

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 23 May 2018 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: P Abraham (in the chair until Min no 155)
S Murray (in the chair from Min no 155)
J Angold-Stephens P Beales R Brookes
T Cochrane B Cohen M Dalton
C Davies T Downing J Jennings
J Jogia K Latchford (from Min no 161.2)
J Mahoney S Murphy T Owen
S Pewsey C C Pond C P Pond
M Stubbings D Wixley

Officers: E K Walsh (Town Clerk)
B Smith (Assistant Town Clerk)
P Bryce (Administrative Assistant)

Also present:

2 members of the public

Cllr Abraham, as outgoing mayor, welcomed the Councillors and members of the public to the meeting.

155 Election of the Town Mayor for 2018/19

Cllr Abraham invited nominations for the role of Town Mayor. Cllr Murray was proposed and seconded and, there being no other nominations, Cllr Murray was elected Town Mayor for 2018/19. Cllr Abraham presented him with the Town Mayor's badge and chain of office together with a copy of Lord Citrine's ABC of Chairmanship. Cllr Murray took the chair and duly executed the Declaration of Acceptance of Office.

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

Cllr Murray thanked the Council for honouring him with the opportunity to serve the community in this role.

156 Appointment of Deputy Town Mayor for 2018/19

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

157 Apologies for Absence

Apologies for absence were received from Cllrs Latchford and Omer.

158 Declarations of Interest

No declarations of interest were received.

159 Confirmation of Minutes

The minutes of the meeting held on 9 May 2018 were CONFIRMED as a correct record and signed by the Chairman.

160 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2018/19

160.1 Planning and Licensing Committee

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

160.2 Recreation Committee

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

160.3 Environment and Heritage Committee

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

160.4 Resources and General Services Committee

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

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

161 Nomination of Council Representatives for 2018/19

161.1 The Council representatives on outside bodies for 2018/19 were AGREED as below:

| Organisation | 2018/19 representative(s) |
|--|----------------------------------|
| Lopping Endowment | Cllr S Pewsey |
| Loughton Parochial Charities | S Short J Boucek |
| Essex Association of Local Councils (EALC) – Epping Forest Branch | Cllrs C C Pond and Wixley |
| Local Councils' Liaison Committee | Cllrs C C Pond and Wixley |
| EALC - Larger Local Councils Forum | Cllr Wixley |
| ECC Parish Passenger Transport Meeting | Cllrs Abraham and C C Pond |
| Tree Wardens (appointed by Epping Forest Countrycare) | Cllrs Cohen, Davies and Wixley |

| | |
|--|---|
| Loughton 1st (High Road Town Centre Partnership) | Cllrs Cohen and Omer, with substitutes Cllrs Abraham and Murphy |
| Loughton Broadway Town Centre Partnership | Cllrs Jogia, Latchford and Owen |
| Citizens Advice Epping Forest District – Management Committee | Cllr Angold-Stephens |
| Essex Police local community meetings | Cllrs Mahoney, Omer and Wixley |
| Debden Tenants’ Panel Meeting – Alderton, Broadway, Fairmead and St Mary’s Ward Councillors | Cllrs Abraham, Beales, Cohen, Davies, Jennings, Jogia, Latchford, Mahoney, Murphy, Omer, Owen and Stubbings |
| Roding Valley Nature Reserve Consultative Group | Cllr Wixley |

Cllr Latchford joined the meeting during the next item.

161.2 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.

161.3 Joint Standards Committee

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee for 2018/19 with Cllr Angold-Stephens as his substitute.

161.4 Grievance Hearing and Disciplinary Appeal Panels

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

162 Membership of Internal Council Groups

162.1 Strategy and Staff Group

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

162.2 Community Centres Working Group

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

162.3 Financial Assistance Working Group

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

162.4 Roding Valley Recreation Ground Improvements Project Working Group

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

Signed.....

Date: 18 July 2018

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 18 July 2018 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: S Murray (in the chair)

| | | |
|------------|-------------|------------|
| P Abraham | P Beales | T Cochrane |
| B Cohen | C Davies | T Downing |
| J Jennings | K Latchford | S Murphy |
| T Owen | S Pewsey | C C Pond |
| C P Pond | M Stubbings | D Wixley |

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

163 Apologies for Absence

Apologies for absence were received from Cllrs Angold-Stephens, Brooks, Dalton, Omer and Mahoney.

164 Declarations of Interest

Cllr C C Pond declared a non-pecuniary and non-prejudicial interest in any matters concerning Essex County Council as a member of that council.

165 Confirmation of Minutes

The minutes of the meeting held on 23 May 2018 amended from those circulated at Min no 155 to record Cllr C C Pond's tribute to Cllr Abraham, were CONFIRMED as a correct record and signed by the Chairman.

166 Public Representations

None were received.

167 Questions Without Discussion

No questions were received.

