

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

MINUTES of the Meeting held on Wednesday 19 May 2021 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: S Murphy (in the chair until Min no 1)
R Brookes (in the chair from Min no 1)

P Abraham	B Cohen	C Davies
T Downing	S Fontenelle	W Kauffman
N MacKinnon	S Murray	C C Pond
K Rainbow	M Stubbings	K Valentine
G Wiskin	D Wixley	

Officers: M Squire (Town Clerk)
B Smith (Assistant Town Clerk - Finance)
P Bryce (Assistant Town Clerk - Civic)

Also present:

3 x members of the public

Cllr Murphy, as outgoing mayor, welcomed the new and re-elected members and members of the public to the meeting. She thanked the outgoing Deputy Town Mayor, Cllr T Cochrane for all her good work during her term in office and also officer P Bryce for all her support during this period.

1 Election of the Town Mayor for 2021/22

Cllr Murphy invited nominations for the role. Cllr Brookes was proposed and seconded and, there being no other nominations, Cllr Brookes was elected Town Mayor. She took the chair and after signing the Declaration of Acceptance of Office, was presented with the Town Mayor's badge and chain of office. Cllr Brookes thanked Cllr Murphy for her work during her term of office and presented her with the Past Town Mayor's badge.

2 Appointment of the Deputy Town Mayor for 2021/22

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

3 Apologies for Absence

Apologies for absence were received from Cllrs Beales, House, Jennings, Owen, C P Pond and Riley. It was noted that Cllr Beales would be granted a temporary leave of absence, to be ratified at the next appropriate Committee meeting.

4 Declarations of Interest

Members were reminded that they had twenty-eight days from the date of their election or re-election to office in which to submit their declarations of interest forms to the Town Clerk.

5 Confirmation of Minutes

The minutes of the meeting held on 28 April 2021 were CONFIRMED as a correct record and signed by the Chairman.

6 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2021/22

6.1 Planning and Licensing Committee

Cllrs P Abraham, S Murphy, K Rainbow, J Riley and G Wiskin were nominated and appointed to the Planning and Licensing Committee. Cllr T Downing was elected Chairman and Cllr C Davies Vice Chairman.

6.2 Recreation Committee

Cllrs L House, S Fontenelle, N MacKinnon, S Murray, and M Stubbings were nominated and appointed to the Recreation Committee. Cllr D Wixley was elected Chairman and Cllr K Valentine Vice Chairman.

6.3 Environment and Heritage Committee

Cllrs P Beales, B Cohen, S Fontenelle, K Valentine and G Wiskin were nominated and appointed to the Environment and Heritage Committee. Cllr C C Pond was elected Chairman and Cllr C P Pond Vice Chairman.

6.4 Resources and General Services Committee

Cllrs R Brookes, B Cohen, W Kauffman, S Murray, and M Stubbings were nominated and appointed to the Resources and General Services Committee. Cllr J Jennings was elected Chairman and Cllr M Owen Vice Chairman.

All committees consist of seven members.

6.5 In accordance with Standing Order 5e it was AGREED that Nomination of up to three persons per political group authorised to make substitutions.

It was agreed that Cllr R Brookes would be included on the bank signatories.

7 Nomination of Council Representatives for 2021/22

7.1 The Council representatives on outside bodies for 2021/22 were AGREED as below:

Organisation	2021/22 representative(s)
Lopping Endowment	J Jogia (as District Councillor)
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs C C Pond and Wixley and Town Clerk
Local Councils’ Liaison Committee	Cllrs C C Pond and Wixley and Town Clerk
EALC - Larger Local Councils Forum	Cllr Wixley
Tree Wardens (appointed by Epping Forest Countrycare)	Cllrs Cohen, Davies, Wiskin and Wixley
Loughton Broadway Town Centre Partnership	Cllrs Cohen, Davies, Fontenelle, Murphy, Owen and Rainbow

Citizens Advice Epping Forest District – Management Committee	Cllrs Jennings and MacKinnon
Essex Police local community meetings	Cllrs Fontenelle and Wixley
Roding Valley Nature Reserve Consultative Group	Cllr Wixley

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

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

7.3 Joint Standards Committee

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee for 2021/22 with Cllr Davies as his substitute.

