



COUNCIL MEETING

Members are summoned to attend a Meeting

of the Town Council

to be held at

**Loughton Library & Town Hall, Traps Hill, Loughton IG10 1HD
on Tuesday 13 July at 7.45pm**

in order to transact the business as shown in the agenda.

Mark Squire
Town Clerk
6 July 2021

Councillor R Brookes (Town Mayor)
Councillor B Cohen (Deputy Town Mayor)

Cllr P Abraham
Cllr S Fontenelle
Cllr N MacKinnon
Cllr C C Pond
Cllr M Stubbings

Cllr P Beales
Cllr L House
Cllr S Murphy
Cllr C P Pond
Cllr K Valentine

Cllr C Davies
Cllr J Jennings
Cllr S Murray
Cllr K Rainbow
Cllr G Wiskin

Cllr T Downing
Cllr W Kauffman
Cllr M Owen
Cllr J Riley
Cllr D Wixley

Note to Councillors:
If you are unable to attend this meeting,
please email your apologies
to contact@loughton-tc.gov.uk

AGENDA

- 1 Apologies for Absence**
To receive any apologies for absence.
- 2 Declarations of Interest**
For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda.
- 3 Confirmation of Minutes**
To confirm the minutes of the meeting held on 19 May 2021.
- 4 Public Representations**
To hear any representations from members of the public who have registered a request to address the Council in accordance with Standing Order no 3 (h).
- 5 Questions Without Discussion**
To answer any questions which have been submitted in accordance with Standing Order no 4.
- 6 Thames Water**
Thames Water Utilities Ltd have been asked to send a representative to discuss with Councillors recent water supply issues in Loughton, including the traffic disruption that has been caused. Drainage issues have also subsequently been reported.

NB this is not a public Q&A session
- 7 Town Mayor's / Town Clerk's Report**
To report (for discussion only) on any further significant information/matters that may be of interest to Town Council members.
- 8 Climate Change Motion**
A motion to support measures to combat climate change has been tabled by Cllrs Murray and C C Pond
 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. To oppose unsustainable initiatives in Loughton of whatever kind
 6. To encourage and support the wider community to oppose unsustainability

* Epping Forest District Council's (EFDC) draft Climate Change Action Plan 2021 version 6, April 2021 was distributed to members on 25 June 2021. To arrange a discussion with EFDC,

you are encouraged to respond to climatechange@eppingforestdc.gov.uk by 20 August 2021. Hardcopies are available from the office.

9 NALC – Remote Meetings

[NALC urges the government to make remote meetings permanent - News](#)

To receive and note.

10 Christmas Window Competition 2021

This item appears in this agenda, to cover timing issues on advertising the event in the next autumn issue of the 'Think Loughton' newsletter. Members to review existing rules, see attached – page 4. It has been mooted that this competition should be made less formal. The Town Clerk will provide further background information.

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

See attached report pages 5 - 7.

Members to review and recommend a way forward.

12 Murray Hall - Use as a vaccination centre

The NHS have informed us that the Murray Hall will be returned to the Town Council as from 26 July 2021- 'We have had a very good run at Murray Hall for Phase 1 and 2 of the vaccination programme and are now moving on to Phase 3 and have had to consolidate sites across all areas of Herts and West Essex as we do not require the same level of services.' Following a satisfactory site inspection, the Hall will be returned to normal use for regular and casual hirers'.

To receive and note

13 Reports from Committees

13.1 Planning and Licensing

Held on 24 May, 7 and 21 June, and 5 July 2021.

13.2 Recreation

Held on 2 June 2021.

13.3 Environment and Heritage

Held on 23 June 2021.

13.4 Resources and General Services

Held on 30 June 2021.

14 Reports from Members on Outside Organisations

14.1 To receive brief reports from representatives on outside organisations

Council representatives on outside organisations are requested to make a written report, which is attached to the Agenda, on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting.

- (i) Report from the Zoom meeting of the Broadway Town Centre Partnership held on Thursday 17 June 2021 – Deborah Taylor, Services Officer – see attached page 8.

15 Loughton Library

To discuss and review the general implications following the 45 minute virtual TEAMS presentation made by Essex County Council (ECC) to Loughton Town Councillors on 29 June 2021, regarding the future plans for Loughton Town Library.

See attached slides (pages 9 - 18).