168 Town Mayor's Engagements and Announcements

The Town Mayor, Cllr Stephen Murray, reported that since his appointment in May 2018 he had attended the following events:

- The Open Door at St Michael's Church, Roding Road;
- The Girls Talk at the Loughton Methodist Church;
- The YES Motivation Conference and presentations of certificates;
- A LADS performance of "California Suite" at Lopping Hall'
- National Empathy Day at Loughton Library;
- Epping Forest College's Creative Summer Festival;
- Forest Creative Writers' Launch Party and presentation of "Anthology of Short Stories and Poems" at Loughton Club;
- A cupcake making competition at Roding Valley High School;
- The official opening of the warehouse unit for Epping Forest Foodbank;
- Epping Forest College's Learner Awards evening;
- The Celebration of the Restore Community Centre;

- A visit to the new Hindu Centre in Chigwell with Deputy Town Mayor Cllr Murphy;
- Spark breakfast meeting;
- A meeting with Richard Stevens, CEO of the Crate, Oakwood Hill Industrial Estate;
- The 40th anniversary of Revitalise at Jubilee Lodge, Chigwell;
- Roding Valley High School's Business Breakfast for Year 12;
- Love Loughton at St Mary's Church;
- Oak View School's Music Festival;
- The Jessel Green Community Fun Day;
- Judging at the Roding Valley High School Showcase Enrichment evening; and
- The Memorial Service for Peter Adams, Epping Forest Verderer, held at St John's Church, Epping.

Referring to the successful Jessel Green event, the Town Mayor thanked the Council Staff for their hard work in this regard.

169 Matters for Report

No matters were reported.

170 Reports from Members on Outside Organisations

170.1 Written reports on the following meetings were NOTED.

- i) Larger Local Councils Forum – 28 June 2018 – Cllr Wixley and the Town Clerk
- ii) Epping Forest Branch of the Association of Local Councils – 3 July 2018 – Cllrs Pond and Wixley and the Town Clerk

170.2 Cllr Wixley tabled a report on the Tree Wardens Meeting held on 16 May 2018.

171 Reports from Committees

171.1 Planning and Licensing

The reports from the meetings held on 14 May, 4 and 18 June, 2 July 2018 were NOTED.

171.2 Recreation

The report from the meeting held on 13 June 2018 was NOTED.

171.3 Environment and Heritage

The report from the meeting held on 20 June 2018 was NOTED.

Cllr C C Pond updated members on changes to local bus services and provided information regarding the 6-week closure of Alderton Hall Lane for bridge works. He also reported on his work with County Councillor Metcalfe to ensure TfL bus services were re-routed for the duration of these works.

Members thanked Cllr C C Pond for his endeavours in this regard.

171.4 Resources and General Services

The report from the meeting held on 4 July 2018 was NOTED.

172 Standing Orders

The Council considered the recommendations and AGREED to the amendments and additions as detailed in the Agenda.

173 Consultation

The Council considered the District Council's "Draft Homelessness Strategy 2018/19 to 2020/21" and AGREED to submit the following response:

- i. The Town Council thanks the District Council for the opportunity to make a submission to this Consultation. However, there is concern that page 47 of the document implies that the 'consultation has already been undertaken' and 'the Strategy already approved by the Portfolio Holder'.
- ii. The importance of this strategy is acknowledged as it deals with the key issue of homelessness, which is a growing problem in our town.
- iii. We are pleased that the District Council reviews this strategy every three years rather than the legal requirement of once every five years (as explained on page 4 in section 1.1).
- iv. We note the new duties under the Homeless Reduction Act 2017 as outlined in Section 3 on pages 4 and 5.
- v. We welcome and support all the initiatives to assist those who are experiencing housing difficulties and may be faced with losing their home, as outlined on pages 6 – 7 in section 10.2 through to and including section 16 of the document.
- vi. The contents of pages 26 and 27 are noted and we congratulate the homelessness service on this achievement (namely over the three years 2015 – 18, the housing prevention service has dealt with 1,765 cases of potential homelessness of which around 89% have been prevented).
- vii. We endorse and support the Action Plans outlined in Appendix 1, on pages 48, 49 and 50.
- viii. We particularly welcome the planned action of finalising the arrangements for 'CHESS' to provide advice, support and assistance to rough sleepers in the District (page 49).
- ix. We draw the District Council's attention to the now common practice of London boroughs migrating their homeless persons to Epping Forest and other districts on short term tenancies. When these expire, the London boroughs abandon their duties which then fall to the receiving local authorities. As this has happened in Loughton, the Town Council considers this practice needs scrutiny and action at a national level and suggests the support of the three local members of parliament should be enlisted.

Signed.....

Date: **17 October 2018**

LOUGHTON TOWN COUNCIL

EXTRAORDINARY COUNCIL MEETING

Minutes of the Extraordinary Council Meeting held on Wednesday 29 August 2018 at 7pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: S Murray (in the chair)
P Abraham J Angold-Stephens (from Min no 179)
P Beales R Brookes T Cochrane
B Cohen (from Min no 179) M Dalton
T Downing J Jennings J Jogia
K Latchford J Mahoney S Murphy
A Omer T Owen C C Pond
C P Pond M Stubbings D Wixley

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

174 Apologies for Absence

Apologies for absence were received from Cllrs Davies and Pewsey.

175 Declarations of Interest

No declarations of interest were received.

176 Public Representations

None were received.

177 Matters for Report

No matters were reported.

178 Exclusion of the Press and Public

The Council RESOLVED to exclude the press and public for the next item only under the Public Bodies (Admission to Meetings) Act 1960, as it contained confidential information relating to staffing matters.

Cllrs Angold-Stephens and Cohen joined the meeting during the next item.

