



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 19 October 2022 at 7.30pm**

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

**Mark Squire
Town Clerk
12 October 2022**

**Councillor B Cohen (Town Mayor)
Councillor M Stubbings (Deputy Town Mayor)**

Cllr P Abraham
Cllr T Downing
Cllr W Kauffman
Cllr M Owen
Cllr J Riley

Cllr P Beales
Cllr S Fontenelle
Cllr N MacKinnon
Cllr C C Pond
Cllr K Valentine

Cllr R Brookes
Cllr L House
Cllr S Murphy
Cllr C P Pond
Cllr G Wiskin

Cllr C Davies
Cllr J Jennings
Cllr S Murray
Cllr K Rainbow
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 13 July 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 Reports from Committees**
 - 8.1 Planning and Licensing**
Held on 25 July, 8 and 30 August, 12 and 26 September and 10 October 2022.
 - 8.2 Recreation**
Held on 7 September 2022.
 - 8.3 Environment and Heritage**
Held on 29 September 2022
 - 8.4 Resources and General Services**
Held on 5 October 2022
- 9 Reports from Members on Outside Organisations**
 - 9.1 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) The Broadway Town Centre Partnership Meetings – 14.7.22 and 8.9.22
– see reports on pages 4 – 5.

- (ii) Essex Association of Local Councils 78th AGM. Held on 22nd September 2022 at Hylands House, Chelmsford – see report on page 5.

To receive and note

- 10 Voluntary Action Epping Forest Warm and Well Sessions – Loughton**
See email on page 6 and request for a donation.
- 11 The Local Government Boundary Commission for England
Electoral Review of Epping Forest District Council :Draft Recommendations**
See email and graphics pages 7 – 11.

Members to review and formulate an appropriate response

Mark Squire
TOWN CLERK
12 October 2022

**Agenda Item 7
Town Mayor's Engagements and Announcements**

12 August	Woodland Grove Care Home Loughton Historical Talk – 2.15pm	BC
3 September	Loughton Horticultural Show and presentation of the Town Mayor's Best Allotment Competition	BC
6 September	Essex Heritage Trust Annual Meeting – Copped Hall + tour and short talk by Mr Alan Cox Chairman of The Copped Hall Trust	BC
6 September	Grand Opening Dhool Indian Restaurant	SM as past TM
10 September	Her Majesty Queen Elizabeth II -Floral tribute at the War Memorial	BC
11 September	Royal Proclamation of the ascendancy of King Charles III at the Balcony of Town Hall/Library	BC/CCP
25 September	Chrysalis Nursery and Pre-school are celebrating 10 years of being a local, independent childcare provider Fun Day 1pm – 4pm.	BC
27 September	2 nd Anniversary of 3Food4U in Loughton	MS
6 October	Official Opening of Rouge Restaurant New City College 6.30pm – 8.30pm	BC
12 October	Woodland Grove Care Home – Music Therapy	BC
16 October	YES Partnership Motivation Conference	BC

Agenda Item 9.1(i)
The Broadway Town Centre Partnership

AGM on 14 July 2022 at 6.15

The meetings are held every 2 months on the second Thursday.

Paul Messenger Kevin Taylor from Taylor cards, Duncan Dor the treasurer, Judy Lovel the chairman and Lorraine. A new interested person Laura attended plus town councillors

It was noted of how much more the Broadway was a community asset as opposed to the High Rd.

The central reservation will take a year from now. It will be a resin coated with concrete ends. Spheres (I asked how many and how big, not known how many but quite large). 2 zebra crossings by Wensyls bakery and Geraldine hair will be made and planters will not be installed until the rest of the central reservation is made.

There were complaints of the look of the balconies, with the trampolines and high prison like fencing.

There was a fear that if flat owners would not agree to pay for the new improvements that the improvements will be reduced.

Carol wanted some play equipment around the footpath for toddlers.

Rose Brooke's has agreed to chair the meeting but can only chair until the end of the year as her position as a town and district councillor. Carol has agreed to vice chair.

The market is hoping to return, which will be promoted by district councillors.

The college youth problem that were thought to be troublesome has been resolved by adding security to doors and passageways. The college has been supportive, and a telephone no was given to shop owners of security at the college. However we thought that the shop owners should have the Mobile no of the college head.