7.4 Grievance Hearing and Disciplinary Appeal Panels

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

8 Membership of Internal Council Groups

To confirm or amend the membership of the following internal groups:

8.1 Strategy and Staff Group (includes the Complaints Panel)

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee and Cllr Murray as representative from the minority group.

8.2 Financial Assistance Working Group

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

8.3 Roding Valley Recreation Ground Improvements Project Working Group

Membership: Chairman and Vice Chairman of the Recreation Committee and Cllrs Brookes and Murray.

9 General Power of Competence

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

10 Confirmation of Standing Orders

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

11 Confirmation of Financial Regulations

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

12 Year End Financials 2020/21

12.1 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2021, including

- (i) The Council AGREED AGAR (Section 1) for the Year ended 31 March 2021
- (ii) The Council AGREED AGAR (Section 2) for the Year ended 31 March 2021
- (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 2020/21.

12.2 Annual Accounts

The Council APPROVED the Annual Accounts for the Year ended 31 March 2021. This statement of accounts has been prepared in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, i.e. on an income and expenditure basis with a statement of balances and complies with Proper Practices in completing Sections 1 and 2 of the Annual Governance and Accountability Return.

13 Town Mayor's / Town Clerk's Report

The Town Clerk reminded all Councillors to complete their Declarations of Interest forms and return by email. These are required to be completed and returned 28 days from date of election.

14 Loughton Town Council's 25 Years

A presentation of thanks was given to Cllr C C Pond in recognition of Loughton Town Council's 25 years since inauguration in 1996.

Signed:

Date: 13 July 2021

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 13 July 2021 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: R Brookes (in the chair)

P Abraham	B Cohen	T Downing
S Fontenelle	L House	W Kauffman
N MacKinnon	S Murphy	S Murray
M Owen	C C Pond	C P Pond
K Rainbow	M Stubbings	K Valentine
G Wiskin	D Wixley	

Officers: M Squire (Town Clerk)
P Bryce (Assistant Town Clerk - Civic)

15 Apologies for Absence

Apologies for absence were received from Cllrs P Beales, C Davies, J Jennings and J Riley.

16 Declarations of Interest

Cllr K Valentine declared a non-pecuniary interest in Agenda item 11 NEPP Sunday Restrictions – The Drive as a local resident.

Cllr C C Pond declared a non-pecuniary interest in Agenda items relating to Essex County Council and EFDC as he is a member of both councils.

Cllr W Kauffman declared a non-pecuniary interest in Agenda item 6 Thames Water as his family's property was affected by flooding.

17 Confirmation of Minutes

The minutes of the meeting held on 19 May 2021 were CONFIRMED as a correct record and signed by the Chairman.

18 Public Representations

None were received.

19 Questions Without Discussion

None were received.

20 Thames Water

The Town Clerk reported that the representative that was due to attend, was unable to do so, as his company's Covid-19 policy currently forbade him to attend 'face to face' meetings. However the representative did produce a written report on the Loughton Water Network Issues, which was distributed to members. However the report did not cover all the questions raised by members. Members agreed to take up Thames Water's representative offer of a further Zoom meeting to be held outside the formal committee meetings.

Members nominated a small number of ward councillors, and the Town Clerk would approach a few local residents (interested parties) to attend the Zoom meeting with the

Thames Water representative and a number of questions were agreed to be put forward. Cllrs R Brookes, B Cohen, S Murray, C C Pond, J Jennings, N MacKinnon and W Kauffman were nominated to take part in the Zoom meeting.

21 Town Mayor's / Town Clerk's Report

The Town Clerk reported that the work being carried out at the Cemetery to lay new water pipes throughout had been completed. A full report will be provided at the next Environment & Heritage Committee meeting.

The Town Mayor reported that the Deputy Town Mayor had attended the official opening of the window showroom in Loughton High Road and the official opening of the new mobility path and entrance and open day at GROW Community Garden. The Town Mayor also reported that she had attended the Loughton Masonic Centre to recognise the invaluable work of the NHS, Social Care and Frontline Workers Day during the pandemic.

