



COUNCIL MEETING

Members are summoned to attend a Meeting

of the Town Council to be held at 7.30pm on

Wednesday 17 July 2024

At Loughton Town Council, Council Chamber,
1 Buckingham Court, Loughton IG10 2QZ

to transact the business as shown in the agenda.

Mark Squire

Town Clerk

10 July 2024

Councillor K Valentine (Town Mayor)

Councillor L House (Deputy Town Mayor)

Cllr I Allgood
Cllr S Fontenelle
Cllr N MacKinnon
Cllr J Obaseki
Cllr M Stubbings

Cllr R Brookes
Cllr A Fricker
Cllr R Minhas
Cllr M Owen
Cllr R Sylvan

Cllr C Davies
Cllr S Harriman
Cllr S Murphy
Cllr C Pond
Cllr C Ubah

Cllr W Dodd
Cllr K-W Lee
Cllr S Murray
Cllr J Riley
Cllr D Wixley

Note to Councillors:

If you are unable to attend the meeting,
please email your apologies to the office on contact@loughton-tc.gov.uk

A G E N D A

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.

Members are reminded that if their interests change, they must, within 28 days of becoming aware of the change, complete a new register of members' interests form and return it to the Town Clerk for submission to the Monitoring Officer.

3 Confirmation of Minutes

To confirm the minutes of the Extraordinary Council meeting held on 29 May 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 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 on page 5.

8 Reports from Committees

8.1 Planning and Licensing

Held on 20 May, 3 and 17 June, and 1 and 15 July 2024.

8.2 Recreation

Held on 29 May 2024.

8.3 Environment and Heritage

Held on 11 June 2024.

8.4 Resources and General Services

Held on 26 June 2024.

Councillor / Staff Long Service Awards (See minute RG12).

Following the preceding Resources and General Services Committee meeting on 26 June 2024, recommendations were AGREED at the Strategy & Staff Group (SSG) meeting on 29 June 2024, recognising commitment and service with long service awards. This included reference to and recognition of long service of Town Councillors from the last Town Council administration.

Recommendation for Town Councillors to approve is as follows: -

For Town Councillors

A certificate and bronze badge to denote 10 years' service.

A certificate and silver badge to denote 15 years' service.

A framed certificate and gold badge to denote 20 years plus service.

For Town Council staff

1 additional days holiday p.a. to denote 10 years' service

2 2 additional days holiday p.a. to denote 15 years' service.

3. 3 additional days (capped) holiday p.a. to denote 20 years' service.

It was also NOTED that The Town Mayors chain needs a 'makeover' which the Town Clerk will organise. He will also investigate adding the particular 'years' service, to be added to the 'Past Town Mayors' badges.

Budget – Virements (see minute RG 20 below)

Following discussion and recommendation from the Recreation Committee (minute RC26), Members AGREED to recommend the following to Full Council:

Authorise the Town Clerk to be able to make any necessary virements between budgets with an individual limit being set at £6,000.00. Any virements made to be in consultation with the committee Chairman and reported thereafter to the relevant committee meeting and also the Resources and General Services Committee.

The Committee also NOTED that if agreed by Full Council, the new agreed limits will be included in the latest Financial Regulations.

Members to approve.

Town Council's Banking Arrangements / Signatories (see minute RG 21 below)

Members discussed and AGREED the recommendation to Town Council the transfer of the Town Council's NATWEST current account number 1, to Unity Trust Bank, along with the following recommendations regarding signatories: The removal of former Town Councillors Caroline Pond and Graham Wiskin from signatories on all bank accounts.

The recommendation of the following signatories / authorisations:

All existing Councillor signatories to remain and be added for signatory / authorisation when the new Unity Bank account is opened.

Cllr Owen as signatory / authorisation on new Unity Bank account to be opened

Cllrs Allgood and Fontenelle as signatory / authorisation on new Unity Bank account and signatory on all other Town Council bank accounts.

