



# COUNCIL MEETING

Members are summoned to attend a Meeting  
of the Town Council

to be held at

Loughton Town Council, Council Chamber  
1 Buckingham Court, Rectory Lane, Loughton IG10 2QZ

on Tuesday 25 April 2023 at 7.30pm

to transact the business shown in the agenda.

**Mark Squire**  
**Town Clerk**  
18 April 2023

**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 the meeting,  
please email your apologies to the office [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)

## A G E N D A

- 1 Apologies**  
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 21 February 2023.
- 4 Public Representations**  
To hear any representations from members of the public who have registered a request to address the Committee in accordance with no 5, Appendix C, of the Standing Orders.
- 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 Committee 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 on page 3.
- 8 Additional Bank Signatories**  
Currently the Town Council is a little stretched on the number of LTC signatories readily available to sign cheques. A request is made for two additional bank signatories. Cllrs M Stubbings and G. Wiskin have provisionally agreed to assist.  
  
The Town Clerk will provide further background information.
- 9 Reports from Committees**
  - 9.1 Planning and Licensing**  
Held on 6, 20 March, 3 and 17 April 2023.
  - 9.2 Recreation**  
Held on 8 March 2023.
  - 9.3 Environment and Heritage**  
Held on 28 March 2023.
  - 9.4 Resources and General Services**  
Held on 12 April 2023.
- 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.

- (i) Minutes of Loughton Broadway Town Centre Partnership 12.1.23
- (ii) Report from Roding Valley Meadows Local Nature Reserve Consultative Group Meeting 1.3.23. – Cllr D Wixley
- (iii) Report from Epping Forest Local Councils' Liaison Meeting 28.3.23 – Cllr D. Wixley

(See pages 4 – 8.)

**11 The Local Government Boundary Commission for England**

**11.1 Electoral Review of Epping Forest District Council – Final Recommendations**

The final recommendations are now in place (see attached pages 9 - 10) subject to parliamentary approval and will be effective in Epping Forest at the time of the local elections in 2024. The recommendations from Loughton Town Council were not taken on board.

To receive and note.

**11.2 Consultation on division boundaries for Essex County Council**

See attached consultation (pages 11 – 14) which closes on 5 June 2003. Members to review and comment.

**Mark Squire  
Town Clerk  
18 April 2023**

**Agenda Item 7**

**Town Mayor's Engagements and Announcements – since the last Council meeting held on 21 February 2023.**

26 February	Town Mayor's Civic Celebration	BC
1 March	YES Partnership Conference	BC
4 March	National Jazz Archive – Celebrating Billie Holiday	BC
6 March	Opening of New Building Roding Valley High School	BC
17 March	Rotary Club of Roding – Youth Makes Music, New Hall, Chigwell School	BC
18 March	The Mayor's Charity Dinner – Epping Town Council (proceeds to the Earthquake Appeal)	BC
27 March	Local Angels in Aid of Jewish Care Kings Oak Hotel IG10	BC
29 March	CST Annual Dinner	BC
30 March	LADS production The Father – Lopping Hall	BC
19 April	YES Partnership Conference	BC
21 April	Woodland Grove Care Home World Earth Day	BC
23 April	Town Mayor's Treasure Hunt to raise funds for the Lopping Hall Airconditioning	BC

**Agenda item 10**  
**Reports from Members on Outside Organisations**

(i) **Draft Minutes of meeting of Loughton Broadway Town Centre Partnership**

Thursday 12<sup>th</sup> January 2023 at 6.15pm

**Meeting took place at Barrington Community Hall,  
7 Barrington Close, Loughton, Essex IG10 2AZ**

**Abbreviations:** LBTCP- Loughton Broadway Town Council Partnership; EFDC – Epping Forest District Council; LTC – Loughton Town Council; LRRP – Langston Road Retail Park; SOLE – Save Our Libraries Essex; DTA- Debden Traders Association; ECC – Essex Country Council; TT – Town Team KB- Karlyslé Bryant; PCSO – Police Community Safety Officer; NEPP - North Essex Parking Partnership.