22 Climate Change Motion

The Council AGREED to a motion to support measures to combat climate change tabled by Cllrs Murray and C C Pond as follows:

1. To acknowledge national and international opinion in declaring a climate emergency.
2. To record the urgent need for local and global reductions in carbon emissions.
3. To recognise the influence the Town Council has and resolve to do everything within its power to reduce unsustainability.
4. To follow the County and District Councils and work alongside them so as to become carbon neutral by 2030.
5. In principle to oppose unsustainable initiatives in Loughton of whatever kind.
6. To encourage and support the wider community to oppose unsustainability.

The Town Clerk reported that the Epping Forest District Council (EFDC) Climate Change Officer had contacted him with a view to setting up a knowledge forum for Parish and Town councils to support each other with the development of climate change strategies. The Town Council AGREED with this way forward.

23 NALC – Remote Meetings

Members NOTED that NALC are urging the Government to make remote meetings a permanent option.

24 Christmas Window Competition 2021

Members reviewed the existing rules and agreed that the RGS Committee should make the competition less formal and confirmed that it is to be advertised in the next autumn issue of the 'Think Loughton' newsletter.

25 North Essex Parking Partnership (NEPP) – Sunday Restrictions – The Drive - Loughton

Members AGREED to support evidence from residents and resolved that parking restrictions should extend to cover the shopping opening hours on a Sunday. The Council asked the Town Clerk to fill out an application form and request the North

Essex Parking Partnership (NEPP) to change the restrictions. The NEPP officer would be asked for advice to implement the best possible option in the circumstances.

26 Murray Hall - Use as a vaccination centre

The Council NOTED that the NHS have informed us that the Murray Hall will be returned to the Town Council as from 26 July 2021 and that the Hall will be returned to normal use for regular and casual hirers.

27 Reports from Committees

27.1 Planning and Licensing

The report of the meetings held on 24 May, 7 and 21 June, and 5 July 2021 were NOTED.

27.2 Recreation

The report of the meeting held on 2 June 2021 was NOTED.

27.3 Environment and Heritage

The report of the meeting held on 23 June 2021 was NOTED.

27.4 Resources and General Services

The report of the meeting held on 30 June 2021 was NOTED.

28 Reports from Members on Outside Organisations

28.1 Written report on the following meeting was NOTED

- (i) Report from the Zoom meeting of the Broadway Town Centre Partnership held on Thursday 17 June 2021 – Deborah Taylor, Services Officer.

28.2 An oral report on the Local Councils' Liaison Committee, held on 8 July 2021 was provided by Cllr D Wixley and the following reports were NOTED

- (ii) a) Local Plan - Briefing session on Main Modifications Consultation & b) Qualis Community Interest Company (CIC) presentation.

29 Loughton Library / Town Hall

An additional private session on the implications to the Town Council regarding the future of the Town Hall was not deemed necessary as the ensuing discussion was general in nature and did not focus specifically on contractual or staffing matters.

The Library consultation had attracted much opposition; many questions remain unanswered

- The plans do not meet the needs of the library users and community groups.
- Existing floorplan space reduced by 20%.
- Damage to the environment caused by the large scale of the development.
- Multi storey 5 tier building not in keeping with surroundings.
- Information lacking on storage space.
- Information lacking on parking facilities for Library staff, Jazz Archive staff, Town Council staff.
- Information lacking on the temporary rehousing of current library occupants, including Town Council staff.

Specifically, concern was raised that the new location of the Town Council office would become the reception desk for the Library, for all matters unconnected to Town Council work.

AGREED to oppose through future ECC and EFDC meetings and via Town Council, Planning and Licencing Committee meetings the damage that would inevitably be

caused to the Special Area of Conservation (SAC). Town Council members collectively agreed to await further developments.

NOTED that a special Town Council meeting may be required when further developments were forthcoming.

