



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 26 April 2022 at 7.45pm

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

Mark Squire
Town Clerk
19 April 2022

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 22 February 2022.
- 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 / Town Clerk's Report**
To report (for discussion only) on any further significant information/matters that may be of interest to Town Council members.
- 7 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 3.
- 8 Thames Water (TW)**
Please see official written reply from TW dated 21.3.22 (see attached correspondence page 5). The Town Clerk will update the Town Council on an initial response and also a follow- up on the flooding problems encountered in the vicinity of Loughton Cricket Club.
- 9 Reports from Committees**
 - 9.1 Planning and Licensing**
Held on 21 February, 7 March, 21 March, and 4 April 2022.
 - 9.2 Recreation**
Held on 9 March 2022.
 - 9.3 Environment and Heritage**
Held on 29 March 2022. (see Loughton Market Policy - agenda item 12)
 - 9.4 Resources and General Services**
Held on 13 April 2022 (minutes to follow – see meetings timetable 2022/23)
- 10 Reports from Members on Outside Organisations**
 - 10.1 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.
 - 10.1.1** The Essex Association of Local Councils (EALC), Larger Local

Councils Forum held on 3 March 2022. Notes from Cllr D. Wixley (see attached commentary page 6).

10.1.2 The Broadway Town Center Partnership held on 10 March 2022.

10.1.3 Local Council Liaison Committee Meeting held on 14 March 2022 (see attached notes page 7 and minutes, if available).

11 Epping Forest District Council (EFDC) Market Policy on Q1 footfall

Paul Messenger, Town Centres Manager, EFDC has distributed a report (from Huq Industries) of the first quarters footfall report, covering the main town centres – Waltham Abbey, Ongar, Loughton Broadway, Loughton High Road, Buckhurst Hill and Epping. It compares the first quarter 2022 with the same periods pre pandemic and during covid. In addition there is a section which compares Market performance with non-market days in Waltham Abbey, Ongar and Epping.

Members are asked to review and suggest whether any additional or different information would be useful and overall whether you find the report to be interesting and of benefit. The report has been distributed separately (due to its length of 62 pages). A copy will appear on the Town Council website and a hard copy will be available at the meeting itself).

12 Loughton Market Policy

Following the recommendation of this policy from the Environment and Heritage Committee dated 29 March 2022 and if adopted there are many administrative functions to consider below:-

- The organisation appointed should make proposals covering
- Frequency of market
- Times of trading
- Any variation at Christmas / Easter
- Number of stall holders min/max
- How stallholders to be selected and if necessary removed
- Conspectus of goods to be sold as a core offer, goods not to be offered
- Advertising
- Type of stallage/canopy provision/vehicles
- Free stalls; according to custom and practice (has been LRA plus a charity)
- Financial considerations
- Operators insurance

How will this additional work be covered with limited LTC resources?

Members to review and recommend a way forward.

13 Exclusion of the Press and Public

This 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 staffing matters.

14 Buckingham Court

Members to review and make a definitive recommendation.

Mark Squire
TOWN CLERK
19 April 2022

Agenda Item 7**Town Mayor's Engagements since last Council meeting 22 February 2022**

2 March	Yes Partnership Motivation Conference	RB
16 March	Annual Town Meeting – The Murray Hall	
21 March	Woodland Grove Carehome – Queen's Jubilee Tree Planting Canopy	RB
24 March	Talk at The Girls Group Loughton Methodist Church	RB
29 March	LTC - Queen's Jubilee Tree Planting at Murray Hall	RB
30 March	Yes Partnership Motivation Conference	RB
30 March	New City College Performing Arts Production Orwellian Event	RB
2 April	LADS Production of 'Frost/Nixon' by Peter Morgan	RB
14 April	Raffle in aid of the Ukrainian Humanitarian Crisis	RB
22 April	Woodland Grove Carehome - Invest in our Planet "Earth Day"	RB

Agenda Item 8 Thames Water (TW)

From: CUSTOMER.FEEDBACK@THAMESWATER.CO.UK <CUSTOMER.FEEDBACK@THAMESWATER.CO.UK>
Sent: 21 March 2022 15:54
To: Contact Info <contact@loughton-tc.gov.uk>
Subject: FOA Mr Squire Town Clerk Our Ref: 3348420 Community Donation

Thames Water
Customer Relations
PO Box 436
Swindon
SN38 1TU

Telephone: 0800 009 3932

Email: Customer.Feedback@thameswater.co.uk

21 March 2022

Our Ref: 3348420

Community donation

Dear Mr Squire, Council Clerk of Loughton town council

Thanks for your patience while I looked into your request, and thanks for speaking with me on the phone, on 18 March 2022.