179 Strategy and Staff Group

The Council NOTED the report of the Strategy and Staff Group meeting held on 8 August 2018 and APPROVED the recruitment process as recommended in the report.

In particular, the following items were AGREED:

- i. The Strategy and Staff Group were given delegated authority to progress the recruitment of a new Town Clerk up to the formal appointment stage;
- ii. The interview panel members were to be Cllrs Angold-Stephens, Murphy, Murray, C C Pond and Wixley;
- iii. An independent moderator was to be appointed to assist the interview panel with an honorarium offered of £400;

- iv. Recruitment arrangements were to be handled by officers;
- v. Depending on the shortlisted candidates an informal tour of the town might be arranged;
- vi. An informal meeting of the Council would be held in the Library from 7pm – 8pm on Wednesday 3 October 2018 to enable members to meet the shortlisted candidates with the formal interviews scheduled for Thursday 4 October 2018;
- vii. Relocation grant – the Council would consider offering a successful candidate a contribution towards their relocation costs.

Signed.....
Date: **17 October 2018**

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 17 October 2018 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: S Murray (in the chair)

| | | |
|-------------|--------------------------|------------|
| P Abraham | J Angold-Stephens | P Beales |
| R Brookes | T Cochrane | J Jennings |
| J Jogia | K Latchford | J Mahoney |
| S Murphy | A Omer (from Min no 183) | T Owen |
| S Pewsey | C C Pond | C P Pond |
| M Stubbings | D Wixley | |

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

Also present:

Jasmine James, Zak Smith and Onyeka Okeke, Epping Forest Youth Councillors
Diane Butler, Youth Engagement Officer, Epping Forest District Council
1 member of the public

The Council AGREED to bring forward agenda item 10, a presentation by Epping Forest Youth Council to follow agenda item 3.

180 Apologies for Absence

Apologies for absence were received from Cllrs Cohen, Dalton, Davies and Downing.

181 Declarations of Interest

Cllr Murray declared a non-pecuniary interest in Agenda item 8.1(i) as a Trustee of the Epping Forest District Citizens' Advice and Agenda item 9.3, the Environment and Heritage Committee Min no EH103.4 regarding the Blue Plaque nomination for 29 The Crescent, Loughton.

Cllr C C Pond declared a non-pecuniary interest in Agenda item 7.2, Highways and any other items relating to Essex County Council as a member of that council.

182 Confirmation of Minutes

The minutes of the meetings held on 18 July and 29 August 2018 were CONFIRMED as a correct record and signed by the Chairman.

183 Epping Forest Youth Council

Local representatives from the Epping Forest Youth Council gave a presentation on the work of the Youth Council over the last 10 years since its inception, their role "Making a Difference for Young People" and the current projects. These included a drug awareness campaign and developing a personal safety guide.

The presentation was followed by a short question and answer session. The Council thanked the Youth Councillors for their presentation.

184 Public Representations

None were received.

185 Questions Without Discussion

No questions were received.

186 Town Mayor's Engagements and Announcements

186.1 Engagements

Cllr Murray reported that since the last Council meeting he had attended the following events:

- A presentation to the Epping Forest District Council Parks Service for their high standard of work on the Roding Valley Recreation Ground.
- Abbeyfield Society AGM and afternoon tea with the Deputy Town Mayor
- The welcome service for the new minister, Sue Creighton, at Loughton Methodist Church
- Presentation of awards at Royal Forest Scout District's AGM
- Re-opening of the Loughton Leisure Centre
- A meeting of the St Michael's Parochial Church Council
- Epping Forest College – meeting the new Principal Janet Smith, with the Town Clerk
- The opening of the Snowdrop Indoor Garden and Beach at the Woodland Grove Dementia Unit
- Blue Heritage Plaque unveiling – Oriolet Fruitarian Hospital & Dr Josiah Oldfield in Staples Road
- Launch of the Eco Church Project at St Mary's Church
- 'Save Jessel Green' campaign photoshoot for The Mail on Sunday newspaper
- The Christian Drama Resource Centre annual coffee morning at Loughton Methodist Church
- Epping Forest Reuse 5th Anniversary event
- Official start of the 1st Junior Park Run on Roding Valley Recreation Ground
- Oakwood Hill Community Consultation event organised by Restore

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

- The Loughton Horticultural Society and Town Mayor's Best Allotment Awards presentation in Murray Hall
- The opening of TeensUnite Charity new office in Loughton High Road

186.2 Announcements

186.2.1 The Town Mayor announced that he had received a letter of resignation from the Town Clerk and that her last day of employment would be 31 January 2019. The Interview Panel had offered the post to Mr Mark Squire, currently Town Clerk at Witham Town Council. Subject to ratification by the Council at its meeting on 12 December 2018, Mr Squire would join the Council on 1 February 2019.

186.2.2 Cllr Murray announced his decision not to hold a Civic Celebration/Service during 2019. The presentations of the annual Citizenship Awards would take place during the Annual Town Meeting to be held on 13 March 2019.

187 Matters for Report

187.1 Policing

The Council NOTED the report on the various options available to respond to residents' concerns about increasing crime levels and the lack of visible policing.

The Council AGREED to refer this matter to the Recreation Committee meeting on 7 November 2018 for further consideration. The Town Clerk was asked to invite the Divisional Commanders from both Essex Police and the British Transport Police to that meeting.