Signed:
Date: 20 October 2021

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Wednesday 20 October 2021 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: R Brookes (in the chair)

P Abraham	B Cohen	C Davies
S Fontenelle	L House	J Jennings
W Kauffman	N MacKinnon	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)

The meeting was preceded by the presentation of the Citizenship Award 2021 to Pesh Kapasiawala followed by a minute's silence as a mark of respect following the recent tragic death of Sir David Amess

30 Apologies for Absence

Apologies for absence were received from Cllrs P Beales, T Downing and S Murphy.

31 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in Agenda items relating to Essex County Council and EFDC as he is a member of both councils.

Cllr S Murray declared a non-pecuniary interest in Agenda item 14 as he volunteers at both the 3Food4U Loughton Hub, and is the officially appointed ambassador of the Epping Forest Foodbank.

Cllr D Wixley declared a non-pecuniary interest in Agenda item 8.1 as he is a member of the EFDC Highways Panel and Agenda item 11 as he is a member of the Epping Forest Heritage Trust.

Cllr M Owen declared a non-pecuniary interest in Agenda item 8.1 as he has been in discussions with those issues.

Cllr C Davies declared a non-pecuniary interest in Agenda item 8.1 as she had attended the Debden Town Centre Partnership meetings.

32 Confirmation of Minutes

The minutes of the meeting held on 13 July 2021 were CONFIRMED as a correct record and signed by the Chairman.

33 Public Representations

None were received.

34 Questions Without Discussion

None were received.

35 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting held on 13 July 2021 she had attended the following engagements:

The GROW Community Garden 5th Anniversary Celebration and Volunteer Appreciation; The Abbeyfield AGM and Afternoon Tea; EFDC invitation to the unveiling of the Holmehurst Blue Plaque; 1st year anniversary of the 3Food4U Loughton pop up; official opening of estate agents Durden & Hunt flagship office in Loughton; and the Inauguration of Rabbi Yanky & Rebbetzin Rochel Abrams at the Loughton Synagogue. Cllr Stella Murphy as Past Town Mayor had attended the Lopping Hall Open Day and the 3Food4U 1st year Anniversary Dinner at the Loughton RBL.

Members thanked the Town Mayor for organizing such a successful and rewarding visit to the Loughton Boys Holocaust Survivors Exhibition at the Epping Forest District Museum in August 2021.

36 Town Clerk's Report

The Town Clerk reported that there is a shortage of volunteers to assist with the Remembrance Day Parade and that any assistance from members who had not already offered help would be appreciated.

37 Requests from Epping Forest District Council's (EFDC) Town Centre Manager.

37.1 The Broadway, Loughton (Debden)

Cllr Wixley reported that there seemed to be some confusion, as this agenda item is also on the Epping Forest Local Highways programme, has been validated for consideration and is awaiting funding.

Members also raised a number of concerns regarding the proposed scheme and AGREED that

- the Town Clerk would raise these points with the Town Centre Manager and seek further clarification regarding the involvement of the Highways Panel.
- this item should be passed on to the Environment & Heritage Committee for further discussion.

37.2 Christmas Window Campaign

The Council NOTED the report.

38 Youth Work in Loughton

The Council AGREED that the Town Clerk should formally ask Essex County Council (ECC) to incorporate a Youth Project space in their future plans following the proposed development of Loughton Library.

39 Thames Water (TW)

The Town Council NOTED the report. The Town Clerk reported that although the recent Zoom meeting held with TW had been productive, a site meeting had not yet been forthcoming. He has now heard that TW are to carry out some investigative work on 30 October 2021, whereby CCTV cameras are to be put down in several drains to ascertain whether there are any blockages. Following this procedure, a site meeting with all interested parties will be convened.

40 Signage to Epping Forest from Loughton Station

Councillor C C Pond and the Town Clerk provided further background information. Members AGREED that

- the Town Council should contribute available funding and grant funding towards the signage costs, and that
- Transport for London (TFL) should be approached to request that 'Alight here for Epping Forest' or words to that affect should be announced over the tannoy system in the carriages as the underground trains approach Loughton Station.

41 Reports from Committees

41.1 Planning and Licensing

The report of the meetings held on 19 July, 2 and 16 August, 6 and 21 September and 4 October 2021 were NOTED.

