



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 Wednesday 21 February 2024 at 7.30pm

to transact the business shown in the agenda.

Mark Squire

Town Clerk

14 February 2024

Councillor M Stubbings (Town Mayor)

Councillor K Valentine (Deputy Town Mayor)

Cllr P Abraham
Cllr C Davies
Cllr W Kauffman
Cllr M Owen
Cllr J Riley

Cllr P Beales
Cllr T Downing
Cllr N MacKinnon
Cllr C.C. Pond
Cllr G Wiskin

Cllr R Brookes
Cllr S Fontenelle
Cllr S Murphy
Cllr C P Pond
Cllr D Wixley

Cllr B Cohen
Cllr L House
Cllr S Murray
Cllr K Rainbow

Note to Councillors:

If you are unable to attend the meeting,
please email your apologies to the office 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 30 January 2024.
- 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 he has attended to represent the Town Council, including the following :
 - World of Work Conference with the YES Partnership – 7 February 2024
 - Town Mayor's Civic Service Loughton Methodist Church – 11 February 2024
 - Visit to Alderton Hall School – 12 February 2024
- 8 Reports from Committees**
 - 8.1 Environment & Heritage Committee**
Held on 30 January 2024.
 - 8.2 Planning and Licensing Committee**
Held on 5 February 2024.
 - 8.3 Resources and General Services Committee**
Held on 7 February 2024.
- 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. Epping Forest Local Councils' Liaison Committee Meeting held on Thursday 1 February 2024 – Cllr David Wixley. See pages 3-4.
 - II. The Broadway Town Centre Partnership: Thursday, 11 January 2024 – Cllr Rose Brookes. See pages 4-5.

10 Removal of seven Loughton Salt Grit Bins by Essex County Council (ECC)

Further e-mails have been exchanged between the Town Clerk and Cabinet Member for Highways, Infrastructure and Sustainable Transport.

The most recent e-mail was sent on 2 February 202 – a response is awaited.

Salient points were

- Request for ECC to inform the Town Council beforehand if ECC are to make any further inspections / removals in the future?
- What has happened to the bins that have been taken?

Recommended as a practical and sustainable way forward.

1. ECC replace and restore all 7 bins that were taken away.
2. LTC to purchase and replace any bins in the future (cost c£350 to £400), subject to prior notice from ECC of the inspection and date of inspection provided.
3. ECC to continue to annually fill the bins that have been replaced as per the current system.

The Town Clerk will provide further background information and any further update that is available.

11 ECC/EFDC Planting of trees without consultation with the Town Council

ECC/EFDC have erroneously mis planted a significant number of trees, both at Hillyfields and Jessel Green without any consultation with the Town Council, which are causing problems.

This is very much a live issue. The Town Clerk will provide background information and an update.

12 Programme of Meetings for 2024/25

Councillors elected for the new Town Council in May 2024 need to sign the Declaration of Acceptance of Office. Usual practice is that Members must accept office within 14 days of the election, which is routinely completed at the first Council meeting being the 'Annual Council Meeting'.

Therefore to comply with regulations, the Annual Council meeting, will need to be brought forward to Wednesday 15 May 2024 and the Planning & Licensing Meeting scheduled for Tuesday 7 May will need to be cancelled.

The new 2024/25 timetable of meetings for the new Town Council may be available for this meeting. If not, it will be sent as a circular email to all Town Councillors for approval.

To receive and note

**Mark Squire
Town Clerk
14 February 2024**

Agenda Item 9

Reports from Members on Outside Organisations

Epping Forest Local Councils' Liaison Committee Meeting

Held at the Civic Offices, Epping on Thursday 1st February 2024.

The EFLCLC meetings provide an opportunity for the 24 Town and Parish Councils within the District to raise issues with the District Council. The seven County Councillors representing the ECC Divisions within the area are also invited.

I attended the meeting as the councillor representing LTC and the Town Clerk and Cllr Chris Pond (Loughton Central Division) both sent their apologies.

These meetings are normally preceded, sometime in advance, by a meeting of the Epping Forest Branch of the Essex Association of Local Councils so that it can discuss and submit items for the EFLCLC meeting agenda. Unfortunately, following the resignation of the EFEALC Branch secretary, no pre-meeting was held. Consequently, I think only 6 of the 24 T&P Councils sent representatives. It was notable that some councils that normally send representatives were absent which probably reflects a general feeling of dissatisfaction with communications with the District Council.

Unless someone comes forward to fill the vacancy of secretary for the EFEALC Branch then I do wonder what the future of the EFLCLC will be although the next meeting is scheduled for the 26.9.24.

The meeting received presentations from Qualis and dealt with two issues submitted by local councils which were a Review of Terms of Reference and information on Section 106 Agreements.

Qualis – Five representatives of Qualis attended the meeting including Group Chairman Brian Johnson, Ben Johnson from Qualis Property Solutions and Simon Rutter from Qualis Commercial.