187.2 Highways

The Council NOTED the report on 'Devolution and Public Realm/Highway Services', a joint working proposal by Essex County Council. On behalf of the Town Council, the Town Clerk had expressed an interest in this scheme without commitment and subject to the receipt of more detailed information.

188 Reports from Members on Outside Organisations

188.1 Written reports on the following meetings were NOTED.

- i) **Epping Forest District Citizens' Advice** – 19 July 2018 – Cllr Angold-Stephens. A verbal report was also presented by Cllr Angold-Stephens on the AGM that was held on 17 October 2018.
- ii) **Voluntary Action Epping Forest** – 12 September 2018 – Town Clerk
- iii) **Local Councils' Liaison Committee** – 10 September 2018 – Cllrs C C Pond and Wixley and the Town Clerk.
- iv) **EALC 73rd AGM & Conference** – 20 September 2018 in Great Dunmow – Cllr Wixley and Assistant Town Clerk
- v) **Roding Valley Meadows Local Nature Reserve Consultative Group** – 12 September 2018 – Cllr Wixley
- vi) **Epping Forest Consultative Committee** – 10 October 2018 – Town Clerk
- vii) **Tree Wardens** – 2 October 2018 – Cllr Wixley

189 Reports from Committees

189.1 Planning and Licensing

The reports from the meetings held on 16 and 30 July, 20 August, 3 and 17 September, 1 October 2018 were NOTED.

189.2 Recreation

The report from the meeting held on 29 August 2018 was NOTED.

189.3 Environment and Heritage

The report from the meeting held on 12 September 2018 was NOTED.

189.4 Resources and General Services

The report from the meeting held on 10 October 2018 was NOTED.

190 Accounts and Audit 2017/18

The Council NOTED the External Auditor's Certificate and that the issue raised had been one of a technical nature referring to the treatment of direct debit payments in the accounts.

The Notice of Conclusion of Audit, published on 28 September 2018, was currently displayed on the noticeboards around the town and on the Council's website together with a copy of the auditor's apology for errors in his comments.

Signed.....
Date: 12 December 2018

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 12 December 2018 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: S Murray (in the chair)

| | | |
|------------|-------------------|-----------------------------|
| P Abraham | J Angold-Stephens | R Brookes (from Min no 192) |
| T Cochrane | B Cohen | M Dalton |
| J Jennings | J Jogia | K Latchford |
| S Murphy | A Omer | T Owen |
| C C Pond | C P Pond | M Stubbings |
| D Wixley | | |

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

Also present:

1 member of the public

The meeting was preceded by the presentation of the awards by the Town Mayor to the winners of the Christmas card competition.

A minute's silence was held in memory of former councillor Montague William Juniper (Monty) who passed away on 14 October 2018.

The Town Mayor and Cllr C C Pond, who together with Monty were amongst the founder members of the Town Council, led the tributes noting that few individuals can have had such a sustained period of service to the community. Condolences were sent to his widow, Dorothy and his wider family.

191 Apologies for Absence

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

Cllr Brookes joined the meeting during the next item.

192 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in any matters concerning Epping Forest District Council and Essex County Council and in particular Agenda item 11, Essex Libraries, as a member of those councils.

Cllr Murray declared a non-pecuniary interest in Agenda item 9.3, Environment and Heritage Committee report, Min no 113.2, Heritage Plaques.

193 Confirmation of Minutes

The minutes of the meeting held on 17 October 2018 were CONFIRMED as a correct record and signed by the Chairman.

193.1 The minutes of the meeting held on 18 July 2018 were amended to record Cllr Jogia's presence at that meeting.

194 Public Representations

None were received.

195 Questions Without Discussion

No questions were received.

196 Town Mayor's Engagements and Announcements

196.1 Engagements

Cllr Murray reported that since the last Council meeting he had attended the following events:

- Opening of the refurbished headquarters of the Loughton Branch of the Royal British Legion;
- Junior Park Run, a new weekly event at the Roding Valley Recreation Ground;
- A retirement service for Revd Nina Coulthard at St Michael and All Angels Church, Roding Road;
- Tour of the Christian Drama Resource Centre – Loughton Methodist Church;
- The funeral of former councillor Monty Juniper at the Bentley Crematorium;
- LADS production of "Boeing Boeing" at the Lopping Hall;
- Interview with BBC Radio Essex concerning the 'Save Jessel Green' campaign;
- Presentations of the Community Shield Award at the Roding Valley High School key stage 3 awards evening;
- Hindu New Year Celebration at the Chigwell Mandir accompanied by Deputy Town Mayor, Cllr Murphy;
- Judging of the Christmas Card competition;
- Marking the Armistice at 11am on 11 November 2018 on Kings Green with a Two Minute Silence led by Revd Hugh Taylor;
- Remembrance Parade and Service (RBL Church Hill)
- 7th Epping Forest Scouts Remembrance Day Memorial, St Edmund's Church Hall, Traps Hill;
- Royal British Legion Loughton Branch lunch;
- "The Battles Over", lighting of the Beacon on Hillyfields followed by refreshments at the Royal British Legion Loughton Branch;
- Homelessness in Epping Forest, organised by the Mind and Spirit Networking Group, St Margaret's Hospital;
- YES Partnership conference – presentation of certificates;
- The New Jessops Club High Tea, Torrington Drive;
- Future Chef Competition at Roding Valley High School;
- "Peaced" Together hosted by Restore Community Church at Trinity Church Hall;
- Lopping Hall Arts Centre Christmas Exhibition;
- Sing Christmas at St Mary's Church;
- Countdown to Christmas on The Broadway;
- Opening of the Crate Christmas Market;
- Restore Community Church Christmas lunch;
- Light up a Life at Loughton Methodist Church and Kings Green;
- The Santa Fun Run – Geraldine's Hairdressers, The Broadway;
- Chigwell Riding Trust Nativity Carol Service;