**Present**

Rose Brookes (RB) Loughton Town Councillor / EFDC, Chair of LBTCP  
Lorraine Gibson (LG) EFDC Estates and Land Officer  
Geraldine Wilson (GW)Trader, Geraldine's Hair, Member of Standing committee  
Duncan Gould (DG) Treasurer of LBTCP  
Chris Davies (CD) St Johns Church / St Johns on the Broadway  
Kevin Rainbow (KR) LTC  
Michael Owen (MO) EFDC  
Les House (LH) Loughton Town Councillor  
Lesley Allington (LA) Minute Taker

**Apologies received from:**

Cllr Lee Scott  
Cllr Stella Murphy  
Cllr Stephen Murray  
Cllr Barbara Cohen  
Rowan Hartfree Pearce  
Duncan Haslam

**1. Introduction's**

Brief introductions from everyone, who they are and what they do

**2.Councillor Lee Scott, The Essex County Councillor for the Broadway**

RB - Unfortunately, Lee Scott was unable to attend due to illness, but I will invite him to the next meeting

**3. Minutes of last meeting**

No amendments required

**4.Reports**

**a. Traders Report - Geraldine Wilson**

Spoke with Kevin regarding the revamp of the Broadway and whether it is going ahead, needs to go to planning and cabinet, no idea re cost but we (leaseholders) will be charged needs to be a meeting with Jordan (project manager)

KR – Shop surrounds and Facias are Councils responsibility; I will come to the meeting to talk to traders about costs

GW- Rents are up for review and will go up as well as the refurb costs. Stuart's shop is up for rent and so is the EFDC office

LG – Ask Jordan to come to the next meeting, the flats were sent letters about the consultation they need to talk to the shops too, there won't be a price given until the contractors price it up.

GW – If the lease is up and the shop is closing there is no need to pay

LG – Jordan needs to meet with the traders to give an update

GW – Kevin thinks nothing will happen until June

KR- Some things are shelved due to budget cuts; the Central Reservation may have been shelved.

LG – Still problems with buses turning and parking and unloading on the pavement.

GW – Jordan needs to send an update letter

**ACTION ITEM**

MO – I will follow up

LG – Things are being done regular maintenance that the Council are responsible for

RB – I wrote to Cllr Chris Whitbread (leader of EFDC) about being the temporary chair and also about the Central Reservation, Chris thought that it was a request to local highways rather than an agreement – nothing in writing, costs were to be shared.

**ACTION ITEM** – Rose and Michael to follow up

Paul rang Judy and said it had been agreed.

LG – was it supposed to come from one pot of money- government funding other local areas have been given funding

MO – Not funding, talks about what can go in it due to the gas pipes running along the Broadway

KR – Possibly why they can't concrete but needs something

**b. Updates from Duncan Haslam (EFDC)**

No update DH not present

**c. Councillors Reports**

**i Loughton Town Council**

Covered elsewhere

**ii Epping Forest District Council**

Covered elsewhere

**d. Treasurers Report**

Nothing to report

**5. Santa Claus is coming to town – update and feedback**

RB – We had a lot of donations of books at the Loughton Book shop some very generous. The Bookshop gave us 30% off for all books. The total cost for the event came to £1178.77 Jelly Jade the entertainer and 2 Face painters, wrapping paper,

printing, decorating, high viz jackets & Sellotape came to £684.68 The Books came to £494.09 We received a donation of £250 from Debden Traders and a further £360 in cash from various people. Total cost to the Partnership coming in at £568.77. We had quite a few Books left over some to go to Restore for the Playgroup and some to St Johns main bulk were for 7–11-year-olds.

MO – What about donating to the food bank?

RB – Pesh is very good at getting donations so let's hang on to them for now

LG – We may need them for another event, possibly Jessel

GW – Could be used as prizes for an event at Jessel – Picture competition?

RB – Stephen sent some feedback. Music would have made the event better maybe School choir with more time to organise

KR – Very good event the kids were well behaved and parents appreciative

CD – What would change in safety terms

LG – As long as we had lots of Stewards

CD – Father Christmas was busy all the time, the photographer took some lovely photos, but it slowed the process down, maybe no photos next time

Or do the photography separately, people take their own photos these days

RB – The office worked well for Father Christmas, but it won't be available next year, the level 1 students from the college did a good job (decorating)

I can see why the town council don't want to close the road.

KR – The Traffic slowed down due to the number of high viz jackets around

LG – Costly and difficult to close the road, Royal Mail still must have access

LH – Thought it went very well not much needed to change music would be good

## **6. Community Safety / Policing relating to the Broadway**

No update

## **7. Community Events – Jessel Green, The Coronation**

RB – We need to plan if we want to do something Saturday 6<sup>th</sup> May is the Coronation 8<sup>th</sup> May is a Bank Holiday, I don't think I could be the lead on this as I have too much going on what could we do low key.