Other Councillors may also be further nominated at next Town Council meeting.

A request is made for two further banking signatories to check and approve payments on the new Unity electronic banking system.

9 Reports from Members on Outside Organisations

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. Local Authorities Liaison meeting - Tuesday 14 May 2024

See attached pages 6 – 11.

II. Lopping Hall – AGM Tuesday 9 July 2024

See attached report on page 12.

10 Councillor Vacancy on Planning & Licensing Committee

Members to nominate a fellow member for the remaining vacancy.

11 Councillor Information

Further to the e-mail circular to Town Councillors on 5 July 2024, members are required to inform the Town Clerk as to how they wish their personal addresses and phone numbers too appear on publications within the public domain. For security reasons many Councillors have opted to using c/o Buckingham Court as their holding address, or just the general street name. Other are content to show their full details.

For those Councillors yet to reply, the deadline day is Thursday 18 July 2024, due to the imminent publication of the autumn 'Think Loughton' newsletter.

12 Town Councillor E-mail Addresses

See minute RG267 below Loughton Town Council (LTC) email addresses
Members reviewed the requirements / costs and AGREED the option of £6 per month, per Councillor, for both the gov.uk email address and access to "one drive"
Councillors also AGREED the recommendation of setting a budget allocation in 2024/25 for the implementation of this project after the outcome of the elections in May 2024.

Recommend a standard Town Councillor e-mail address for all members. See some options below for e.g. Cllr John Smith – all followed with **@loughton-tc.gov.uk** available at the meeting.

CllrJSmith@

CllrJohnSmith@

CllrJohn-Smith@

CllrSmith@

Members to agree on a standard format.

13 Loughton High Road – Weekly Food Market

Epping Forest District Council (EFDC) have instructed their solicitors for a draft document for the market provider (Hughmark) to use the pavement outside Centric Parade. The Town Clerk will update further if any more information is forthcoming. To receive and note.

14 Recommendations from SSG meeting 29 June 2024

I. Recording of meetings by Town Councillors

As an interim measure it was agreed that the following paragraph would be added to Standing Orders.

Subject to Standing Order 3 r, a Town Councillor may be permitted to record the meeting subject to

- Informing members and guest(s) to the meeting before the first agenda item that he/ she will be recording the meeting
- the recording of the meeting is not to be passed on to any third party in any form
- the recording itself will be deleted within 2 weeks

This wording would be reviewed again at a future date, following further research by the Town Clerk.

II. St John the Baptist - Closed Churchyard

Members reviewed and AGREED to recommend to the next Town Council meeting that Loughton Town Council would take over the responsibility of maintenance work of the St Johns Churchyard, when it becomes a Closed Churchyard.

The clerical and administrative functions would remain with the Church. The additional costs involved, including the appointment of a part time cemetery attendant were NOTED. The extra costs may lead to an increase in the precept which would need to be conveyed to local residents, (providing the rationale behind the developments) in due course. A Service Level Agreement between St Johns Church and the Town Council would need to be drawn up to clarify the responsibilities of each party.

Members to review and agree.

III. Staffing Matters

Members NOTED

- the retirement of the existing Deputy Town Clerk / Responsible Financial Officer in October 2024.
- planned recruitment of a new Responsible Financial Officer (RFO). To receive and note.

The Town Clerk will provide further background information and an oral update.

**Mark Squire
Town Clerk
10 July 2024**

Agenda item 7
Town Mayor's Engagements and Announcements

- | | |
|---------|---|
| 1 June | National Jazz Archive – Loughton Baptist Church |
| 6 June | D-Day Landings 80 th Anniversary – Beacon Lighting on Hillyfields Open Space |
| 7 June | LADS production of 'The Roundabout' by JB Priestley - Lopping Hall |
| 18 June | Creative Summer Festival – New City College |
| 21 June | Essex County Council Garden Party |
| 23 June | Jessel Green Fun Day |
| 30 June | Opening the Staples Road School Summer Fair |
| 28 June | Woodland Grove Care Home – Opening of Wildlife Garden |
| 12 July | Official visit to Haven House Children's Hospice |