16 Exclusion of the Press and Public

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

17 Loughton Library / Town Hall

Following agenda item 15, members to review the implications of the proposed plans specifically for Loughton Town Council (LTC) in terms of costings, staffing matters, resources and logistics.

See attached Confidential report (page 19).

Mark Squire
TOWN CLERK
6 July 2021

Agenda item 10
Christmas Window Competition 2021

2020 Competition Rules

1 Eligibility

All shops and businesses within the Town Council's boundaries are eligible and will be automatically entered in the competition.

2 Classes of entry

Entrants will be split into four classes:

1. Local/independent businesses
2. Multiples/chain stores (three or more branches)
3. Charity
4. Restaurants, Cafes and Public Houses

3 Judging

Judging will be carried out by a panel consisting of the Town Mayor and two other councillors nominated each year by the Environment & Heritage Committee. All dressed windows must be in place for 1 December 2020. Judging will follow this and be completed by 7 December 2020. The judges' decision is final and no correspondence will be entered into.

4 Theme

Entrants may base the window display on any Christmas theme.

5 Judging Criteria

The window displays will be judged on a range of criteria, including

- Overall impression/visual impact
- Creativity/ideas
- Artistic merit
- Inventive use of materials
- Effort

Window displays relying primarily on considerable expenditure to achieve their impact will not be favoured in the judging.

There is no maximum or minimum size for the display.

6 Prizes

The first prize-winner in each class will receive an engraved cup to retain for eleven months (to be awarded again the following year) and a certificate to keep; also a donation of £75 will be made to the charity of their choice. Certificates will also be awarded to the runner-up and highly commended entrants in each category. When no award is made in a category, the Town Council reserves the right to re-distribute the award on the judges' decision to one or more categories and/or entrants.

**Agenda item 11
NEPP – Sunday Restrictions – The Drive - Loughton**

Background

A number of complaints have been received regarding the numerous obstructions along 'The Drive' Loughton and lack of parking restrictions. Cllrs CC Pond and K Valentine have opened a dialogue with the NEPP to resolve the situation. See salient extracts from recent e-mail exchanges below.

Recommend that members support these initiatives from Loughton Town Councillors.
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Email from the Town Clerk to Cllr K Valentine dated 1.7.21 Subject: Re: The Drive – Sunday restrictions

Afternoon Katie,

Strictly speaking you will need the support of your fellow councillors, which would need to be discussed at a Committee or Town Council meeting. The only one available before the deadline is Town Council on Tuesday 13 July and we can raise this issue then.

In the meantime all the support and evidence that you can glean from your neighbours will help your case.

Regards

Mark

Email from Cllr K Valentine to Cllr CC Pond and Town Clerk dated 30.6.21- Subject: Re: The Drive – Sunday restrictions

Hi Chris and Mark,

Hope you're both well. I've been speaking to Shane Taylor from NEPP about the parking situation on The Drive and he has suggested we fill out an application to change the restrictions. However, it needs to be done by 31st July. Is this something we can do? I'm happy to do it although will need some supporting evidence from residents who have complained e.g. copies of emails, letters, details of phone calls - Chris, perhaps you could help me that?

This is the link to the application form: [Technical - North Essex Parking Partnership](#)

Let me know.

Thanks both!

Katie

Email from Shane Taylor to Cllr K Valentine dated 29.6.21 Subject: Re: The Drive – Sunday restrictions

Dear Cllr

An application to consider the change to restrictions will need to be made, as well as sufficient support/evidence that the issue warrants further investigation, and this will need to be arranged no later than **July 31st**, when our application process terminates.

There is an assumption that the Town Council/Ward Member(s) are supportive of measures, as this will need to be evidenced also, possibly in the form of an email.

I have attached the link to our application form and once you are in a position to forward supporting evidence, please do so via techteam@colchester.gov.uk, quoting the number generated by our system.

If you have any queries, please do not hesitate to contact me.

I would suggest, given the issues, that double red route is proposed for the site as this is more of a visible deterrent to those who park/unload at the location, can be enforced via our CCTV vehicle and is more environmentally friendly than other remedies as less paint is used.

[Technical - North Essex Parking Partnership](#)

Kind regards

Shane Taylor

Email from Cllr K Valentine to Shane Taylor dated 29 9.6.21 Subject: Re: The Drive – Sunday restrictions

My name is Katie and I am a Loughton Town councillor Chris Pond forwarded me Your below email re: the parking issues on The Drive as I'm keen to help improve this situation.