I've spoken with our Area Manager for the Loughton area regarding the community's request for a donation towards a local project.

We're unable to offer a gesture of goodwill in the form of a donation of money. I understand this is not the answer the Loughton community and Local Authority (LA) would've been hoping for. However, we're very happy to offer our time and services to help serve the Loughton Community.

If you've got any community projects planned in the future and you'd like volunteers, please let us know, and we can arrange for a group of volunteers from Thames Water to attend and assist. This could be anything from litter picking and cleaning an area to digging and planting in a community garden. Alternatively, if you don't require help with any projects, we could arrange for some of our Technicians to host talks at local schools or youth groups.

Next steps

As there isn't anything further, I can assist with at this time, I'll bring your case with me to a close today. Please be assured, if you've any further queries or need additional support, your case can be re-opened at any time.

It may be helpful to mention, for all email contact, we'll respond within a maximum of 10 working days. The quickest way to contact me is by calling **0800 009 3932**. I'm usually available between 8am and 5pm, Monday to Friday. If I'm not available when you call, you can leave a message and I'll return your call as soon as possible, or one of my colleagues will be happy to help.

Contacting us in future

1

You may be interested to know, for future reference, you can report some of the most common issues, such as blockages and leaks, on our website [here](#). If no existing issues show up after searching your address, click on the map to start a new report.

For future reference, the quickest way to get in touch to report issues, or for any other advice, is to contact us on [Twitter](#) or [Facebook](#). We're available 24 hours a day, 365 days a year. Alternatively, should you prefer to call us, our Customer Contact Centre is available on **0800 316 9800**. Lines are always open.

Yours sincerely

Agenda Item 10

Reports from Members on Outside Organisations

10.1.1 The Essex Association of Local Councils (EALC), Larger Local Councils Forum Held on 3 March 2022

This was a Zoom meeting with 40 attendees.

Formal business of meeting as follows:

1. Election of LLCF Chairman and V. Chairman.
Chairman Cllr. Jim Devlin - Billericay P.C.
V. Chairman Cllr. Alan Acott – Canvey Island P.C.
2. Election of LLCF representative for the EALC (Essex Association of Local Councils) Executive Committee.
This was a contested election between Cllr. George Ioannou – Stanbridge P.C. and Cllr. Mike Eldred – Rayne P.C.
Cllr. Eldred elected.
3. This was the first LLCF meeting since 26.2.20. the minutes of which were agreed and signed.
4. Updates from the EALC.
Reports on working with ECC on climate change, “levelling up” and upgrades to the EALC website and I.T. system as well as details of in-house and virtual training courses.
5. Essex SLCC (Society of Local Council Clerks). Reported that Jane Coleman was the new Chairman. “Thanks” to the previous chairman, Mark Squire, were recorded.
6. NALC (National Association of Local Councils).
Report from Cllr. Peter Davey, EALC representative on NALC, covering his role regarding the finances of NALC, review of its constitution, a virtual meeting with Essex MPs and the “levelling up agenda “in Essex.
7. Open Forum.
A number of topics covered but the main item discussed, if not resolved, was the future of LLCF meetings i.e. virtual or in person and should meetings be more inclusive to include all parish and town councils irrespective of size or separate meetings for larger and smaller councils?
What is the definition of a larger council? This wasn’t clear but a population of 6,000 and above was suggested as a definition of a larger council.
The designation of “Town” or “Parish” in the title wasn’t necessarily thought to be an indication of size as it was pointed out that one PC had a larger population than some TC’s.

It was suggested that councils be encouraged to submit agenda items for discussion at future meetings.

Other items discussed included Boundary Reviews, Public Rights of Way, Neighbourhood Plans, and climate change.

Meeting concluded.

Cllr D Wixley.

Agenda Item 10

Reports from Members on Outside Organisations

10.1.3 Local Liaison Committee Meeting. Held on 14 March 2022

This meeting was attended by the Town Clerk, Cllr. Chris Pond in his capacity as the County Councillor for Loughton Central and also as Vice Chairman of the Committee, and also myself representing LTC.

This is a very brief report and I would refer members to the official minutes, when they are published, for more details.

Topics covered included:

A report on “Developme Hub” available on the community pages of the EFDC website. It offers advice to residents on employment matters such as changing careers and developing skills.

Epping Forest District Local Plan progress:

Planning Officer, Nigel Richardson advised that there was little to report at present.

Issues raised by local councils:

Chigwell PC raised a number of issues relating to Planning including items covering parking and Planning Enforcement matters.

Next Meetings:

Mon.26.9.22.

Mon.20.2.23.

Cllr D Wixley.