There has been some trouble with the cash machines at Lloyds Bank when they have been tampered with. Shop owners were disappointed as people go to the Broadway to go to the bank. and hopefully spend money whilst there. Police presence has been lacking and Rose is to ask the Police Officer to come to our next meeting and hopefully walk down the Broadway daily.

Is there a demand for a playground near the Broadway?

There was a request for a third signatory for the Bank (at present the treasurer and Kevin Taylor form Taylor Cards are the 2 signatories) and sometimes the treasurer has to use his own money to pay for insurance and bunting and get reimbursed.

It was mentioned that bank procedure in this regard is very slow.

What happened to the bunting? We know it was used for the Jubilee and Jessel Green fun day, but we would like to have it for a future coronation.

The mural still hasn't happened yet.

The computer games shop is closing down.

Sparks the fruitier is closing down but another fruit shop will be the tenant

The flag poles will not be reinstated.

The signage has not been agreed nor the planting or gable ends.

Mobile phone has been used to collect footfall data, which is available to be shared.

Nothing more on parking.

Motor bikes will have to take delivery at the back of Pizza Hut as there has been disruption.

Judy Lovell was given flowers and thanked for all her efforts

Broadway Town Centre Partnership - Thursday, 8th September, 2022.

Jordan Dapaah from Epping Forest District Council was invited to the meeting to discuss the proposed improvements to the Broadway . This enabled the traders present and other attendees to ask lots of questions.

Members then discussed the possibility of some sort of Christmas event . The obvious date of Friday , 2nd December was identified and it would take place after the children leave school and end of 5.30pm. Santa Claus is Coming to Town would be the theme and the possibility of using EFDC's office on the Broadway as a grotto would be investigated . All offers of help would be welcomed and Members should contact Councillor Rose Brookes if they are able to help in any way .

Rose Brookes (Interim Chair of BTCP)

**Agenda item 9.1(ii) – Reports from Outside Organisations
Essex Association of Local Councils 78th AGM. Held on 22nd September 2022 at
Hylands House, Chelmsford.**

This was attended by the Town Clerk and myself. My report is a brief outline of the event and associated conferences which ran from 9.45am – 4.30pm. including question and answer sessions. I would therefore urge members to refer to the EALC website as I'm sure that a more comprehensive report will appear there. However, the day covered the following:

1. EALC Business AGM.

The President, Cllr. John Jowers referred, as he has done in the past, to the possibility of Local Government changes leading to the creation of Unitary Authorities resulting in greater responsibilities for Town and Parish Councils.

EALC Chief Executive, Charlene Slade reported on achievements of the last 12 months and plans for 2023-24.

The meeting agreed to a 3% increase in the affiliation fee.

2. Police, Fire and Crime Commissioner Conference.

Reports were received from Roger Hirst PFCC, Rick Hylton Chief Fire Officer, BJ Harrington Chief Constable of Essex Police, Rachel Nolan Assistant Chief Constable with special responsibilities for Neighbourhood Policing.

3. Essex County Council Conference.

Covered the following topics:

Cllr. Louise McKinley (Deputy Leader ECC) spoke on "Levelling Up".

Juliet Pirez (Head of Library Service) gave a presentation on "Everyone's Library Service".

Cllr. Tony Ball (Cabinet member for Education Excellence, Lifelong Learning and Employability) reported on "The Essex Education Task Force and the Year of Reading".
Charlotte Britton (Head of Strengthening Communities) spoke on "Health and Wellbeing".

Cllr. Peter Schwier (Climate Action Advocate "Climate Czar") referred to the 375,000 trees that ECC is planting as part of his talk on "Taking Climate Action".

4. Closing address by the Chairman of the EALC Cllr. Peter Davey.

David Wixley

Agenda Item 10

Voluntary Action Epping Forest Warm and Well Sessions – Loughton

Sent: 09 September 2022 14:51

To: Contact Info <contact@loughton-tc.gov.uk>

Subject: VAEF's Warm and Well Sessions - Loughton

Dear Mark

I am writing to you as local Town Council in relation to Voluntary Action Epping Forest Warm and Well drop in sessions planned throughout the District this coming winter, between mid October to the end of February 2023 which VAEF would like you to sponsor.

