



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 Wednesday 20 October at 7.45pm

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

Mark Squire
Town Clerk
13 October 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

This meeting will be preceded by a group photograph of the new Town Council, elected in May 2021, followed by a presentation of the Citizenship Award to Mr Pesh Kapasiawala

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 13 July 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 Town Mayor's Engagements and Announcements**
The Town Mayor will report on any events she has attended to represent the Town Council. See attached report page 4.
- 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 Requests from Epping Forest District Council's (EFDC) Town Centre Manager.**
 - 8.1 The Broadway, Loughton (Debden)**
The request refers principally to the central reservation on The Broadway but also refers to other areas in Loughton. See attached report and Power Point presentation pages 5 – 9.
 - 8.2 Christmas Window Campaign**
See report attached pages 10 – 11.
- 9 Youth Work in Loughton**
To receive a request of support from the Red Balloon Foundation. See attached report page 12.
- 10 Thames Water (TW)**
To receive an update on the ongoing dialogue with Thames Water to resolve ongoing flooding problems in Loughton. See attached report pages 13 - 14. The Town Clerk will also provide further background information.
- 11 Signage to Epping Forest from Loughton Station**
Councillor C.C. Pond and the Town Clerk attended a 'Teams meeting' with representatives from the City of London Corporation (COLC) and Epping Forest Heritage Trust (EFHT) on 13 October 2021. The aims of the project are to encourage visitors to arrive at Loughton via the Central Line (leaving their cars behind) and follow

appropriate and user friendly signage to the forest. One recommendation made was that Transport for London (TFL) should be requested to announce over the tannoy 'Loughton - gateway to Epping Forest ', or words to that effect in the carriages as the trains approach Loughton Station. Councillor C.C. Pond and the Town Clerk will also provide further input following the recent meeting.

12 Reports from Committees

12.1 Planning and Licensing

Held on 19 July, 2 and 16 August, 6 and 21 September and 4 October 2021.

12.2 Recreation

Held on 7 September 2021.

12.3 Environment and Heritage

Held on 22 September 2021.

12.4 Resources and General Services

Held on 5 October 2021.

13 Reports from Members on Outside Organisations

13.1 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 meeting of the Broadway Town Centre Partnership held on 29 July 2021 – Deborah Taylor, Community and Services Officer – see attached page 15 – 16.
- (ii) Report from the meeting of the Broadway Town Centre Partnership held on 23 September 2021 – Deborah Taylor, Community and Services Officer – see attached page 16 – 17.
- (iii) Essex Association of Local Councils 77th AGM Zoom meeting Thursday 23 September 2021 - Cllr D Wixley – see page 18.
- (iv) Roding Valley Meadows Nature Reserve Consultative Committee – Cllr D Wixley - Wednesday 6th October 2021 – See page 18.

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

Loughton Town Council notes :

- (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. Proposed Councillor Stephen Murray. Seconded Councillor Carol Davies

Members to discuss this motion and recommend a way forward.

**Mark Squire
TOWN CLERK
13 October 2021**

Agenda Item 6
Town Mayors Engagements since last Council meeting 13 July 2021

14 July	GROW Community Garden 5 th Anniversary Celebration and Volunteer Appreciation	RB
17 July	Abbeyfield AGM and Afternoon Tea 3pm	RB
7 August	Lopping Hall Open Day 11am	SM as past TM
14 August	3Food4U 1 st Year Anniversary Dinner Loughton RBL	SM as past TM
5 September	EFDC Invitation to Lunch and Blue Plaque unveiling at Holmehurst	RB
28 September	3Food4U Loughton 1 Anniversary – Loughton Club	RB
14 October	Opening of Estate Agents Durden & Hunt	RB
17 October	Inauguration of Rabbi Yanky & Rebbetzin Rochel Abrams	RB

Agenda Item 8.1
The Broadway Loughton (Debden)

On the 29 September 2021, Loughton Town Council (LTC) has been approached by Mr Paul Messenger, (PM) Town Centres Manager, Epping Forest District Council (EFDC) with the following request.

PM has been looking at the central reservation in Debden, to see what can be done to refurbish it, make it more attractive and also provide a long term solution to keep it looking good.

I have attached a mock-up of a suggestion from our Rangers team. Following a consultation with the Broadway Partnership, it was agreed that in principle the suggestion was acceptable and would work. Generally however the feeling was that the rocks/boulders should be substituted for large stone spheres, which it was considered were more in keeping with the design and architecture of The Broadway.