41.2 Recreation

The report of the meeting held on 7 September 2021 was NOTED.

41.3 Environment and Heritage

The report of the meeting held on 22 September 2021 was NOTED.

41.4 Resources and General Services

The report of the meeting held on 5 October 2021 was NOTED.

42 Reports from Members on Outside Organisations

Written reports on the following meetings were NOTED;

- (iii) The report from the meetings of the Broadway Town Centre Partnership held on 29 July and 23 September 2021 – Deborah Taylor, Community and Services Officer.

The Town Council AGREED that the Town Clerk should ask the Chairman of the Broadway Town Centre Partnership to invite Essex County Ward Councillor, Cllr Lee Scott to these meetings in future.

- (iv) Essex Association of Local Councils 77th AGM Zoom meeting Thursday 23 September 2021 - Cllr D Wixley.
- (v) Roding Valley Meadows Nature Reserve Consultative Committee – Cllr D Wixley – Cancelled - Wednesday 6 October 2021.

43 Motion to Town Council regarding Universal Credit and Working Tax Credit

Councillor Murray proposed the following motion which was seconded by Councillor Davies:-

- (1) The Government has, as from 6th October 2021, cut universal credit and working tax credit by £20 a week;
- (2) This weekly cut is equivalent to £1,040 a year and;
- (3) Epping Forest Food-bank estimates that here in Epping Forest this decision is likely to have a serious impact on more than 9,000 people and will adversely affect many individuals and families here in Loughton.

Loughton Town Council resolves to ask our local MP to actively seek the reinstatement of this £20 cut as soon as possible.

After some discussion and following a vote it was AGREED that the Town Clerk should write to the local MP to actively seek the reinstatement of this £20 cut as soon as possible.

Signed:

Date: 25 January 2022

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 25 January 2022 at 7.00pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: R Brookes (in the chair)

P Abraham	B Cohen	C Davies
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	G Wiskin	D Wixley

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

A minute's silence was held at the beginning of the meeting in memory of former Town Councillors Lucette Howe (elected 2008/12) and Chris Harper (elected 2011/12)

44 Apologies for Absence

Apologies for absence were received from Cllrs P Beales, T Downing and K Valentine.

45 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in any Agenda items relating to Essex County Council and EFDC as he is a member of both councils.

46 Confirmation of Minutes

The minutes of the meeting held on 20 October 2021 were CONFIRMED as a correct record and signed by the Chairman.

47 Public Representations

None were received.

48 Questions Without Discussion

None were received.

49 Town Mayor's / Town Clerk's Report

The Town Clerk was pleased to report that this was now the first time for approximately two years (due to covid restrictions), that a full ensemble of staff was now back in the office, which is now impacting positively on running the Town Council's operations. It was also noted that working from home in some instances was appropriate.

50 Council Precept for 2022/23

The Council NOTED that the tax base for 2022/23 had been confirmed as £12,732.8. and the Estimates and financial forecast reports presented.

The Council AGREED

- i. the budget for 2022/23
- ii. the amount to be taken from and adjustments to Earmarked Reserves ; and
- iii. the level of the Precept for 2022/23

The Council unanimously RESOLVED to set the precept for 2022/23 at £829,663. This will set the Loughton proportion of the annual council tax for a band D property as £65.16, an increase of £2.72 from the current year of £62.44.

51 Town Mayor's Engagements and Announcements

Loughton Town Mayor, Cllr Rose Brookes, reported that since the last Council meeting held on 20 October 2021, she had attended the following events.

LADS Production of a Fine Bright Day Today at Lopping Hall, Remembrance Service and Parade on Kings Green, the Loughton Methodist Church Bazaar, EFDSC Swimming Gala at Loughton Leisure Centre, Junior Peaced Together Graduation at Restore Community, Norma Green's Memorial in Waltham Abbey, the Light up a Life at Loughton Methodist Church and Kings Green, Christmas Carols outside St Mary's Church, St John's Church Festival of Nine Lessons and Carols and the LADS Production of Gaslight at the Lopping Hall.