VAEF's Warm and Well sessions will focus on providing a weekly safe space within Loughton where local residents who are struggling to keep warm are able to come and enjoy a warm environment, hot drink, soup and a roll free of charge with friendly faces and someone to talk to. Sessions, run by volunteers will also provide attendees with information leaflets which will signpost them to other supporting services such as benefits advice, other social groups, local community services, advice on keeping well in the winter and energy saving tips if this is suitable for them.

Voluntary Action Epping Forest are in talks with St Mary's Loughton who are allowing us to use their venue for 2 hrs per week to hold these sessions. However, as Town Council, you may have a venue you feel particularly suitable to hold sessions such as these which will reach those most in need. If so, I very much welcome your support with this matter.

Whilst VAEF are hoping to secure venues without charge, we would like to be able to offer those kindly donating their spaces a contribution to their heating costs and also provide people who attend with hot refreshments and information leaflets detailing support in the local area.

In order to carry out these Warm and Well sessions, VAEF are requesting that Loughton Town Council would consider supporting this service in Loughton with a donation of between £300- £500. This donation will contribute to heating costs of the no cost venue, provide local residents with hot refreshments for up to 14 weeks, volunteer expenses and also contribute towards printing costs of supporting information which will be provided to attendees.

As I am sure you are aware, this year's current cost of living crisis will hit those who are vulnerable the most. This initiative of VAEF hopes to provide those in need with a safe space locally they can attend each week, meet new people, keep warm, have a hot refreshment whilst also learning about other supporting services available to them.

If you would like to discuss this VAEF initiative in more detail or have suggestions of a venue in your area that you feel may be suitable, I would very much welcome hearing from you.

Best wishes

Agenda Item 11

The Local Government Boundary Commission for England

Electoral Review of Epping Forest District Council: Draft Recommendations

From: reviews <reviews@lgbce.org.uk>

Sent: 04 October 2022 10:40

To: Contact Info <contact@loughton-tc.gov.uk>

Subject: Electoral Review of Epping Forest District Council: Draft Recommendations



Loughton Town Council
contact@loughton-tc.gov.uk

4 October 2022

Dear Mr Squire

ELECTORAL REVIEW OF EPPING FOREST DISTRICT COUNCIL: DRAFT RECOMMENDATIONS

The Local Government Boundary Commission for England has published proposals for new electoral arrangements for Epping Forest. A summary is attached.

The electoral arrangements for your town council may change because of our proposals. Please find attached a map outlining the proposed electoral arrangements for your council.

We propose that 54 councillors should be elected to Epping Forest in future. We also propose new ward boundaries across the authority.

A public consultation on the proposals will run from 4 October 2022 to 12 December 2022.

Once we have considered all responses to the consultation, we aim to publish final recommendations in February 2023. We will then lay a draft order in both houses of Parliament. Subject to parliamentary scrutiny, the new electoral arrangements are scheduled to come into effect at the authority's elections in 2024.

We considered all representations received from local people and organisations during our initial consultation when drawing up our proposals. We have sought to balance statutory criteria we must follow when drawing up these proposals, and we seek to:

- Make sure that, within an authority, each councillor represents a similar number of electors
- Create boundaries that are appropriate, and reflect community ties and identities
- Deliver reviews informed by local needs, views and circumstances
- Reflect the electoral cycle so that each ward is represented by three councillors

We are now inviting comments on the proposals before we finalise the new electoral arrangements in your area. We will consider every response we receive during the consultation period and will weigh each response against the criteria above.

If you would like to explore the draft recommendations, you can do so by visiting our **consultation website** at <https://consultation.lgbce.org.uk/node/34398>. Interactive consultation pages give access to the full recommendations. They allow people to explore maps of the proposals in greater detail and make comments. We also accept comments:

by email reviews@lgbce.org.uk


by post The Review Officer for Epping Forest
LGBCE
PO Box 133
Blyth
NE24 9FE


The Commission's main website contains further information about the electoral review and our work: <http://www.lgbce.org.uk>

We will write to you again when we publish our final recommendations.

Yours sincerely,

Agenda Item 11
The Local Government Boundary Commission for England
Electoral Review of Epping Forest District Council: Draft Recommendations / Cont'd





October 2022
 Summary Report
 The full report and detailed maps:
www.consultation.lgbce.org.uk
www.lgbce.org.uk

Have your say

We are now consulting local people on a new pattern of wards for Epping Forest District Council. We have an open mind about our final recommendations, and we will consider every piece of evidence we receive from local groups and people, regardless of whom it is from or whether it relates to the whole council area or just a part of it.