The idea behind the spheres/rocks/boulders is to put in something substantial which would deter cars/lorries/buses from bumping up the kerb.

The cost of this is circa £5k to obtain a formal plan etc and then circa £25k for the work – although PM would need to obtain specific quotes.

It is envisaged that the retailers on The Broadway would appreciate this development and would also serve to make The Broadway more appealing to its users.

My reason for contacting you is twofold:

- 1) to obtain your thoughts on the proposals and
- 2) to see whether LTC would be able to make a contribution to the project – perhaps half?

On the 11 October this was followed up by PM

Further to my previous email, I'm now in a position to purchase planters if required, for Debden Broadway. I'm also keen to put some on the pavement outside Centrica Parade on the High Road. Up to 8 or 10 on The Broadway and 4 on the High Road.

Would the Town Council be prepared to fill and maintain them?

Members are asked

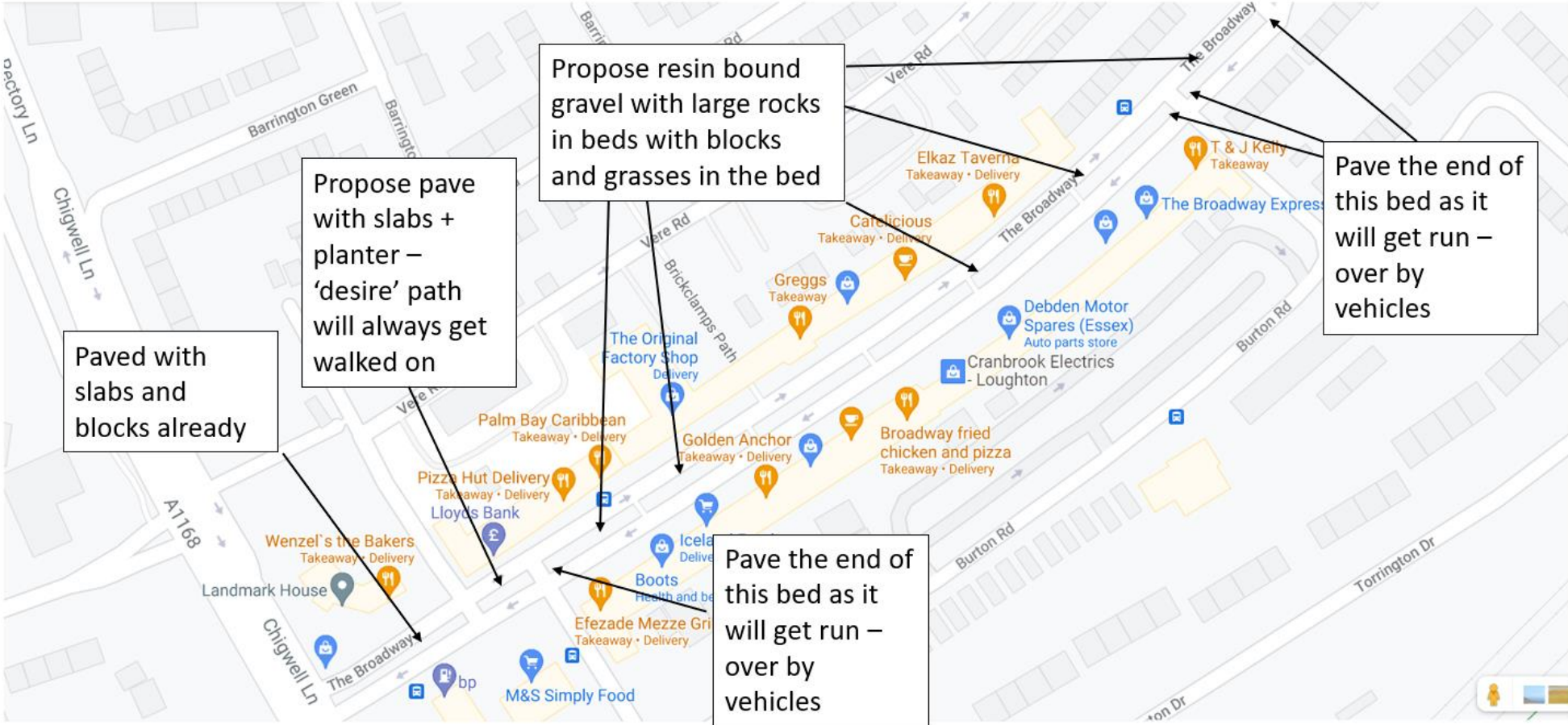
- i) whether they favour this project.
- ii) and if so, whether LTC wishes to contribute c£15k towards the project

Please note that

- LTC has no specific budget for this project and any contribution would be from General Reserves.
- LTC does not have the resources to maintain the site and the ongoing maintenance work would need to be conducted by external contractors at a cost.