Agenda Item 9
Reports from Members on Outside Organisations
I. Local Authorities Liaison meeting



**Epping
Forest**

Registered Charity

Local Authorities Liaison meeting

Tuesday 14 May 2024

Notes of the Epping Forest Local Authorities Liaison meeting held at the Warren, Loughton, IG10 4RW and hybrid on Tuesday 14 May 2024

Attendees

Benjamin Murphy CC, City of London Corporation (Chairman)
Caroline Haines CC, City of London Corporation (Deputy Chairman)
Cllr Paul Morris, Theydon Bois Parish Council
Cllr Patrick Gill, Theydon Bois Parish Council
Cllr Tim Matthews, Epping Forest District Council
Cllr Jon Whitehouse, Epping Forest District Council
Cllr Ian Allgood, Epping Forest District Council
Cllr Jo Blackman, London Borough of Redbridge
Cllr Roza Gomez, London Borough of Redbridge
Cllr Guy Williams, London Borough of Redbridge
Cllr Beverly Brewer, London Borough of Redbridge
Cllr Rosalina Dore, London Borough of Waltham Forest
Cllr Keith Rayner, London Borough of Waltham Forest
Cllr Mitchel Goldie, London Borough of Waltham Forest
Cllr Caramel Quinn, London Borough of Waltham Forest
TC Cllr Mark Squire, Loughton Town Council

David Sprunt, Strategy & Engagement Manager, Essex County Council

Jacqueline Eggleston, Interim Superintendent of Epping Forest, City of London Corporation

Rosalina Banfield, Project & Executive Manager to the Exec Director Environment, City of London Corporation

Agenda items

1. Welcome and Introductions

The Chairman welcomed everyone to the meeting and explained that due to the significant transformation programme taking place within Epping Forest, in addition to the significant portfolio of projects, he was keen to convene local representatives at least every six months to discuss progress, in addition to collaboration opportunities which are mutually beneficial to each of Epping Forest's neighbouring local authorities.

2. Epping Forest News and updates

Recruitment: the 2023 restructure resulted in the need to recruit up to 60 new staff and roughly two thirds have been recruited to. Since December 2023 the following have been successfully appointed: Visitor Centre Manager, Campaigns and Fundraising Officer, Assistant Grounds Greens Keeper, two Sports Administrators, Grazing & Landscapes Manager, Herdsperson, Conservation Officer, Regulatory Officer, Head of Conservation, Wildlife Management Officer, Health & Safety and Property Officer, Arborist Manager, Digital

Agenda Item 9

Reports from Members on Outside Organisations

I. Local Authorities Liaison meeting – continued

Content Officer, Waste & Recycling Manager, Senior Grass & Conservation Officer, Engagement & Volunteering Officer, Business Admin Apprentices. Interviews are scheduled for the Estates Landscape Manager and three new arborists will be onboarded. The next recruitment campaign will focus on the vacant Forest/Assistant Forest Keeper roles, which is a significant area of expansion.

Recruitment has consumed a lot of time and resources, but Epping Forest is now in a good position to regroup with excellent new staff and increased staff capacity of 25%. The Interim Superintendent reported that staff are settling in well.

The Chairman provided an outline of the City of London's new Corporate Strategy which increased focus on the open spaces, the four new natural environment strategic themes running across the open spaces (Nature Conservation and Resilience; Culture, Heritage and Learning; Access and Recreation; Community Engagement). The focus in Epping Forest this year will be on creating a new works programme to consolidate and prioritise projects and a 5-year management plan for the Epping Forest charity.

Some of the key topics discussed were:

Countryside stewardship award: £2.37m has been granted by Defra, which will help fund tree management and includes a capital grant to assist with infrastructure projects such as new wayfinding/signage, improving entrances/exits, especially in the North and West of the Waltham Forest side.