52 Thames Water (TW) – Flooding issues

The issues in the Albion Hill / Smarts Lane and Roding Valley / Valley Hill areas of Loughton were reiterated. A Zoom meeting involving TW, a number of Town Councillors and the Town Clerk was called on 23 December 2021, specifically regarding the ongoing situation at Roding Valley / Valley Hill and the disruption caused to local residents in the vicinity. The lack of general communication from TW and particularly with local residents was highlighted. TW gave an undertaking towards an end to the disruption by 19 January 2022 and eventually the four way traffic lights system at the Roding Valley crossroads was restored by 24 January 2022. The Town Clerk reported that he had also contacted Mr Richard Hollis at Essex County Council Highways to progress the repair works

Cllr Murray drew attention to

- the general unpleasantness of the whole situation,
- the eight weeks of misery that local residents had endured,
- the absence of absence of the 167 bus service since 23 November 2021
- the angst caused by the disruption to traffic flow, ensuing bottlenecks caused in local streets and in some cases resulting in damage to householders' vehicles,

The various oral reports were NOTED. It was AGREED that some form of an ex-gratia payment should be sought from TW. A contribution towards the new Roding Valley Children's Playground was one suggestion.

The Town Clerk also informed members that he would be seeking an update from TW on another ongoing issue in and around Fieldings Court by the Loughton Cricket Ground.

53 Local Plan - Issues raised by Epping Forest District Council (EFDC) in their letter to the inspector dated 21-12- 21

Members NOTED and AGREED the wording of the Town Council's response.

54 Reports from Committees

54.1 Planning and Licensing

The report of the meetings held on 18 October, 1, 15 and 29 November, 13 December 2021 and 10 January 2022 were NOTED.

54.2 Recreation

The reports of the meetings held on 10 November 2021 and 12 January 2022 were NOTED. Cllr Murray thanked Loughton Resident Association members for 'calling in' an Epping Forest District Council agenda item for the proposed tree planting plans for the open spaces of Jessel Green and Rochford Green where the proposals showed an overabundance of trees. He also thanked them for their ensuing work on this item.

54.3 Environment and Heritage

The report of the meeting held on 23 November 2021 was NOTED.

54.4 Resources and General Services

The reports of the meetings held on 8 December 2021 and 12 January 2022 were NOTED.

55 Reports from Members on Outside Organisations

Written reports on the following meeting were NOTED.

- i. Report from the Tree Wardens' Meeting held on 2 November 2021 – Cllr D Wixley

Signed:

Date: 22 February 2022

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 22 February 2022 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: R Brookes (in the chair)

P Abraham	B Cohen	T Downing
S Fontenelle	L House	J Jennings
W Kauffman	N MacKinnon	S Murphy
S Murray	C C Pond	C P Pond
K Rainbow	J Riley	M Stubbings
K Valentine	D Wixley	

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

56 Apologies for Absence

Apologies for absence were received from Cllrs P Beales, C Davies, M Owen and G Wiskin.

57 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in any Agenda items relating to Essex County Council and Epping Forest District Council (EFDC) as he is a member of both councils.

Cllr Murray joined the meeting during the following item.

58 Confirmation of Minutes

The minutes of the meeting held on 25 January 2022 were CONFIRMED as a correct record and signed by the Chairman.

59 Public Representations

None were received.

60 Questions Without Discussion

None were received.

61 Town Mayor's / Town Clerk's Report

The Town Clerk reported the following:

In relation to 'Storm Eunice' (on the preceding Friday) two trees came down at the Memorial Rose Garden on Roding Road. The Trees were cleared and the area taped off and made safe. Officers are seeking advice from the Council's Insurers and contractors to replace or repair both the fence and bench that were damaged. A large branch fell in the Town Council Cemetery, causing minor damage to a memorial stone. On an unrelated incident a member of staff had been hit by a flying roof tile but is making a good recovery. Best wishes were sent.

At the request of the City of London Corporation, it was reported (as part of the ongoing Community Safety Partnership work) that the benches will not be reinstated at the top of York Hill for the time being. It would be beneficial for the Town Clerk to join the Community Safety Partnership.