MS/12.10.21

Agenda Item 8.1
The Broadway, Loughton (Debden)





Current Reservation

Feb 2021 17:11:16

Pave the ends as will get driven on



Ideas for proposed surface



Use resin bound gravel and then vertical rocks in pits with grasses around the rocks



14 May 2021 15:04:54





Agenda Item 8.2
Christmas Window Campaign

On the 10 August 2021, Loughton Town Council (LTC) had been approached by Mr Paul Messenger, (PM) Town Centres Manager, Epping Forest District Council (EFDC) with the following request.

Dear Town Partnerships / Town Councils,

Using part of the Government's Welcome Back funding, the District Council's Economic Development Team are looking at creating a major Christmas campaign to generate increased footfall to and between our six town centres. The core of the concept is creating compelling reasons for residents and visitors to follow trails taking them to high streets and shops over the festive period. It is proposed that the trail would be themed around Christmas window displays and that prizes and rewards would be offered for participating customers and traders alike – at both local and district level.

Recognising that local retailer Christmas window displays may be something that is already planned in some areas, it is not our intention to compete with these but rather incorporate and enhance them where we can.

Epping Forest District Council have recently invested in LoyalFree, an app-based product that offers a range of business-boosting opportunities to independent retailers and high streets. The app includes the ability to set up trails that take people to areas and venues, offers and discounts and loyalty rewards. People can use the app to register visits and preferences. This gives us the opportunity to allow people to record their visits to the shops and vote online. It also enables us to track those taking part and for retailers to promote their seasonal offers and discounts. We can also add loyalty rewards for those who visit all the windows on the trails and create other competitive elements to encourage the widest possible participation.

At this stage it would be helpful for us to be aware of whether or not there are existing plans to run retailer Christmas window displays in our high streets, and how much support there would be for local participation in a district-wide managed promotion. Your existing plans and views on this proposal would be gratefully received.

*Your responses, with Quentin and myself copied in would be much appreciated.
Thank you for your help.*

Paul
Paul Messenger FIPM
Town Centres Manager
Epping Forest District Council

PM was informed that LTC already runs its own Christmas Windows Displays event on an annual basis.

On the 7 October PM provided a further update.

Dear Town Councils and Town Partnerships,

*Further to my previous email in respect of your plans for a Christmas Window competition, I am writing to advise that EFDC **will not** after all be launching a district-wide promotion. It has been decided that it would be too complicated and also interfere too much with any existing plans and arrangements.*

Having said this, we would like to contribute to your individual Christmas window competitions with a prize – we are thinking about a half case of Champagne (6 bottles) per town.

To register your interest, please drop me a line and let me know.

Many thanks

Paul

***Paul Messenger FIPM
Town Centres Manager
Epping Forest District Council***

The Town Clerk has registered the interest of LTC.

Members are asked to review and to receive and note

MS/12.10.21

Agenda Item 9
Youth Work in Loughton

Mr Luke Lowrie, CEO, Resource Team Leader, Epping Forest, Brentwood & Thurrock Interim Locality Team Leader, of the Red Balloon Charity (RBC), has contacted Loughton Town Council (LTC)- see below :-

Red Balloon Foundation are currently under commission from Essex Youth Service to relaunch services for 13-19 year olds which were paused or curtailed due to COVID19.

As you'll know, Loughton Youth Project was one of the casualties of the pandemic and we are keen to get new provision in the town up and running. We are already partnering with St. John's on the Broadway to open up a weekly drop in there, but as yet have not been successful in securing a site to work out from at the High Road end of town. We are regularly doing 'detached' work and engaging with dozens of young people who are keen for a place to go, so we know the demand is there, but as often discussed the Murray Hall/Youth Service site on Borders Lane is not a great location.

