th</sup> March, the Debden Tenants Panel Meeting held on 26<sup>th</sup> March, and the White Bridge Junior School annual meeting report for 2011-12. Cllr Wixley confirmed that the Town Clerk had previously supplied reports on the four meetings of the EALC Larger Local Councils Forum he had attended during the year.

**266.4** Cllr Chalk provided a verbal report on the meeting of the Roding Valley Nature Reserve Consultative Group held on 16<sup>th</sup> April 2012.

**267 Reports from Committees****267.1 Planning and Licensing**

The reports from the meetings held on 20<sup>th</sup> February, 5<sup>th</sup> and 19<sup>th</sup> March and 2<sup>nd</sup> April 2012 were NOTED.

**267.2 Recreation**

The report from the meeting held on 7<sup>th</sup> March 2012 was NOTED.

**267.3 Environment and Heritage**

The report from the meeting held on 21<sup>st</sup> March 2012 was NOTED.

**267.4 Resources and General Services**

The reports from the meetings held on 22<sup>nd</sup> February and 4<sup>th</sup> April 2012 were NOTED.

**268 Code of Conduct**

The Committee NOTED that a small working party of parish and town councillors representing the Epping Forest Branch of the Association of Local Councils had met to draft a constitution for a joint parish/town standards committee. The discussions had been assisted by the District Council's Monitoring and Deputy Monitoring Officers.

Cllr C C Pond provided an update on progress to date. Under the legislation, the Town Council was required to adopt a new Code of Conduct by 1<sup>st</sup> July 2012 together with a procedure for dealing with complaints made under this Code.

**269 Accounts and Audit 2011/12**

The Annual Return, the document that forms the Council's statutory accounts for the year 2011/12, and the supporting papers were considered.

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

**269.2** The Council NOTED that the actual level of general reserves as at 31<sup>st</sup> March 2012 stood at £460,148 which, at 71.88% of the estimated net running costs, was within the limits set by the Council's Reserves Policy.

**270 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the next agenda item under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information relating to asset management and leases.

**271 Asset Management**

The Town Clerk provided details of the progress of the Trustees to register and then transfer the land at the junction of Church Hill and Traps Hill, currently leased to the Loughton Cricket Club, to the Town Council. It was the Council's stated intention to then lease the land back to the Club on a fully repairing/insuring lease to ensure the continuance of this important facility in the town for the foreseeable future.

It was NOTED that the legal fees associated with this matter were likely to amount to £1,250 and there would be an increase in the Council's annual insurance premium of at least £53 to cover the additional public liability responsibilities.

The Council RESOLVED that, once the negotiations had been concluded,

- i. the sealing of the transfer documents and associated lease should be undertaken by the Town Mayor and one other member of the Council.
- ii. the annual rent for the new thirty-five year lease to the Loughton Cricket Club would be set initially at £125 to cover the Council's additional expenditure, and this would be subject to a five-year review with any increase capped by changes to the retail price index.

**272 Town Mayor's Closing Remarks** for the end of the 2008-12 term

The Town Mayor thanked all the councillors for their attendance and hard work over the past four years and also thanked the staff. Cllr Caroline Pond commented on the many improvements to the town achieved by the Council and particularly thanked all those councillors who had chosen not to stand for re-election for their service to the community. Three of these councillors had served for eight years or more.

A special presentation of framed antique postcards of Loughton was made to Cllr Suzanne Harper, a founder member of the Council who was now standing down after serving from its inception in 1996. Cllr Harper had been appointed Chairman for the year 2001-02 and Town Mayor for 2007-08.

The Town Mayor invited all present to join her for an informal reception.

Signed.....  
Date: 16<sup>th</sup> May 2012