I agree with your suggestion that disclosing the complaints would be a good starting point to demonstrate that intervention is needed. Please let me know what I can do to assist to move this along.

Kind regards,
Katie Valentine

Email from Shane Taylor to Cllr CC Pond dated 9.6.21 Subject: Re: The Drive – Sunday restrictions

Dear Cllr

Thank you for your email.

Whilst a petition relating to the obstruction may not be possible, we do not want to encounter too much resistance if we propose a restriction which may displace vehicles further into nearby roads so it would be a good idea to gain a sense of how this would be supported on that basis.

We have had to withdraw 4 schemes this year, even with support present with the original applications, but will need to explain this to our Board in October when we report achievements this year.

Perhaps disclosing the complaints made for the site would be good evidence that intervention is required?

Kind regards
Shane Taylor

Email from Cllr CC Pond to Shane Taylor, Parking Project Engineer (NEEP) dated 9.6.21. Subject: Re: The Drive - Sunday restrictions

Shane - I'm getting renewed complaints about there being no parking restrictions in this street (SYL only) particularly in the first 150 yards from the A121 junction. I gather significant obstruction took place on the last 3 Sundays. This has happened since the private car park behind the shops to the south of the junction was turned into a public P&D car park, and people are avoiding payment.

I know you have said you need a petition to alter this, but those who suffer from the obstruction do not live nearby, so a petition is not a viable idea.

What can be done about this??

Agenda Item 14.1

Report from zoom meeting of the Broadway Town Centre Partnership held on Thursday 17 June 2021, 6.30pm

Paul Messenger

Paul Messenger (PM) said his report regarding making Town Centres more viable, is going to Cabinet next Monday.

Treasurers Report

Duncan Gould (DG) - Treasurer - said the signatories on the BTC bank account have now been sorted and everyone who needed paying has been paid. Over 2K in account.

Street Trading issues

PM said that the first issue to solve was the Street Trading Licence then secondly, they would look at the market trading licence. EFDC issue the licences but as ECC own the pavements this is where complication has arisen. Resolution by the end of next week then he will be speaking to shop owners about forming a "Town Team" to prioritise issues and action them working together.

Brick Lamps Path

A discussion took place regarding a memorial bench / mural on wall in Brick Lamps Path in memory of Karlysle Bryan (KB). The area needs to be made a nicer place in remembrance of KB. Sebastian Fontenelle (SF) was very vocal on pushing this forward.

Community safety/Policing relating to the Broadway

It was agreed that the students from the college are welcome in the Broadway and bring valid business but there is shop lifting taking place. Judy Lovell (JL) advised that the security guards who patrol the Broadway are paid for by the College. SF said that there are language issues. JL said that good command of language is required to fulfil their roles. Sam Maginnis (SM) suggested employing Youth Workers to assist with the anti-social behaviour. Kevin Rainbow (KR) suggested a need for PCSO's back in the Broadway as it was better when they had a presence or Special Officers. JL suggested it would be worth inviting someone from the college to the BTP meetings to discuss this issue and also the Library.

LTC

I reported that there was a new Council in place and the Broadway Christmas event would be discussed with them in due course.

I reported there was no progress about where LTC will be moving to while the build of the new library took place, the location of our new office is unknown at this point.

BTP Whatsapp

Chris from Multitap was unaware of the Whatsapp group and was interested to know more.

Next meeting AGM on 29 July 2021, hopefully not a Zoom meeting, SM suggested holding it in the Hub.

Full minutes were taken by Jael Dikondo and will follow in due course.