I believe that the rooms where Loughton Youth Project was formerly based are now empty so we were wondering if they might be a place to start from as of the 8 commercial sites on the High Road that we have approached not one landlord has come back willing to have a youth centre in their building.

I know that LTC do not control those rooms but I did think that the Library Service may look more favourably on an application to use them if we to make a proposal that is supported by yourselves, and of course I would not want to be starting anything new in Loughton without having the Town Council on board with it anyway given our long history of positive partnership. If you think there is any mileage in working together in some way on a pitch for the library site or if there are any other suggestions you have for a High Road venue do let us know.

Also, if there's anything else that's happening locally that RBF can be helping with or supporting, please let us know. Our offices may be in Walthamstow now but you know we'll always be a Loughton charity at heart!



Belong • Believe • Become

RBF, Peterhouse, 122 Forest Rise, Walthamstow, E17 3PW

office@rbf.org.uk // www.rbf.org.uk

RBF is a Registered Charity in England and Wales (1158982)

Members are asked to review and recommend a way forward to support the RBC. The Town Clerk will provide some further background information.

N.B. RBF have once again pledged their support in organizing the Jessel Green Day in June 2022, (date yet to be decided).

MS/12.10.21

Agenda Item 10
Thames Water (TW)

On 15 September 2021 a Zoom meeting was finally held involving:-

- Three representatives from TW
- Loughton Town Council (LTC) Councillors, R. Brookes, S. Murray, and G. Wiskin (Cllr C.C.Pond had technical problems and was unable to attend most of the meeting),
- Town Clerk,
- Trevor Baker, Principal Engineer, Environmental Protection & Drainage EFDC,
- Mr Liam Kemp, Senior Property Manager, Clarke Hillyer (managing agent of Fielding Court
- two residents from Fieldings Court,
- two representatives from Loughton Cricket Club (LCC)

The meeting was split into two distinct sections

1. General Questions raised by LTC

- Failure of TW re trunk mains supplying fresh water to Loughton
 - Multiple leaks in Loughton- gridlocked traffic. e.g. Earls Path, Church Hill, Valley Hill crossroads
 - What is TW's 'modus operandi' – how do they timetable their works.
 - Digging up sections of the road multiple times
 - Timing of operations / one team digs a hole and it is left seemingly for days on end before another team backfills and makes good - Is this because there is delay in sourcing stock and machinery. Are these held in a depot. Where are the nearest depots? Different teams for different stages?
 - Long periods (days) between work on these sites, different teams for different stages
 - Coordination with other Utility Groups who are also digging holes
 - Where are local supply depots nearest Loughton?
 - Support to residents who have been flooded
-
- TW apologised for the disruption caused. The initial problem was caused by a burst 15" water main back in June 2021 at Earls Path causing problems in other parts of the system across Loughton and involved some complicated repair work. The ruptured water main at Church Hill on 25 June 2021 was similarly very disruptive. Improvements would be made in reticulation (network of pipes used in irrigation and water supply) and now there is increased inspection on water valves with closer attention to high risk areas. There are many challenges involved in covering such a large section of land.
 - TW have to follow set legal guidelines when conducting their work. e.g. signage & cones and different teams work on different phases of the job. Further problems often are encountered when TW dig down.
 - TW have a depot at Lea Bridge to cater for Loughton work.
 - TW described the 'reinstatement process' guidelines they work under, which can draw out the 'start to end date' of ongoing work and there are on occasions some labour difficulties. TW are putting new contractual arrangements in place
 - TW have only limited time windows to make repairs, which does not help coordination at times with other utility companies..
 - When local residents' properties are flooded TW will pump out the water and will assist with some aspects of refurbishment and insurance.

2. Specific Flooding issues surrounding Fielding Court, The Uplands and Loughton Cricket Club

- Appears to be significant blockages with TW's surface water sewers downstream of Fielding Court
- However TW has conducted several tests and inspections, and the conclusion is that the water coming through the wall was surface/rainwater.
- Over a number of months, water has been (periodically) seeping through the boundary wall between Fielding Court and the cricket club. It manifested at a time when there was significant rainfall *and* work to the mains pipes outside Lidl.
- Last year, during the torrential rain, the gardens at Fielding Court flooded, water made it into the ground floor flats, and the lift pit flooded.
- How does TW split responsibilities between drainage management and waste management
- Can TW outline their performance management standards in respect of such incidents, escalation processes for residents, plus their long term investment proposals which their under development [Drainage & Wastewater Management Plans](#) should identify for the future.
- Who is responsible for what? 1. TW, 2. Essex County Council (ECC), Lead Local Flood Authority for Essex with responsibility under statute to investigate surface water flooding.3. Epping Forest District Council (EFDC)
- Action plan for future