Quad bikes/motorcross bikes: there are ongoing issues with quad bikes/motorcross bikes in Epping Forest. The Keeper and Enforcement team are working with local police, have carried out localised awareness campaigns with visitors and improved signage promoting the byelaws that motorised vehicles cannot be driven on Epping Forest land. Members are encouraged to report these matters to local police to help identify perpetrators, given the limits of Epping Forest Keeper powers.

Drug dealing at Manor Flats: the team have carried out habitat clearance work and removed rough sleeper camps and drug dens. It is hoped Opening up the area will be a deterrent, making it harder for drug dealing to take place. The Interim Superintendent has also approached the police for additional support.

Vandalism of protective fencing for nesting Skylarks at Wanstead Flats: the protective fencing put up to protect the Skylarks was repeatedly being cut. The Corporation has invested in a successful public messaging campaign, involving the Police and Volunteer groups, which seems to have dwindled the volume of damage significantly. The enforcement team are also following up on individual leads.

Bluebells, Challet Wood, Wanstead Park: An annual problem for Epping Forest. This site is widely marketed as a place to visit across London. Media campaigns, new signage, enforcement teams on the ground and support of local volunteers have mitigated the damage. This year seen an expansion of bluebell growth.

Protected ancient monuments across the Forest: Erosion of the Iron Age Hill Forts at Loughton Camps has been mainly due to cyclists. Enforcement is difficult as it is not easy to identify the Hill Forts underground. Additional signage has been erected to be followed by an educational campaign and enforcement where necessary. Local cycling groups are fully engaged.

Lend a Hand Day - March 2024: The Chairman hosted a very successful day celebrating the volunteering organisations that work in Epping Forest. A new volunteer guide was produced and will be updated quarterly going forward to celebrate the opportunities of many different organisations volunteering in the Forest. A new Epping Forest Volunteer badge was also commissioned to tie all of the groups together under one brand.

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Reports from Members on Outside Organisations
I. Local Authorities Liaison meeting – continued

ULEZ fleet: Epping Forest's fleet replacement programme is almost complete and there has been investment in additional specific maintenance fleet which will make working in the Forest and golf clubs more efficient.

The following points were raised by Members:

- a) An Epping Forest Volunteers' newsletter was suggested. The Interim Superintendent confirmed that there is not currently a dedicated Volunteers Newsletter but the Forest Matters newsletter contained a lot of volunteering information. Members were advised to send any volunteer opportunities or content to be shared in the newsletter to epping_forest@cityoflondon.gov.uk
- b) An increase in rough sleeping as weather improves was discussed. Noted that Epping Forest has a team of four Enforcement Officers who could assist. Members to put their Neighbourhood Officers in touch with the Epping Forest Enforcement Team: epping_forest@cityoflondon.gov.uk to collaborate in outreach support.
- c) Recruitment of the Forest Keepers was discussed. Noted that recruitment would take place once the two Management post were in place (shortlisting and interviews to take place shortly). Progress on timelines can be communicated separately.
- d) The need for improved path signage was discussed. Noted that work was currently taking place to identify and map all the various paths across the Forest. The ambition is for residents to be able to access the Forest locally without driving to a known entrance. Noted that a recent signage project in Waltham Forest involved researching and reverting to the original names for Forest areas. This proved very popular and it would be good if this could be done throughout the wider Forest. All to send details on any underused/unknown paths to Epping Forest: epping_forest@cityoflondon.gov.uk

3. Significant Epping Forest Projects

The Chairman explained that communication around major projects had been poor, mainly due to a lack of staffing. In addition, the structure of the City Corporation meant that projects often have a significant volume of departments, internally and externally, who are critical to project delivery. As such, he has tasked the Interim Superintendent to create dedicated Project Boards of Officers to help drive forward delivery. Where there are significant clusters of projects in small geographic areas (such as Wanstead Park), stakeholder advisory groups would also be created to help inform delivery plans and communication.