LG – There will probably be individual street parties organised

KR – People will be watching it on TV and have their own Street Parties, maybe but bunting up, decorate shops

CD – Could the kids design a Coronation Card and the best one would be sent to the King, wouldn't involve too much work, in the church group, get someone to pick a winner.

RB – Town Council competition we take forms to the different schools we could do that and ask the schools if they would promote it, display in St Johns, books for prizes – need to discuss deadline.

LG – Could have a presence at Jessel Green raise money for the partnership or a charity 50/50 the Grant we get won't go far.

RB – What happened to the Bunting from the Jubilee, a previous set of minutes said Kevin to find out.

LG – it belongs to the partnership ask Debbie who took it down?

DG – Bunting cost approx. £700 The partnership account balance now has £5,300 after expenses

## **8. AOB**

CD – gave an update on the events in St Johns, Tuesday mums and toddlers, Thursday Debden Social, tree of hope, Sunday Worship space, anything benefiting the community. St Johns on the Broadway was open on Christmas day and Epping Forest Community Church provided Christmas dinner.

GW – Christmas dinner very popular I gave out tickets in the shop.

KR – Would like to do something for the older people – there is a lot of loneliness.

GW - Cribbs used to do a Dove release on Christmas Day not doing it next year maybe St Johns could do it.

**9. Date of next meeting**

9<sup>th</sup> March 2023

**(ii) Roding Valley Meadows Local Nature Reserve Consultative Group Meeting 1.3.23.**

This is just a short report as I can forward on the minutes of the meeting should any members wish to read them.

This was the first meeting of the Group since the 10.3.21. and my first opportunity to meet the Ranger, Iona Kay, who has been in post for approximately 12 months and will shortly be joined by an Assistant Ranger.

Representatives from a wide range of organizations are members of the Group but in my experience not all of them attend all meetings. On this occasion representatives from LTC, Buckhurst Hill Parish Council, Chigwell Riding Trust, Essex Botanical Society, Dog Walkers, Friends & Walkers of the Roding Valley Meadows attended plus Abigail Oldham, from Countrycare at EFDC, who also took the minutes. (I have subsequently learnt that Abigail will be leaving EFDC having worked in the Countrycare team and with the Tree Wardens for a number of years and will be missed).

Some of the issues reported on:

1. Education activities have resumed following the lifting of Covid restrictions.
2. Felling Licence obtained in order to remove Poplars and thus restore an area to meadow.
3. EFDC installed CCTV which has been successful in combating fly-tipping.
4. "Pasture Pumps" have been installed near the river. These are activated by the cattle (Red Polls) themselves when drinking from their troughs thus providing for the troughs to be refilled as they are drinking.
5. Oak Processionary Moth - £7,000 was spent on removing OPM nests last year but now it is intended to remove only those where members of the public are most at risk of coming into contact with them.
6. Overflows from a sewer pipe manhole cover have been investigated by Thames Water. A camera put into the pipe revealed tree root penetration. While the flooding problem has ceased at the moment further work on the pipe and manhole cover is required.
7. Andrew's Pond – Old bridge and bench to be replaced and a footpath to be reinstated.
8. Paths, originally created by former Ranger, Paul Cook, to be restored to their original condition.

While I have always been able to attend these meetings the possibility of me having to miss a meeting because of a clash of engagements exists. I mentioned this at the meeting and there would be no objection to LTC sending a substitute should any members be interested in taking up that role.

Date of the next meeting: Wednesday 13<sup>TH</sup> September 2023.

David Wixley



**(iii) Epping Forest Local Councils' Liaison Committee Meeting  
28.3.23.**

The minutes of this meeting will be available in due course should members wish to read them and there is also a webcast recording of the meeting via the EFDC website. My report will highlight some of the issues covered.

The Town Clerk and Cllr Chris Pond (representing Loughton Central as the County Councillor) were unable to attend the meeting because of a clash with the E&H meeting on the same evening.

Cllr. Lee Scott, ECC Portfolio Holder for Highways, attended the meeting and dealt with a variety of questions. His answers were quite detailed and, in my view, gave rise to further questions which unfortunately were not possible to ask in a forum like this!

However, he reported that an extra £14.4 million would be available to spend on roads. Potholes were a particular problem because of the winter that we have had but he promised that a lot of repair work would be seen in the coming weeks.

He acknowledged that there were problems with the 542 bus service, which operates in Loughton and Debden, but he would not terminate the contract with the company running the service. He advised that anyone stranded as a result of a bus failing to turn up could hire a taxi and claim back the fare.

Extra money would be made available for a pilot "demand response bus service" scheme.