- Public Menorah Lighting on Standard Green;
- Judging of the Best Dressed Window Competition;
- Ashbrook Court Care Home Christmas event;
- Presentation of a Commemorative Wooden Seat donated by the Rotary Club in The Murray Hall garden;
- Christian Drama Resource Centre Christmas Coffee morning;
- St Michael's and All Angels Christmas Fayre; and
- Rider House (Abbeyfield) Christmas lunch.

Deputy Town Mayor, Cllr Murphy had attended the opening of the new Brook Building at Roding Valley High School on behalf of the Town Mayor.

97 Matters for Report

197.1 Local Plan - Independent Examination

The Council NOTED that the hearing sessions of the Examination of the Epping Forest Local Plan (2011 – 2033) would commence on 12 February 2019 in the Civic Offices in Epping.

The Council AGREED to

- confirm with the Programme Officer that the Town Council wished to exercise its right to be heard at the hearings, noting that the deadline for this was 21 December 2018;
- engage professional assistance to handle the representations at the hearings;
- delegate the arrangements for this to the Town Clerk in discussion with Strategy and Staff Group members in order to give a degree of flexibility and be able to respond in a timely manner;
- consider the effectiveness of joining with other local interest groups to avoid duplication and share costs of representation. The Town Clerk was asked to make enquiries in this regard.

197.2 Policing – Min no 187.1

The Council CONFIRMED its support for the proposals of the Recreation Committee to:

- include a £10,000 community safety budget provision to give a flexibility of solution; and
- to investigate whether the Neighbourhood Action Panels could be reconvened to ensure a faster response to local problems.

197.3 Council Representatives on Outside Organisations

Following the resignation of Cllr Pewsey, members were asked to contact Cllr C C Pond directly to express their interest in the position of director for the Lopping Endowment.

The Council AGREED to defer the appointment of a representative until the meeting on 13 February 2019.

198 Reports from Members on Outside Organisations

198.1 Written reports on the following meetings were NOTED.

- Larger Local Council Forum – 25 October 2018 – Cllr Wixley and the Town Clerk

- ii) Broadway Town Centre Partnership – 8 November 2018 – Cllr Latchford
- iii) Police, Fire and Crime Commissioner for Essex Conference – 20 November 2018 – Cllr Wixley

199 Reports from Committees

199.1 Planning and Licensing

The reports from the meetings held on 15 and 29 October, 12 and 26 November 2018 were NOTED.

199.2 Recreation

The report from the meeting held on 7 November 2018 was NOTED.

199.3 Environment and Heritage

The report from the meeting held on 14 November 2018 was NOTED.

199.4 Resources and General Services

The report from the meeting held on 5 December 2018 was NOTED.

199.4.1 Parish Basic Allowance – Min no RG149

The Council RESOLVED to set the level of the Parish Basic Allowance for 2019/20 at £120 per annum.

200 Appointment of Town Clerk and Responsible Financial Officer

The Council RESOLVED to appoint Mr Mark Squire as Town Clerk with effect from 1 February 2019, to act as the Proper Officer of the Council and Responsible Financial Officer under the terms and conditions previously agreed by the Council.

201 Essex Libraries

The Council AGREED to defer consideration of Essex County Council's consultation on the future strategy for the county's libraries until the meeting on 13 February 2019.

Members were encouraged to submit personal responses to this consultation.

202 Local Council Tax Support scheme for 2019/20

The Council NOTED that the District Council had carried out the annual review of the Local Council Tax Support scheme for working age applicants in its area.

Signed.....

Date: 13 February 2019

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 16 January 2019 at 7pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: S Murray (in the chair)

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

Officers: E K Walsh (Town Clerk)
P Hoy (Services Manager)
P Bryce (Administrative Assistant)

Also present:

6 members of the public

203 Apologies for Absence

No apologies for absence were received. Cllr Omer had emailed his apologies but these were received too late to be presented at the meeting.

204 Suspension of Standing Orders

The Council AGREED to suspend Standing Order 2 h(i)(iv) for this meeting, as the meeting was a special one with only three main agenda items.

205 Declarations of Interest

No declarations of interest were made.

206 Public Representations

None were received.

207 Local Plan Examination in Public

Members NOTED the report of the meeting of the Strategy and Staff Group with the barrister and planning consultant held on 3 January 2019. Cllr C C Pond confirmed that there had been communication with other interested parties regarding the representations to be made at the Examination in Public.

Cllr C C Pond declared a non-pecuniary interest in the following item as a member of Essex County Council.

208 Street Lighting

The Council discussed the approach from Essex County Council made via the District Council, regarding the reinstatement of all night street lighting and noted the eighty-seven emailed template forms of support from residents.

Members expressed serious concerns about the timing of the proposal at this late stage in the budget process and deplored the lack of detail provided to support the costings.