The problems regarding the consistent flooding of Fielding Court (water reaching the elevator and multiple insurance claims made by residents) and the cricket ground were explained in some detail. There has been close liaison between EFDC and TW on the ongoing problems and these two entities are best placed to resolve matters. All parties are keen to see an action plan in place.

TW promised to send an operational team to the site to meet with all parties to progress matters further.

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A subsequent lack of response from TW has prompted chasing by the Town Clerk and Trevor Baker (TB) from EFDC. A strongly worded e-mail from TB on 5 October 2021 has prompted the following response from TW dated 7 October 2021.

Apologies for the delay in getting back to you and for the confusion over arranging a site visit. It was a miscommunication our end but I've now spoken with Chris. We believe there is an issue on our pipes but need to investigate this further. To carry this out we will need to dig into the road so some traffic management will be required. It's likely some traffic lights will be required at the junction of Traps Lane and High Road but I will give you more details when I have them. We have applied for a permit from Essex and are waiting for them to grant it. In terms of a site visit, we think this would be best carried out when we can provide some answers about what is wrong and what we are doing to remedy it. I have spoken with Chris Mansfield, a network manager handling this case now, and he is more than happy to meet everyone once the permit is granted to talk everybody through what is happening. If this works with everyone, I will send over some suggested dates and times once we have a permit in place which we hope that will be early next week. Trevor – I will look to set up a Teams call to take place early next week to talk things through and how best to escalate matters if Essex has not granted the permit. I hope this helps to move matters forward and again, sorry for the earlier confusion. That sits with me.

The Town Clerk will continue to monitor. To receive and note

MS 13.10.21

Agenda Item 13

Report from AGM of the Broadway Town Centre Partnership

held at Barrington Community Hall Thursday on Thursday 29 July 2021, 6.15pm

Chairman's Report

Judy Lovell (JL) gave her chairman's report – items mentioned, rents / parking / shops all occupied except for the Vets, which closed recently reason unknown, but could be down to business going to Pets at Home in Langston Road.

Treasurer's Report

Current running costs for BTP approximately £500 per annum. In process of arranging on-line banking.

Election of Standing Committee Positions

Chair – JL

Vice-Chair – Cllr Carol Davies

Treasurer – Duncan Rainbow

Additional Committee Member 1 – Kevin Taylor

Additional Committee Member 2 – Geraldine Wilson

Review of Paul Messengers (PM) report

Paul spoke about his report

Main points:

- Langston Road should have been fashion retail but not happened, so variety of shops that are in place have had a knock-on effect to the Broadway
- Aim to build a relationship between The Broadway and Langston Road retail park
- EFDC in discussions regarding a trial of an electric bus to link Langston Road and the Broadway
- Market to be bought back – policy in process (problem being EFDC issue the licence's, but ECC own the land) Christmas event can't go ahead until market issue resolved PM to follow up if a Christmas event was arranged would a performance licence be required by having the market in the Broadway this would increase football by 25%
- Possible improvements, bike racks, painting of shop fronts / Brickclamps, Iron arch at entrance of Broadway, Library on the Broadway – see Regeneration Study for full list of suggestions
- "Loyal free app" – benefits of app were talked about
- Town Team to be formed by PM. Being a small group to keep focus on items, PM would like a couple of Councillors, someone from Trader's association and the Town Clerk.

KB memorial

Discussion took place about the memorial for KB. JL has photos taken of the original display on the wall, Sebastian Fontenelle and JL had recently met with the family to discuss a way forward.

JL summarised To Do:

Christmas event

Central reservation

Support Traders to get market back up and running

Town Team to be formed

Another grant to be applied for

Someone required to take minutes at meetings as Jael Dikondo moved away

Next meetings - in person subject to pandemic

23 September 2021
18 November 2021
13 January 2022
10 March 2022
12 May 2022
14 July 2022 AGM

Full minutes were taken by Lorraine Gibson and will follow in due course.