He was also going to set up a new committee consisting of the chairmen of the Local Highways Panels and made reference to the scheme whereby County Councillors could select a limited number of potholes and pavement defects, within their respective Divisions, for priority repairs.

Training – Town and Parish Councillors are invited to join District Councillors for a day long training session on the 12.5.23.

Topics to be covered:

Code of Conduct.

Planning.

Planning enforcement.

Data protection.

Training via EALC also available.

Local Plan – Senior EFDC Planning Officer, Nigel Richardson reported that following the adoption of the L.P. Town and Parish Councils will not receive paper copies of the L.P. from EFDC but can print off their own copies if they wish. However, paper copies will be sent to local libraries.

Sustainable Transport – Stephen Lloyd-Jones is EFDC's Sustainable Transport Officer. His report included information on seven bus routes, but he also reported on funding opportunities for EV charging points for parish council car parks and village halls. He advised of potential grants for energy generation and insulation improvements for village halls, parish council offices and sports halls in rural communities.

Unfortunately, the schemes that he was referring to were only applicable to rural communities and not councils representing areas like Loughton although he suggested that LTC and other similar councils might be able to benefit from other funding schemes. He did promise to write to me about this and I have subsequently received an email from him which I will forward onto the Town Clerk.

A provisional date for the next meeting is Thursday 15<sup>th</sup> June 2023.

**Agenda Item 11.1**

**The Local Government Boundary Commission for England  
Electoral Review of Epping Forest District Council – Final Recommendations**

7 March 2023

Dear Mr Squire

**ELECTORAL REVIEW OF EPPING FOREST DISTRICT COUNCIL: FINAL  
RECOMMENDATIONS**

The Local Government Boundary Commission for England has published final recommendations setting out new electoral arrangements for Epping Forest.

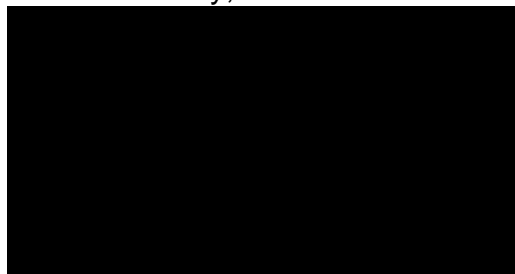
Details of the recommended changes are contained in a report which explains how they have been developed, including how we have taken local views into account. The report and interactive mapping are available on our consultation site [www.consultation.lgbce.org.uk/node/34398](http://www.consultation.lgbce.org.uk/node/34398) and the full library of information relating to the review is available on our main website [www.lgbce.org.uk/all-reviews/eastern/essex/epping-forest](http://www.lgbce.org.uk/all-reviews/eastern/essex/epping-forest).

The recommendations only become law once they have received parliamentary approval. The formal document (a draft Order) to start that process will be laid in Parliament shortly. The draft Order will provide for the new electoral arrangements for Epping Forest to come into effect for local elections in 2024.

The electoral arrangements for your town council will change because of our recommendations. Please find attached a map outlining the new electoral arrangements.

We would like to invite you to participate in our online opinion survey. This survey seeks feedback on the review processes and procedures, to identify improvements that can be made. We would be grateful if you could spare some time to complete the survey at [www.lgbce.org.uk/about-us/lgbce-opinion-survey](http://www.lgbce.org.uk/about-us/lgbce-opinion-survey).

Yours sincerely,



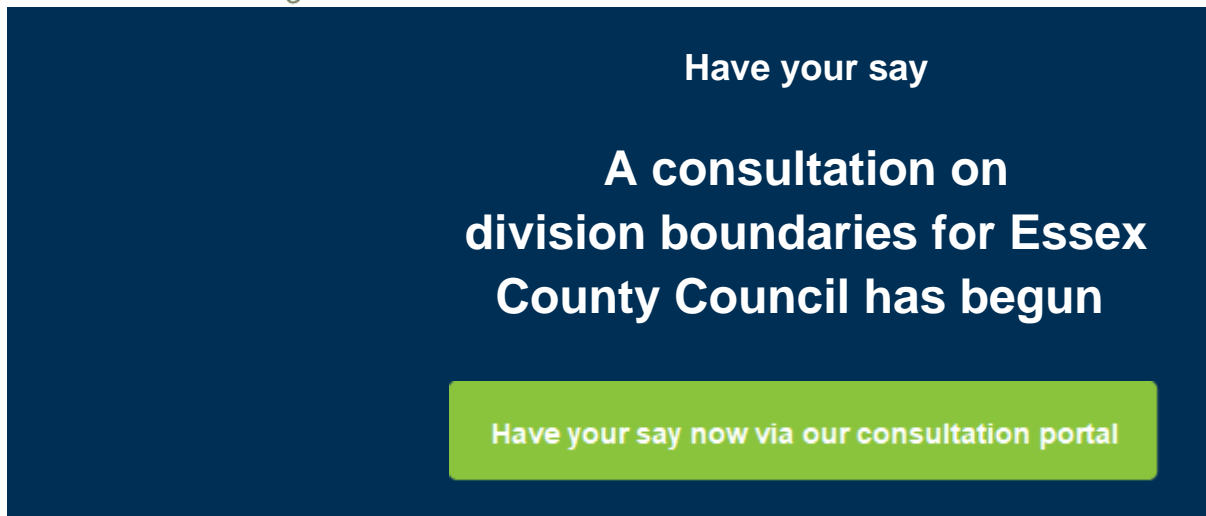
**Rebecca Pritchard**  
**Review Officer**  
Reviews@lgbce.org.uk  
0330 500 1525