Cllr Beales expressed doubts as to the bona-fide of some of the emails received regarding the street lights.

The Council ENDORSED the Town Clerk's response to the District Council and in particular the queries raised:

Loughton Town Council is interested in this idea, but will need to consider the matter thoroughly. We may not be in a position to make a speedy decision given that our budget preparations for 2019/20 are almost complete.

We have some initial queries on the initiative. Could you confirm whether:

- 1. the Town Council could elect to have lights on for Friday and Saturday nights only (days on which the Night Tube runs) at 2/7ths of the cost;*
- 2. if we could decide to start midway through the financial year on a pro-rata basis?*
- 3. a request for a detailed breakdown of the costs; and*
- 4. whether the commitment of parish and town councils to this proposal would delay the installation of LED street lighting in this district.*

Members also asked whether there could be flexibility with the choice of roads and/or alternate lights remaining on all night.

It was reported that the Acting Chief Executive of Epping Forest District Council would not be meeting with Cllr Bentley, the Cabinet Member at Essex County Council, to address the queries raised by local parish and town councils until the end of January 2019.

The Council CONFIRMED that in view of the lack of detailed information, it would be improper to make a decision at the present time. However, once the facts were clearer, it would reconsider the matter and consult with the residents.

209 Council Precept for 2019/20

Cllr Jennings, Acting Chairman of the Resources and General Services Committee, presented the recommendations of this Committee from its meeting on 9 January 2019.

It was NOTED that the tax base for 2019/20 had been confirmed as 12,580.6, a slight increase on that for 2018/19.

It was AGREED to use £25,000 from the forecast general reserves, which reduced them to £256,870 equivalent to 62.41 per cent of the budgeted net core running costs meeting the Council's Reserves Policy.

The Estimates for 2019/20 were AGREED as shown overleaf:

| Committee | Income | | Expenditure inc re-charges |
|----------------------------------|---------|----------------|----------------------------|
| | £ | £ | £ |
| Resources & General Services | 35,515 | | 180,981 |
| Recreation | 127,778 | | 682,000 |
| Environment and Heritage | 18,075 | | 216,960 |
| Planning and Licensing | 0 | | 80,200 |
| | 181,368 | 181,368 | |
| Interest | 6,000 | 6,000 | |
| Use from earmarked reserves | | | |
| Resources & General Services | 14,000 | | |
| Recreation | 133,250 | | |
| Environment & Heritage | 36,500 | | |
| Planning and Licensing | 45,000 | | |
| | 228,750 | 228,750 | |
| Total income/expenditure | | 416,118 | 1,160,141 |
| | | | |
| Less money from general reserves | | 25,000 | |
| | | | |
| Net requirement | | 719,023 | |
| Rounding | | 719,000 | |

The Council unanimously RESOLVED to set the precept for 2019/20 at £719,000.

This would give the Loughton proportion of the annual council tax for a band D property as £57.15.

Members thanked the Resources and General Services Committee and in particular the Chairman and Acting Chairman for their work in preparing this budget.

210 Town Mayor's closing remarks

Before closing the meeting the Town Mayor expressed his sincere appreciation for the service of the retiring Town Clerk, Enid Walsh, commenting that since her appointment in 2008, she had discharged her duties in an exemplary way. Other members also paid tribute to Enid for her commitment to the Council.

The Chairman wished her a long and happy retirement and made a presentation of an antique map of Essex and a book on the history of Epping Forest.

Enid responded that she had enjoyed her time as Town Clerk but recognised that the numerous achievements of the last eleven years had been a result of excellent partnership working by the councillors and staff. She trusted that local residents appreciated how hard the councillors worked for the benefit of the town.

The Town Mayor wished Enid a long and happy retirement and invited all present to join him in an informal reception.

Signed:
Date: 13 February 2019

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 13 February 2019 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: S Murray (in the chair)

| | | |
|-------------|-------------------|-----------------------------|
| P Abraham | J Angold-Stephens | T Cochrane |
| C Davies | T Downing | J Jennings |
| J Jogia | S Murphy | J Mahoney (from Min no 220) |
| T Owen | C C Pond | C P Pond |
| M Stubbings | D Wixley | |

Officers: M B Squire (Town Clerk)
B M Smith (Assistant Town Clerk)

Also

present:

1 member of the public(arrived 8.05pm)

The Chairman welcomed Mark Squire, the new Town Clerk, to the Council and wished him well in his new role.

211 Apologies for Absence

Apologies for absence were received from Cllrs Beales, Brookes, Cohen, Latchford Omer and Pewsey. Cllr Mahoney had previously given notice that he may arrive late.

212 Declarations of Interest

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

Cllr Murray declared a non-pecuniary interest in Agenda item 8.1(i) as a Trustee of the Epping Forest District Citizens' Advice.

213 Confirmation of Minutes

The Minutes of the meeting held on 12 December 2018 were CONFIRMED as a correct record and signed by the Chairman.

The minutes of the meeting held on 16 January 2019 amended from those circulated at Min no 208, to record that Cllr Beales expressed doubts as to the bona-fide of some of the emails received regarding the street lights, were CONFIRMED as a correct record and signed by the Chairman.

214 Public Representations

None were received.

215 Questions Without Discussion

No questions were received.