DT 17.6.21

Agenda item 15
Loughton Library

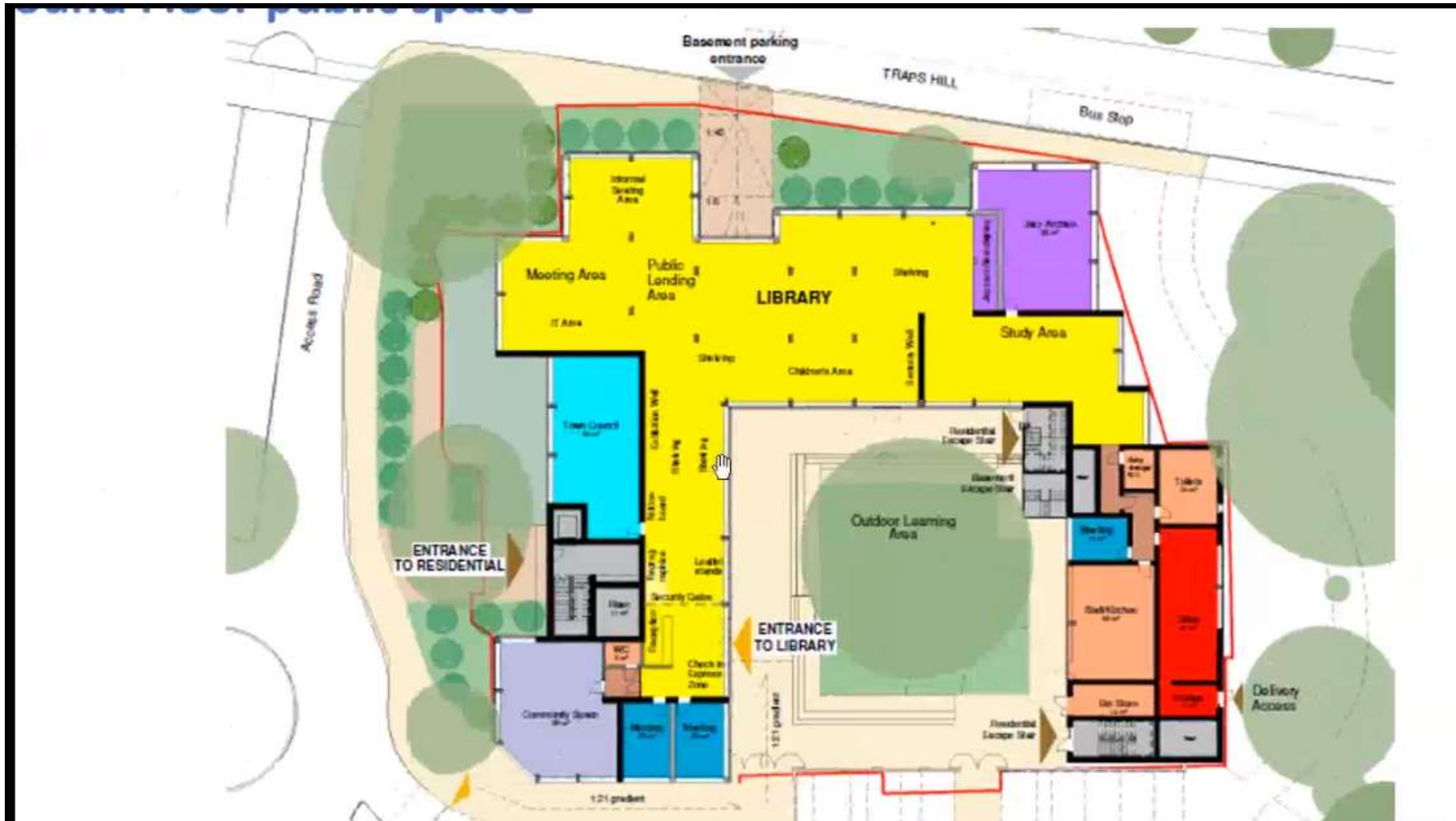
Design Summary

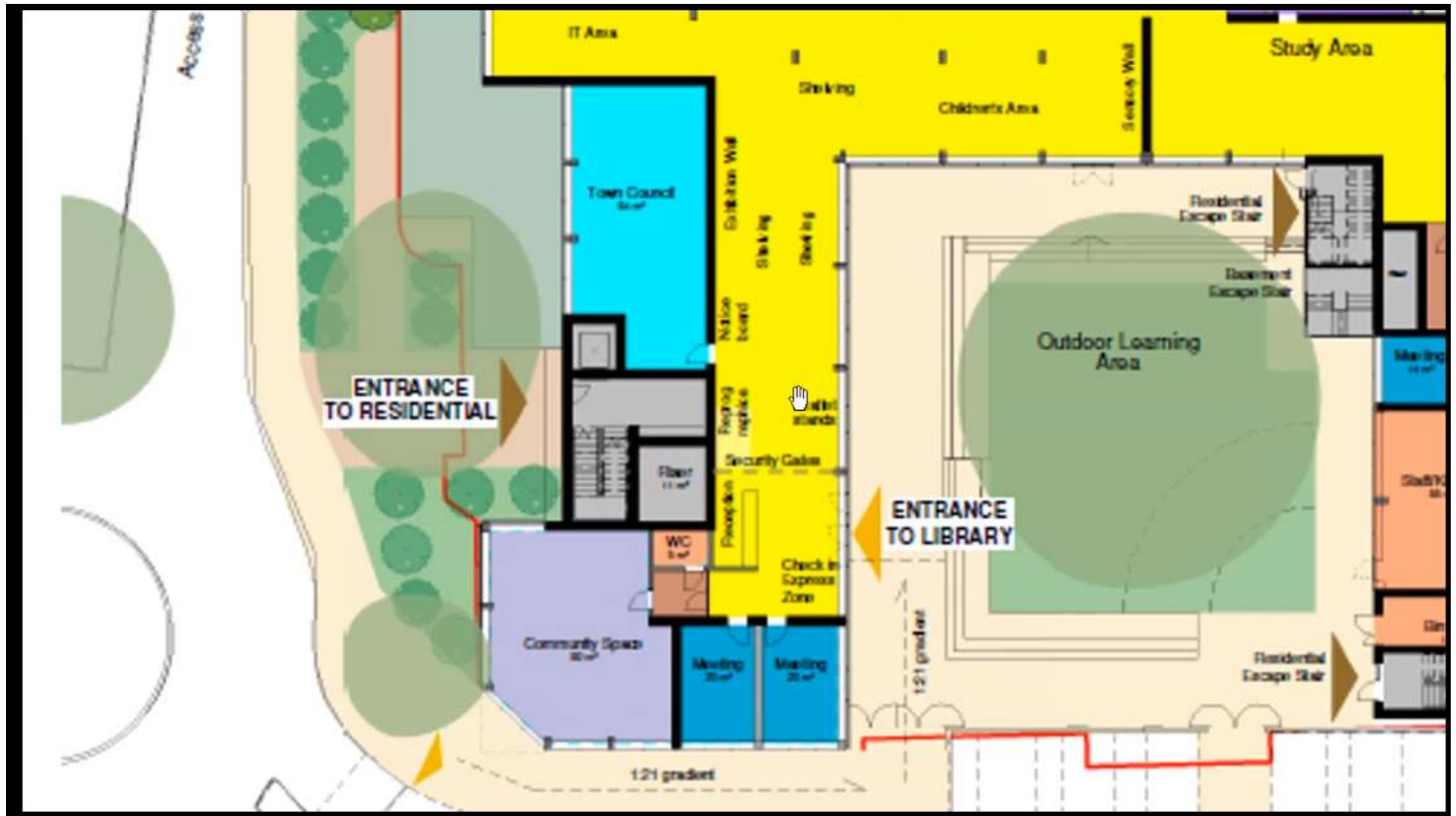
- Overall useable floor area of 88% of current building.
- 775 SQM open plan library and outdoor learning space (92% of present) over a larger single-story, benefitting from enhanced accessibility, lighting and additional amenities including sensory wall & children's library.
- Expanded and modernized community hub facilities including community space and meeting rooms available for use by the local community, including outside of library opening hours.
- New office space for community partners; Loughton Town Council and National Jazz Archive
- New good-quality residential units.
- New outdoor learning and activity space, including private amenity space residents.

Meeting our commitments;

- ✓ Provide a new library / community hub
- ✓ Provide at least 70% of existing usable community space – 88% provided
- ✓ Improve community provision in Loughton
- ✓ Deliver the redevelopment at no cost– residential units fund the construction of the new library
- ✓ Reduce maintenance liabilities and operating costs
- ✓ Protect the greenbelt by developing on brownfield land and support economic growth