If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Epping Forest we want to hear alternative proposals for a different pattern of wards.

Epping Forest District Council

Draft Recommendations on the new electoral arrangements

We aim to propose a pattern of wards for Epping Forest District Council which delivers:

- **Electoral equality:** each councillor represents a similar number of electors.
- **Community identity:** reflects the identity and interests of local communities.
- **Effective and convenient local government:** helping your council discharge its responsibilities effectively.

A good pattern of wards should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of electors.
- Reflect community interests and identities and include evidence of community links.
- Be based on strong, easily identifiable boundaries.
- Help the council deliver effective and convenient local government.

Electoral equality

- Does your proposal mean that councillors would represent roughly the same number of electors as elsewhere in the council area?

Community identity

- **Transport links:** are there good links across your proposed ward? Is there any form of public transport?
- **Community groups:** is there a parish council, residents association or another group that represents the area?
- **Facilities:** does your pattern of wards reflect where local people go for shops, medical services, leisure facilities etc.?


- **Interests:** what issues bind the community together or separate it from other parts of your area?
- **Identifiable boundaries:** are there natural or constructed features which make strong boundaries for your proposals?

Effective local government

- Are any of the proposed wards too large or small to be represented effectively?
- Are the proposed names of the wards appropriate?

Useful tips

- Our website has a special consultation area where you can explore the maps. You can find it at consultation.lgbce.org.uk.
- We publish all submissions we receive on our website. Go to: www.lgbce.org.uk



Who we are

- The Local Government Boundary Commission for England is an independent body set up by Parliament.
- We are not part of government or any political party.
- We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.
- Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

An electoral review examines and proposes new electoral arrangements for a local authority, including:

- The total number of councillors representing the council's electors ('council size').
- The names, number and boundaries of wards or electoral divisions.
- The number of councillors for each ward or division.

Why Epping Forest?

- The Commission has a legal duty to carry out an electoral review of each council in England 'from time to time'.
- Epping Forest District Council has not been reviewed since 2000 and the Commission has therefore decided that it should review Epping Forest in advance of the elections in 2024.

Our proposals

- We propose that the council should have 54 councillors in future, representing 16 three-councillor wards across the council area.

You have until 12 December 2022 to have your say on the recommendations

Write to:
 Review Officer (Epping Forest)
 LOBCE
 PO Box 133
 Blyth
 NE24 9FE

Our consultation area:
consultation.lgbce.org.uk
 Email:
reviews@lgbce.org.uk
 Twitter:
 @LOBCE

Agenda Item 11
The Local Government Boundary Commission for England
Electoral Review of Epping Forest District Council: Draft Recommendations / Cont'd

Summary of our recommendations

Our draft recommendations propose that Epping Forest District Council should have 54 councillors, four less than there are now.

Those councillors should represent 18 three-councillor wards.

Before drawing up the draft recommendations, the Commission carried out a public consultation inviting proposals for a new pattern of wards for Epping Forest.

We have considered all of the submissions we received during that phase of consultation. The boundaries of most wards should change, Buckhurst Hill West will remain the same.

An outline of the proposals is shown in the map to the right. A detailed report on the recommendations and interactive mapping is available on our website at: www.lgbce.org.uk.

We welcome comments on our draft recommendations, whether you support the proposals or wish to put forward alternative arrangements.

Have your say at consultation.lgbce.org.uk:

- view the map of our recommendations down to street level
- zoom into the areas that interest you most
- find more guidance on how to have your say
- read the full report of our recommendations
- send us your views directly

Stage of Review	Description
10 May 2022 - 18 July 2022	Public consultation on warding arrangements
4 October 2022 - 12 December 2022	Public consultation on draft recommendations
28 February 2023	Publication of final recommendations
May 2024	Subject to parliamentary approval - implementation of new arrangements at local elections

Overview of draft recommendations for Epping Forest District Council

View this map online: consultation.lgbce.org.uk

Follow the review on Twitter: @LGBCE

If you are viewing this page online, click on the map to go straight to our interactive consultation area.



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The Local Government Boundary Commission for England
Electoral Review of Epping Forest District Council: Draft Recommendations / Cont'd