216 Town Mayor's Engagements and Announcements

Cllr Murray reported that since the last Council meeting he had attended the following events:

- Presentation of Christmas card competition winners
- Forest Creative Writers Christmas Party
- Present the Peter Cross memorial award at the RVHS KS 4 awards evening
- Celebration of Christmas by Candlelight
- Woodland Grove Christmas Event
- Restore Community Church Carol Service
- RVHS KS5 awards evening
- Best Dressed Window Competition winner Magnet Shop presentation
- Best Dressed Window Competition winners Hazelwood Interiors presentation and St Clare Hospice Shop Broadway presentation
- St John the Baptist with St Nicholas Nine Lessons and a Carol Service
- Cancer Charity Fundraising at Loughton Chilli
- Roding Valley High School - RIBI Catering competition
- Unveiling of the Blue Plaque, Lord Murray – The Crescent
- LADS – Production of “The Lion in Winter” – Lopping Hall
- YES Partnership WOW Conference – Marriott Hotel
- Loughton Pantomime, Dick Whittington, Red Balloon Family Foundation – Lopping Hall
- YES Partnership WOW Conference – Marriott Hotel
- Epping Forest Schools Careers Fest at New College Borders Lane
- Community Lunch – Oakwood Hill Community Centre for Restore

217 Matters for Report

Cllr C C Pond reported that due to the fact Cllr Pewsey had resigned from the Trust they would need to appoint a new representative to the Lopping Endowment. Cllr Jogia with her relevant experience was nominated, this was AGREED by the Committee.

Cllr C C Pond and the Town Clerk reported that they, along with the Town Council's nominated barrister and planning advisor had attended the examination in public on 12 February 2019 and a number of influential points focussing on 'Sustainability Appraisal' and 'Legal Compliance' were made. The full meeting was available to be viewed on the EFDC website.

218 Reports from Members on Outside Organisations

218.1 Written reports on the following meetings were NOTED

- i) Epping Forest District Citizens Advice – 16 January 2019 – Cllr Angold-Stephens;

219 Reports from Committees

219.1 Planning and Licensing

The reports from the meetings held on 10 December 2018, 7 and 21 January, and 4 February 2019 were NOTED.

219.2 Recreation

The report from the meeting held on 9 January 2019 was NOTED.

219.3 Environment and Heritage

It was NOTED that the meeting scheduled for 16 January 2019 was postponed.

219.4 Resources and General Services

The reports from the meetings held on 9 January and 6 February 2019 were NOTED.

i. **Min no RG166– Financial Regulations**

The Council NOTED that the Committee carried out the annual review of the Financial Regulations.

ii. **Min no RG169 – Asset Register**

The Council NOTED that the Committee carried out the annual review of the Asset Register.

Cllr Mahoney joined the meeting during the next item.

220 Libraries Consultation

The Council discussed Essex County Council’s consultation on a draft five-year strategy for future library services in Essex (excluding Southend and Thurrock which run their own library services) which was open until 20 February 2019.

Members expressed concern that the Survey did not enable participants to submit comprehensive comments they therefore AGREED that Cllr C P Pond would provide a draft for the Town Clerk to submit to Essex County Council.

221 The Essex County Council (Forest Road, Loughton) (Permitted Parking Area and Special Parking Area)

The Council NOTED the parking amendments proposed by Essex County Council for Forest Road, Loughton and supported the proposals. The Town Clerk would respond to this effect.

Signed:

Date: 24 April 2019

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 24 April 2019 at 7.45pm at Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD.

Present:

Councillors: S Murray (in the chair)
P Abraham J Angold-Stephens R Brooks
T Cochrane B Cohen M Dalton
C Davies (from Min no 225) T Downing K Latchford
J Jennings J Mahoney (from Min no 230)
S Murphy T Owen C C Pond
C P Pond M Stubbings D Wixley

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

Also present:

Mr Nagaratnam, Principal Engineer, Mr Clive Woodruff, Structures' Manager and Mr Norman Chan, Engineer/Structures Design from ECC Highways
2 members of the public

The meeting was preceded by the presentation of the
Citizen of the Year 2019 award to Peter Medway

222 Apologies for Absence

Apologies for absence were received from Cllrs Beales, Jogia, Omer and Pewsey. Cllr Mahoney had previously given notice that he may arrive late.

223 Declarations of Interest

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

224 Confirmation of Minutes

The Minutes of the meeting held on 13 February 2019 were CONFIRMED as a correct record and signed by the Town Mayor.

Minute number 213, typo should read 'bona fide' and minute number 217 'Committee' should read 'Council'.

Cllr Davies joined the meeting during the next item.

225 Public Representations

None were received.

226 Essex County Council (ECC) Highways North footway deck replacement works Summer 2019 Presentation – ECC No.759

ECC Highways presentation from Mr Nagaratnam, Principal Engineer, Mr Clive Woodruff, Structures' Manager and Mr Norman Chan, Engineer/Structures Design was received. They provided details (with relevant drawings/maps) and reassurances on

the work to be carried out at the bridge on Alderton Hill over Loughton Brook, directly east of the mini-roundabout.

Reassurances were provided that

- advance warning signs to be installed at least two months before the work commences, and at all major junctions outside Loughton
- a diversion route for light vehicles and a separate diversion route for HGV and tall vehicles would be implemented
- pedestrian access will be maintained at all times
- the entire length of Brooklyn Avenue will be a clear way (requested by relevant bus companies)
- communication will be made to local residents in the vicinity by letters, on site posters, Essex Highways website and 'Contact Essex'.