Wanstead Park Water Retention: Epping Forest have won funding to carry out a detailed water study in Autumn for Wanstead Park to help with water retention (includes roughly 12 interventions).

Wanstead Grotto Restoration and Wanstead Temple Conservation Management Plan: both are due for approval in May 2024. The Grotto is on the Heritage Asset Risk Register and consultants are investigating how best to carry out the restoration, which will be a multi-year project and expected to cost up to £6.5m of which no funding is currently assigned.

Wanstead Play area: adjustments are being made to its layout which should double its size, due to the location of a significant tree at the centre of the park.

Public Footpath Improvements: Tactical repairs are being carried out in the worst affected areas, including some car parks. Procurement has commenced to permanently repair some of the extensively damaged areas. Work should hopefully start to take place over the Summer.

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Reports from Members on Outside Organisations
I. Local Authorities Liaison meeting – continued

Access improvements have been made across the Warlies Estate to be followed by the Copped Estate

Cattle handling: ongoing project to improve the cattle over-wintering facility at Great Gregories Farm in Theydon Bois, including the completion of the new attenuation pond.

The following points were noted from the update:

- a) There are a lot of ongoing/planned projects at Wanstead but members or the public are not aware of it and there is a lot of misinformation being circulated. The Interim Superintendent agreed and advised she was working a communications plan that could be shared with the public/updated on relevant websites.
- b) Due to the proximity of the Wanstead School to a lot of the projects, it would be good if interpretation could be included in relevant projects to encourage engagement with school children.
- c) Repairs to paths were welcomed with all agreeing that there were many in desperate need of repair. Priority for path works was discussed. Noted that a prioritisation exercise had been carried out based on health and safety and staff/contractors would use that as a starting base to prioritise path repairs, including considering footfall and level of erosion. All to advise of any paths that warranted prioritisation: epping.forest@cityoflondon.gov.uk
- d) The Wanstead Parkland Plan was discussed. Noted that it would be revisited to determine how facilities are used. This would be progressed with community and stakeholder involvement.

4. Future Epping Forest Projects

SAMMS strategy: all parties have signed up to the agreement which outlines what and how the income generated from planning development will be spent to mitigate damage to the Forest from increased users and air pollution. The Interim Superintendent is working on a detailed work programme which will be shared publicly when completed. Included in the agreement is the role of the Epping Forest Ambassadors. Job descriptions for the Ambassadors are being reviewed.

Park Keepers House, Capel Road, Wanstead: Epping Forest have submitted a planning application to Redbridge Council for change of use from changing rooms (upgraded facilities have been provided in an alternative location) to day nursery. Outcome expected 31 May 2024.

Dam wall reinforcement works: Wanstead Park specification is out with contractors for a summer 2025 start time. Baldwins Pond works to take place Spring 2025.

River Roding Water Abstraction: programme with Spar Flow contractors and the Environment Agency re an abstraction licence for the river Roding to transfer water to the Ornamental Ponds at Wanstead Park. This will require a new pump house. Aiming for delivery in Winter 2024 but need to dovetail it with the work to the Grotto which could postpone the start date. Noted that there is a wider pond issue across Epping Forest with many drying out during the summer months, impacting biodiversity.

Bench Sponsorship Scheme: opportunities for businesses of members of the public to sponsor benches in Epping Forest will be relaunched in Summer 2024.

Arable Conversion: The City of London Corporation's Carbon Removals Programme has awarded funding to Epping Forest to enable arable conversion work to take place at Copped Hall in the Autumn 2024.

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Reports from Members on Outside Organisations

I. Local Authorities Liaison meeting – continued

A104 Road Safety Scheme: Essex Highways will be consulting shortly on the road safety scheme which will include reducing the speed limit from 40 miles per hour to 30 mph and installing average speed cameras.