**Agenda item 11.2**  
**Consultation on division boundaries for Essex County Council**

**From:** The Local Government Boundary Commission for England <[reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)>  
**Sent:** Tuesday, March 28, 2023 10:51 AM  
**To:** Contact Info <[contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)>  
**Subject:** Have your say on electoral divisions in Essex

The  
Local Government  
Boundary Commission  
for England



**Have your say**

**A consultation on  
division boundaries for Essex  
County Council has begun**

**Have your say now via our consultation portal**

Today is the start of a 10-week public consultation inviting proposals for new council divisions and division boundaries for Essex County Council.

Our consultation will close on **5 June 2023**.

After we have considered all representations made to us during this consultation, we intend to publish draft recommendations in August 2023.

We will then hold a further period of consultation on our draft recommendations. Our final recommendations are expected to be published in January 2024.

The new electoral arrangements will come into effect at the local elections in **May 2025**.

**If you represent a local organisation or community group in Essex, please pass this message on to your members or anyone who you think might be interested in the review. You can share the message by email or through social media by using the buttons at the bottom right of the page.**





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## What is an electoral review?

Our electoral review will recommend new electoral arrangements for Essex County Council. We will propose:

- the total number of councillors elected to the council in the future;
- the number of divisions;
- the number of councillors representing each division;
- division boundaries; and
- the names of divisions.

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## How to get involved

This is a public consultation and we welcome views from individuals and organisations across Essex on where they think new division boundaries should be drawn.

We are minded to recommend that **77 councillors** should be elected to Essex County Council in the future.

This is **two more** than the current number of councillors.

We are now inviting proposals to help us draw up a pattern of divisions to accommodate **77 councillors**.

In drawing up new electoral divisions, we must balance three legal criteria, namely:

- to deliver electoral equality: where each councillor represents roughly the same number of electors as others across the county;
- that the pattern of divisions should, as far as possible, reflect the interests and identities of local communities;
- that the electoral arrangements should provide for effective and convenient local government.

We will treat all submissions equally, and judge each case on its merits and against the legal criteria.

If you wish to put forward a view, we would also urge you to ensure that evidence supports your submission.

For example, if you wish to argue that two areas should be included in the same electoral division, make sure you tell us *why* they should be together, providing evidence about community facilities, ties, organisations, and amenities, rather than simply asserting that they belong together.

There is more advice on [our website](#) about how you can get involved in the consultation.

Our website features [technical guidance](#) that explains the process and our policies, as well as guidance on how to take part in each part of the process.

We have also set up a webpage dedicated to the review of Essex, where you can find all the relevant information.

You can also access interactive maps of the current ward boundaries across Essex on our [specialist consultation portal](#). The portal also allows you to comment and upload documents directly to the site.

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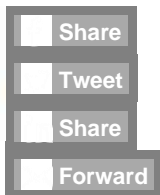
Promote the review in your area with our promotional poster

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## Get in touch

We welcome comments on division arrangements by **5 June 2023**. Representations should be made:

- Through our [interactive consultation portal](#), where you can explore the maps of the recommendations and make comments;
- By email to [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk);
- Or in writing to Review Officer (Essex), Local Government Boundary Commission for England, PO Box 133, Blyth, NE24 9FE



Local Government Boundary Commission for England,  
1st Floor, Windsor House, 50 Victoria Street, London,  
SW1H 0TL

You're receiving this email because you represent an organisation that we believe will be interested in this electoral review.

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