The length of working hours / weekend / night shifts were reviewed and the ECC representatives explained that this is a difficult balance to achieve given the need to give local residents and workers some respite and to comply with Health and Safety legislation.

227 Questions Without Discussion

No questions were received.

228 Financial Regulations

At its meeting on 6 February 2019 the Resources and General Services Committee carried out the annual review of the Financial Regulations. As the Committee did not consider any amendments were necessary at this time, the Council CONFIRMED that the regulations still meet its requirements. Subsequent to the aforementioned meeting and to accommodate the current staffing structure, please note that any references in the Financial Regulations to the Town Clerk as 'her' shall be amended to 'his/her' and any reference to the 'Deputy Town Clerk' shall be amended to 'Assistant Clerk'. The Council also confirmed its agreement to these cosmetic changes.

229 Governance and Accountability

229.1 Internal Audit

229.1.1 Review of the Effectiveness of the System of Internal Audit

In accordance with the Practitioners Guide, assertion 6, the Council AGREED that key systems and appropriate processes and measures were in place.

229.1.2 Review of the Effectiveness of the System of Internal Control

In accordance with the Practitioners Guide, the Council AGREED that appropriate processes and measures were in place.

229.2 Risk Assessment and Management

In accordance with the Practitioners Guide, assertion 5, the Council AGREED that key systems and appropriate processes and measures were in place.

Cllr Mahoney joined the meeting during the next item.

230 Village Green Applications

The Council considered a letter from Essex Legal Services dated 11 April 2019.

Cllr C C Pond outlined several reasons why the *Barkas* judgment might not apply fully to the Loughton situation. Council agreed to persevere with the applications towards a Hearing. It might be necessary to take further legal advice. Members thanked Cllr C C Pond for his endeavours in this regard.

231 Town Mayor's Engagements and Announcements

Cllr Murray reported that since the last Council meeting he had attended the following events:

- Sculpture Exhibition - Lifeworks – Loughton Methodist Church
- Loughton Young Artists – Lopping Hall Art Gallery
- Forgotten Shores - Art Exhibition - Woodland Grove
- Youth Makes Music - New Hall Chigwell, Rotary Club of Loughton, Buckhurst Hill and Chigwell
- Marlescroft Way Green “tea party event”
- Annual Town Meeting
- Redbridge Samaritans Open Day
- Waltham Abbey Town Council Civic Service, Waltham Abbey Church
- YES event - Marriott Hotel Waltham Abbey
- Loughton Voluntary Care Association AGM
- EFDCs Chairman's Charity Concert
- LADS Production “Pygmalion” – Lopping Hall
- Honorary Reeve presentation to Richard Morris - Lopping Hall
- Epping Forest Heritage Trust 5th Anniversary Celebration of the operation of the Epping Forest Visitor Centre at High Beach on behalf of the City of London
- Dementia Club 4th Anniversary – Loughton Club
- Easter Bonnet Competition at the Oakwood Hill Estate Senior Citizens Club
- Surprise 99th birthday party for one of the resident's at the Abbeyfield Home in Loughton - Ryder House
- Stylers hairdressers in Valley Hill. Easter Raffle in aid of Cancer Research UK
- Jack Petchey Regional Speak Out Finals at Roding Valley High School

232 Matters for Report

The Town Clerk reported that he had responded to the message dated 14 February 2019 from Epping Forest District Council (EFDC) Democratic Services Manager, regarding the 'Review of Polling Districts & Polling Places, which had also been circulated to all members. He had passed the comments provided from Cllrs Murray and Wixley specifically on Loughton's Roding Ward.

The Town Clerk also updated members on the ongoing Local Plan Hearings that would now be extended in to June 2019. All remaining Town Council statements for consideration had now been submitted to the Programme Officer. He would circulate the remaining dates which would involve the Town Council at the hearings.

Members NOTED that the appropriate corrective action (i.e. unpaid direct debits to be treated as creditors) has been taken in respect of the 'except for matters' comments in the external auditors report, in the 2017/2018 Annual Governance and Accountability Return (AGAR). Minute RG139.1 refers.

Members Allowances would be paid in May 2019

233 Reports from Members on Outside Organisations

233.1 Written reports on the following meetings were NOTED

- i) Broadway Town Centre Partnership Meeting 14 March 2019 – Cllr K Latchford
- ii) Larger Local Council Forum – 28 February 2019 – Town Clerk

- iii) Epping Forest Local Council's Liaison Committee – 11 March 2019 –
Town Clerk

234 Reports from Committees

234.1 Planning and Licensing

The reports from the meetings held on 18 February, 4 and 18 March and 1 and 15 April 2019 were NOTED.

234.2 Recreation

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

234.3 Environment and Heritage

The report from the meeting held on 3 April 2019 was NOTED.

Cllr C C Pond confirmed that minute number EH120 should read Cllr Beales if he so requires leave of absence until 30 September 2019. The Council agreed and wished Cllr Beales all the best for a speedy recovery.

234.4 Resources and General Services

The report from the meeting held on 10 April 2019 was NOTED.

Signed:

Date: 15 May 2019