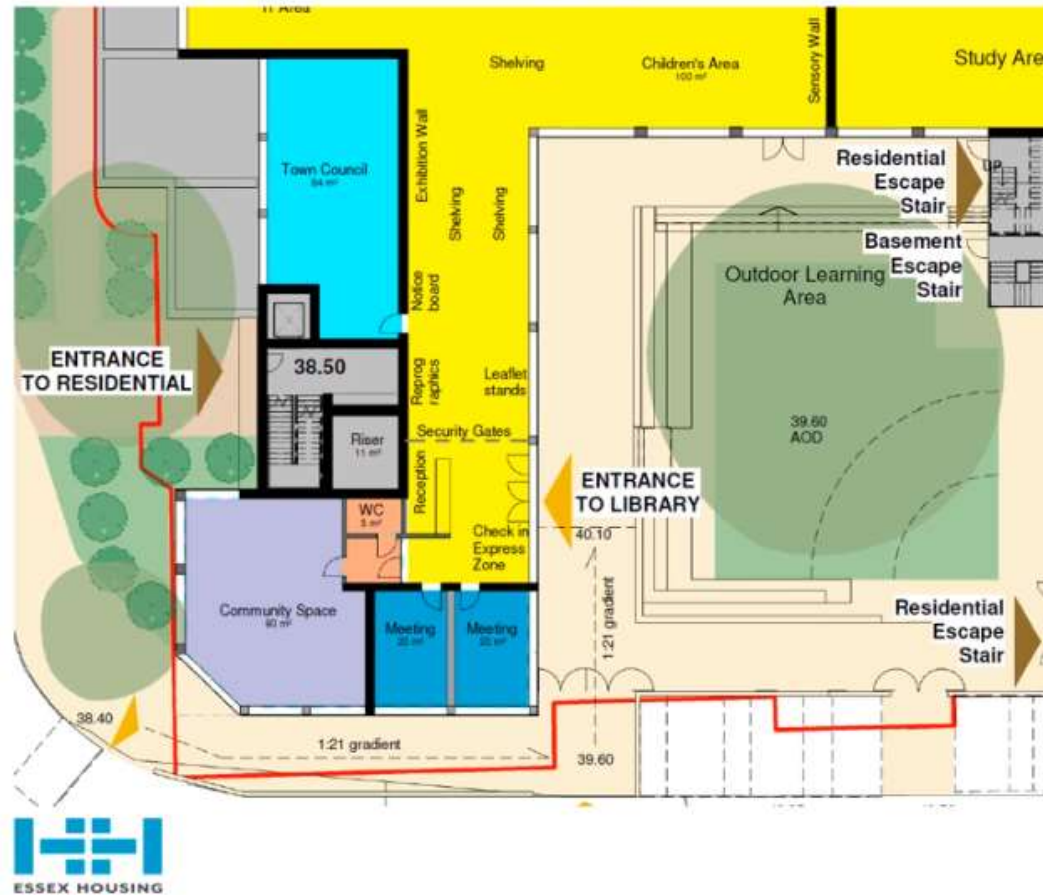








Loughton Town Council proposals



- Dedicated 84m2 office space on the ground floor of the library – same area as present.
- Exhibition wall and notice board to display information / literature.
- Ground floor location removing current accessibility barriers.
- Close to the main entrance with easy visibility of library users / visitors.
- Three bookable meeting rooms and community space for private meetings and public events.
- Security gates to enable public access to community space and meeting rooms outside of library opening hours.

Ground Floor public space



Consultation Process

- Feedback from stakeholders has been critical in shaping the designs you have seen - significant feedback has already been provided and incorporated as far as practicable.
- Public consultation provides an opportunity for public and stakeholders to review proposals and provide further feedback, observation and challenge. Feedback will be welcomed via freepost, free phone, email and in person.
- Consultation will take place across a range of platforms, recognizing the challenges still posed by COVID-19. This includes;
 - Information leaflets delivered to 17,522 households across Loughton and the surrounding area
 - Website showcasing CGI's, layout plans and consultation materials.
 - Online public meeting with ECC members, Architects and Essex Housing team
 - Face to face public exhibition taking place in Loughton Library.
- Outputs will be collated, reviewed and considered as part of the final scheme designs.



Key Dates

5th July 2021

- Start of the Consultation period - consultation website and phonedlines open
- Information leaflets delivered to 17,500 addresses

12th July 2021

- Online public meeting with ECC cabinet members, scheme architects and Essex Housing.
- Presentation of proposals and opportunity for written Q&A session with panel.

22nd & 24th
July 2021

- Public Exhibition events.
- Afternoon / evening (22nd July) and Morning (24 July) at Loughton Library.

1st August 2021

- Public Consultation period ends.
- Website to remain active beyond period of consultation.

Next Steps

- Following conclusion of the Public Consultation feedback will be analyzed and where practicable incorporated into the final designs for the new Library.
- A planning application will be submitted in Autumn 2021 to ECC planners with the following timelines anticipated to follow;

Activity	Month
Planning determination	4
Contractor selection	6
Start on site - library relocates	12
Construction complete – library opens	34