Members were reminded that a number of short councillor profiles were still required for the Town Council website.

62 Town Mayor's Engagements and Announcements

Loughton Town Mayor, Cllr Rose Brookes, reported that since the last Council meeting held on 25 January 2022, she had attended the following events; Upstage Theatre Company The Loughton Pantomime, Ricardo Curbelo Latin American Harpist – Lopping Hall and Waltham Abbey Civic Service.

Cllr Murray thanked the Town Mayor for inviting him as her guest to the Loughton Pantomime and expressed what a good show it was. Cllr House reported that 'Upstage' were extremely happy with the 'sold out' performances, and that they were now able to continue as a theatre company.

63 RideLondon

The Town Clerk reported that he had attended a 'Teams' meeting with Mr Robert Mitchell, RideLondon Engagement Manager, who explained that Sunday 29 May 2022 would be the mass, all day event, with the ride starting at 6am and ending around 5.30pm. Loughton would be 'an island in the middle' of the circuit of the A104 going out of London and into Essex and the returning cyclists travelling back on A113. The route will not affect Loughton directly but there will be problems getting in and out of Loughton on that particular day. The Town Council should point out to local residents, nearer the time the problems that may occur, as well as publicising the event itself. Roads along the route will have their potholes repaired.

Members NOTED the report.

64 Town Centre Regeneration

Members discussed the request in some depth and were of the opinion that Loughton Town Council (LTC) already does a lot for the Broadway and High Street e.g. planted baskets, Christmas Lights, Christmas Window Competition, as well as an annual Fun Day on Jessel Green and other community events etc. LTC members attend the Town Centre Broadway Partnership meetings.

Additionally the 2022/2023 budget has already been set. Therefore members opted to decline this request from Epping Forest District Council (EFDC) to contribute to the Town Centre Manager's salary. Consideration may be given for the following year, if requested.

The Town Clerk would convey this decision to EFDC.

65 Thames Water

The Town Clerk reported that following the last meeting a letter had been sent to Thames Water (TW), requesting an ex gratia payment to be paid as a way of compensation for the disruption and misery caused before and after Christmas 2021 in the Roding Road / Valley Hill vicinity. This could potentially be a contribution towards the Roding Valley Recreation Ground playground project. TW are considering the request.

The Town Clerk is also awaiting a further response from TW on the flooding issues in and around Fieldings Court, Loughton Cricket Club and The Uplands.

66 Reports from Committees

66.1 Planning and Licensing

The report of the meetings held on 24 January and 7 February 2022 were NOTED.

66.2 Environment and Heritage

The report of the meeting held on 25 January was NOTED.

66.3 Resources and General Services

The reports of the meetings held on 9 February 2022 were NOTED. Cllr Murray reported on RG81 that the working party was impressed with the quality of the applications for this year's Financial Assistance Grants.

67 Reports from Members on Outside Organisations

None were received.

68 Exclusion of the Press and Public

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

69 Buckingham Court

Town Council members NOTED the Report.

Signed:
Date: 26 April 2022

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Tuesday 26 April 2022 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: R Brookes (in the chair)

P Abraham	B Cohen	C Davies
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: P Bryce (Community Manager)

70 Apologies for Absence

Apologies for absence were received from Cllrs P Beales and T Downing and from the Town Clerk.

71 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in any Agenda items relating to Essex County Council and Epping Forest District Council (EFDC) as he is a member of both councils.

M Owen joined the meeting during the following item.

72 Confirmation of Minutes

The minutes of the meeting held on 22 February 2022 were CONFIRMED as a correct record and signed by the Chairman.

73 Public Representations

None were received.

74 Questions Without Discussion

None were received.

75 Town Clerk's Report

The Council noted that the Town Clerk was absent from this meeting, any follow up on Agenda Items 10.1.2 and 10.1.3 will be reported at the next council meeting.