DT 04.8.21

**Report from meeting of the Broadway Town Centre Partnership
held at Barrington Community Hall on Thursday 23 September 2021, 6.15pm**

Judy Lovell (JL) reported that the family of Karlyslie Bryan had received the photographs of the artwork originally displayed at Brickclamps Path and agreed they wanted something there which was community based and permanent.

Trader's report

Geraldine Wilson reported that the new post office staff were currently being trained and the post office should open at the end of October.

A new Turkish supermarket will be opening soon.

Update from Town Centres Manager

Reports that cleaning of the car parks was necessary but had not taken place, Paul Messenger (PM) said he would chase up at relevant department in EFDC.

PM reported that the market policy had been drafted and passed to the appropriate EFDC department.

PM said that the funding for the central reservation had been applied for and acquired. He said he would be looking for local traders to sponsor the planters, if they went ahead with this option and/or he suggested would LTC carry out the upkeep. I stated that finding a contractor to carry out the watering and maintenance is very difficult and expensive, as we know from the hanging baskets. Another option could the New City College assist with funding. PM also suggested, for the central reservation, a resin bound gravel with large rocks and desert grasses – see mock-up images attached. Alternative to rocks, sphere shaped rocks. Cleaning to be considered and colour.

The speed of traffic was discussed and the need for a 20mph restriction in the Broadway. PM said that would be the responsibility of ECC. Also, the need for a no "U" turn sign was required outside Taylor's cards. I was asked to report this to Mark Squire, Town Clerk and ask if he could email ECC to request these items.

A discussion took place regarding suggested improvements to better the appearance of the shop fronts. Also, the danger of items - trampolines and fence panels being blown off the balconies was raised. It was agreed that the whole length of the Broadway needed to look uniform and Lorraine Gibson raised the issue of it being fire safe.

PM reiterated that "Loyal Free" was still being promoted.

PM reported he was looking at an electric bus to shuttle between Langston Road and the Broadway.

The issue of parking charges in the Broadway was raised and that parking in Langston Road was free and you have to pay in the Broadway, a continue frustration to traders.

PM suggested having a fairground ride in the Broadway every Saturday – free of charge to the public to help bring consumers into the Broadway.

LTC report

I confirmed the Christmas lights would be installed week commencing 28 October and switched-on week commencing 22 November.

JL advised that there was not sufficient time or resources to organise a Christmas event for this year in the Broadway, I confirmed there would not be one in the High Road either.

It was advised that there are provisional plans for two large events for next year, Jessel Green, in the early summer and a community groups day in September.

Next meeting: Thursday 18 November 2021.

Full minutes were taken and will follow in due course.

DT 28/09/21

Agenda Item 13
Essex Association of Local Councils 77th AGM.
Zoom meeting Thursday 23rd September 2021

The AGM was attended by the Town Clerk and myself and concentrated on formal issues:

EALC Chairman Cllr.Peter Davey presented his Annual Report.

EALC Treasurer Cllr.David McPherson-Davis presented the Accounts for 2020-21 which were approved and also gave a presentation which included reference to the work of the Association, the financial position and plans for the future. He also thanked Essex County Council for its grant funding. His report also dealt with an increase in the affiliation fee and the appointment of a new external auditor.

An interesting point was that he referred to having to making financial provision for any redundancy/severance payments to staff in the event of the EALC having to be disbanded because of the possibility of local government re-organization. A comment was made that information on this maybe announced with-in the next couple of years.

Much of the meeting was taken up with motions to amend the EALC constitution. One of these was controversial and related to the term of office members of the Executive Committee could serve, however it was agreed as were the other motions.

Currently the Chief Executive Officer is also the Responsible Financial Officer and a motion that these two roles could be split to be held by two people was agreed.

The CEO, Miss Charlene Slade, then presented her Annual Report.

The next AGM will be held at Hylands House, Chelmsford on Thursday 22nd September 2022.

David Wixley

Roding Valley Meadows Nature Reserve Consultative Committee
Wednesday 6th October 2021

This meeting appears not to have taken place although scheduled, according to the previous minutes, for the 6th October 2021.I received no notification of it and emailed the RVMNR Ranger to seek information but received no reply.

There seems to be a communication problem because an email I sent previously, regarding a fly-tip on the Reserve, was not responded to and on checking today (13.10.21.) the fly-tip remains in-situ as it has done for several weeks.

David Wixley