Epping Forest Transport Strategy: work will be starting over Autumn on refreshing the existing strategy, looking at how transportation works in and around the Forest, connectivity, routes through the Forest and sustainable travel. All agreed to put their respective Transport Officers in touch with the Interim Superintendent.

5. Updates from Local Authority Members

Updates/issues raised by the London Borough of Redbridge:

- Redbridge are starting work on their sustainable transport strategy and hope to go out on consultation later this year. Included in this is the Aldersbrook area where officers are investigating implementing extra road safety measures such as reduced speed limits and introducing additional crossings.
- Roding Area Plans: a bid has been submitted to the GLA for further funds to carry out works around the Roding (towards the Ilford end) and where it links up with Wanstead Park. Cllr. Blackman agreed to share the plans with the Interim Superintendent.
- Sustainable drainage works are taking place on Blake Hall Road, Wanstead.

Updates/issues raised by the London Borough of Waltham Forest

- Proposals for Epping Forest Hotel, Oak Hill, Chingford: Cllr. Dore advised on the proposed development, which Epping Forest were not aware of. Cllr. Dore agreed to send information about the proposal to the Interim Superintendent.
- Ching biodiversity improvement project is a joint project with Thames 21 and the Environment Agency. Have been liaising with Sally Gadsdon and Andy Froud at Epping Forest and it would be very useful to have some further input from Epping Forest.
- Access to the Forest from Chingford Station: budget has been identified and Waltham Forest Officers are investigating what works could be undertaken to make crossing the road safer opposite the Epping Forest Visitor Centre on Ranger's Road.
- Royal Forest Hotel: restoration/restaurant development project is proving very popular locally and can only be positive to the Forest. The Chairman confirmed Epping Forest was in touch with the licensees who are keen to reflect the history of the Forest in their renovations.
- A request for wild swimming was made. The Chairman confirmed that there were no plans to introduce wild swimming at this stage and it would be for local authorities, as the statutory leisure providers, to consider expansion of sports and leisure provision for local residents.

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I. Local Authorities Liaison meeting – continued

Updates/issues raised by the Epping Forest District Council:

- The Local Plan has been approved which will see a lot of change being introduced over the coming years with a focus on infrastructure. Could lead to an increase in visitor numbers to the Forest. Noted that the Green Space Strategy was interesting and it would be good to see how it emerged over time.
- A121 next to the Woodbine Pub, Waltham Abbey: lack of progress from Essex Highways on the issue of right turn into Forest Side and the public safety of the junction and lack of crossing was discussed. David Sprunt of Essex Highways confirmed the right turn would be included in the Essex Transport Strategy which will be out for consultation after Summer 2024. The road condition is not due to road works but rather a consequence of Thames Water works. Utility companies are obligated to reinstate the road surface to a suitable condition following their works. David Sprunt agreed to take it up with Thames Water and requested a photo of the condition be sent to him.

6. Any other business

None

The Chairman thanked those present for attending and closed the meeting.

Date of next meeting:

Wednesday 4 December 2024 at 19:00

Agenda Item 9
Reports from Members on Outside Organisations
II. Lopping Hall – AGM Tuesday 9 July 2024

The Lopping Hall Endowment held their AGM on Tuesday 9th July and reported that the Trust is in a sound financial position with income from the three shop units and hall bookings.

The Chairman, Alan Martin is hoping to step down at the end of this year, originally planned for this summer. There have been a lot of internal refurbishment works, particularly to the services, to improve the user conditions such as ventilation and cooling to the main hall and smaller rooms, and electrical lighting upgrades. There is an ongoing decoration programme.

There have been restoration works carried out to the old main entrance on Station Road. The Foundation Stone has been replaced, and the lettering over the doorway has been re-enamelled and the terracotta cleaned and repaired.

The brickwork replacement and repointing works have been funded in part by a grant from LTC and Loughton Men's Institute and the foundation stone replacement by Essex Heritage Trust.

Cllr J Riley
10 July 2024