76 Town Mayor's Engagements and Announcements

Loughton Town Mayor, Cllr Rose Brookes, reported that since the last council meeting held on 22 February 2022, she had attended the following events; Yes Partnership Motivation Conference, Annual Town Meeting at Murray Hall, Woodland Grove Care home Queen's Jubilee Tree Planting, Talk at the Girls Group Loughton Methodist Church, The Queen's Jubilee Tree Planting at the Memorial Rose Garden on Roding Road, Yes Partnership Motivation Conference, New City College Performing Arts Production of Orwellian Event, LADS production of 'Frost/Nixon' by Peter Morgan,

Raffle in aid of the Ukrainian Humanitarian Crisis and Woodland Grove Care home – Invest in our Planet “Earth Day”.

The Council noted the amendment of the Tree Planting took place at the Memorial Rose Garden on Roding Road and not at the original proposed location of Murray Hall as stated on the Agenda.

Cllr Murray reported how lucky Loughton is to have the Loughton Amateur Dramatic Society based at Lopping Hall and the quality of their performances.

77 Thames Water

The Council commented on the correspondence received from Thames Water, their main areas of concern were the amount of debris and rubbish that was left after each repair work was undertaken.

Cllr S Murray declared a non-pecuniary interest as a resident of Avondale Drive. The Council asked the Town Clerk to make a formal response to TW’s correspondence and ask that they clear up the rubbish that has been left at the Pumping Station in Avondale Drive junction with Roding Road.

78 Reports from Committees

78.1 Planning and Licensing

The report of the meetings held on 21 February, 7 March and 4 April 2022 were NOTED.

78.2 Recreation

The report of the meeting held on 9 March 2022 was NOTED.

78.3 Environment and Heritage

The report of the meeting held on 29 March 2022 was NOTED.

78.4 Resources and General Services

The report of the meetings held on 13 April 2022 was NOTED. In the absence of the Town Clerk, Cllr C P Pond moved a motion which was seconded by Cllr J Jennings and members Agreed that the 2022/23 meetings will start at 19:30 for a trial period, to be further reviewed in 2023.

Cllr Fontenelle joined the meeting during the following item.

79 Reports from Members on Outside Organisations

Written reports from the following meetings were NOTED;

79.1 The Essex Association of Local Councils (EALC), Larger Local Councils Forum held on 3 March 2022 – Cllr David Wixley

79.2 The Minutes from The Broadway Town Centre Partnership held on 10 March 2022 will be noted at the next Council meeting. Cllr Brookes reported that a significant piece of news was that the current Chair Judy Lovell is moving away from Loughton and will be resigning from her position. This will leave a huge gap and a new Chair will need to be appointed.

79.3 Local Council Liaison Committee Meeting held on 14 March 2022, the notes from this meeting will be reported at the next Council meeting.

80 Epping Forest District Council (EFDC) Market Policy on Q1 Footfall

The Council reported that the report from Huq Industries distributed by Paul Messenger, Town Centres Manager, EFDC was most depressing reading. They noted the fall in footfall both in the High Road and the Broadway with some sadness.

After lengthy discussion regarding the ongoing parking issues and tiredness of the buildings Members suggested that the flats and shops on the Broadway deserved better, the flats and shops look very tired and shabby and could do with some ‘tender

loving care' (TLC) and a 'lick of paint'. EFDC should carry out an extensive spruce up. Better maintenance would make the area less oppressive, and more inviting to residents, visitors and shoppers.

Members agreed that the neglected blank frontages of the shops in the High Road were viewed negatively.

81 Loughton Market Policy

Following the recommendation of this policy from the Environment and Heritage Committee dated 29 March 2022 members AGREED to adopt the remit from EFDC and take over the Broadway market as quickly as possible and that an outside organisation would be appointed to run the High Road Sunday Farmers Market.

82 Exclusion of the Press and Public

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

83 Buckingham Court

It was Agreed that the Council should accept the notice to quit issued by Lambert Smith Hampton on behalf of Essex County Council (ECC) and that the Town Council organise a plan to move to 1 Buckingham Court as soon as practicable. ECC should be informed that the Town Council would be prepared to discuss a return to the Library at Essex County Council's expense, should the plans to demolish the building fall through.

Signed:
Date: 24 May 2022