Brian Johnson gave an overview of Qualis and its objectives e.g. to provide profits for EFDC, support EFDC in its objectives with the Board overseeing the direction and governance of the Qualis Group.

Qualis Property Solutions – Ben Johnson reported on its operations including council housing repairs and ground maintenance work and continued with reports on customer satisfaction surveys, the creation of local employment opportunities including apprenticeships which involved collaboration with the Epping Forest New City College. He also mentioned the setting up of a Community Benefit Fund with an initial sum of £35,000 from which a maximum grant of £5,000 is available. The grants must benefit council tenants although it was acknowledged that a grant, for example, to fund playground equipment, would also benefit the wider community as well. One parish council, represented at the meeting, expressed an interest in seeking a grant from the fund.

Qualis Commercial – Simon Rutter referred to house building projects mentioning that planning permission had been granted for 342 homes including Springwood Grove in Epping and the potential development of 45 homes at the redundant Nursery Site in Pyrles Lane, Loughton as well as a commercial development in Cartersfield Road in Waltham Abbey.

Terms of Reference (for EFLCLC meetings) – Gary Woodhall (Democratic Services EFDC) reported that he had been unable to find any Terms of Reference. However, if the EFEALC Branch could appoint a secretary he would discuss the possibility of producing Terms of Reference with them.

Section 106 Agreements – Nigel Richardson (Service Director for Planning at EFDC) gave a PowerPoint presentation on Section 106 Agreements and answered questions on the topic.

A webcast recording of the meeting is available and minutes of the meeting will be published in due course via the EFDC website should members be interested.

Date of next meeting 26.9.24.

Cllr David Wixley

The Broadway Town Centre Partnership Thursday, 11th January 2024.

The first part of the meeting was devoted to a postmortem of the Bright Lights on Broadway Christmas event for children on Wednesday 29 November 2023. A detailed breakdown of the expenses was studied by members present. The total cost to the BTCP was £1059.83.

The Interim Chair stressed that the true cost of the event was much higher as we were able to use some of last year's donated presents. Loughton Book Shop provided the books at considerable discount, Terry Tew Sound and Light made no charge for the staging and lighting provided and three technicians for the day and T. Cribb and Sons donated £200 towards the fairground ride. (The ride was free to children, but the company charged us £550).

It was agreed to donate £75 to Epping Forest Citizens Advice Bureau as KP Butchers allowed us to use their electricity for nothing and requested a donation to a local charity. Qualis donated several Christmas trees to decorate the central reservation.

The Committee generally felt the event had gone well and achieved the target audience which was children that lived within the immediate vicinity of the Broadway. One of the traders felt that we should have asked for a pound per child for the ride. The showmen usually charge £3 per ride. It was pointed out in the last event Loughton Town Council organised in 2018 they asked for donations of 50p a child but very few people gave a donation. Councillor Murray pointed to the fact that some volunteers had stood in the cold for four hours without a break and that we had barely enough volunteers to safely man the road and no one to give people a break.

The Interim Chair reported on the Boundary Commission's Review of Essex County Council's Divisions. She had sent a detailed submission in July, arguing that the Broadway should be part of a Loughton division, and not linked with Chigwell, as the areas had very little in common. The public consultation is open till 19 February and all members were encouraged to make an individual response endorsing the Commission's proposals that it should be part of Loughton Central. (For over twenty years the Broadway has been linked with Chigwell). The new divisions come into place in the next Essex County Council Elections in 2025. The Boundary Commission recommended that Chigwell be joined with Buckhurst Hill and that the Broadway was part of Loughton again.

Epping Forest District Council will make their final payment towards the expenses of the Town Centre Partnerships in this financial year and the grant of £1,000 per annum is being cut as the budget is under severe pressure. EFDC are encouraging the three remaining Town Centre partnerships (Waltham Abbey, Ongar and Loughton Broadway) to look to their respective town councils to fund them, in addition to charities.

Operation Dial had sent a written update of their activities to the interim chair to be read out to the meeting. The funding continues till the end of March from the Essex Police and Crime Commissioner, using Home Office, funding as the Broadway is one of the eleven Essex hotspots identified on the basis of crime figures.

British Transport Police have been doing some spot checks to fine fare dodgers. The Operation Dial patrols have also tried to help a homeless individual who has sleeping outside Wenzel's bakery, offering him help.

Geraldine Wilson reported that 60 The Broadway is now an estate agent. St John's on the Broadway will close at the end of February. 52 The Broadway is going to be a Greek food outlet.

The meeting was also attended by several disgruntled traders; reported leaks have gone unattended by the Council for many years. All are concerned at the prospect of a contribution to future improvements, including a new roof, much shorter new leases are now being offered; usually six years.

Shane Carroll is now the new EFDC officer who has taken over the Broadway Improvements programme. He has been invited to the next BTCP meeting on Thursday 14 March at 6.15pm at Barrington Court. The Commercial department of the Council have also been invited to attend.

Cllr Rose Brookes