



COUNCIL MEETING

Members are summoned to attend a Meeting

of the Town Council to be held at **7.45pm** on

Wednesday 18 July 2018

**at Loughton Library & Town Hall
Traps Hill, Loughton, IG10 1HD**

to transact the business as shown in the agenda.

Enid K Walsh
Town Clerk
12 July 2018

Councillor S Murray (Town Mayor)
Councillor S Murphy (Deputy Town Mayor)

P Abraham
T Cochrane
T Downing
J Mahoney
C C Pond

J Angold-Stephens
B Cohen
J Jennings
A Omer
C P Pond

P Beales
M Dalton
J Jogia
T Owen
M Stubbings

R Brookes
C Davies
K Latchford
S Pewsey
D Wixley

Note to Councillors:
If you are unable to attend the meeting,
please phone your apologies
to the office on 020 8508 4200

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 23 May 2018.
- 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 1(h).
- 5 Questions Without Discussion**
To answer any questions which have been submitted in accordance with Standing Order no 8.
- 6 Town Mayor's Engagements and Announcements**
The Town Mayor will report on any events he has attended to represent the Town Council.
- 7 Matters for Report**
To report any further significant information on matters which have been previously discussed, in addition to those which may already be included on the Agenda.
- 8 Reports from Members on Outside Organisations**
 - 8.1 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) Larger Local Councils Forum – 28 June 2018 – Cllr Wixley and the Town Clerk
 - ii) Epping Forest Branch of the Association of Local Councils – 3 July 2018 – Cllrs Pond and Wixley and the Town Clerk

* See pages 3 – 5 for the reports.
- 9 Reports from Committees**
 - 9.1 Planning and Licensing**
Held on 14 May, 4 and 18 June, 2 July 2018.
 - 9.2 Recreation**
Held on 13 June 2018.
 - 9.3 Environment and Heritage**
Held on 20 June 2018.
 - 9.4 Resources and General Services**
Held on 4 July 2018.

10 Standing Orders

The Resources and General Services Committee has reviewed the Standing Orders and recommends several amendments to the Council.

* See pages 6 – 8.

11 Consultation

The Council is asked to comment on the District Council's Draft Homelessness Strategy 2018/19 to 2020/21. An e-copy has been previously circulated to members. Paper copies may be requested from the Town Council office.

The consultation period closes on 28 August 2018.

**Enid K Walsh
TOWN CLERK
12 July 2018**

Agenda item 8
Reports from Members on Outside Organisations

i) Larger Local Councils Forum – 28 June 2018

At this AGM, Cllr Jim Devlin of Billericay Town Council was elected chairman with Cllr Jeanette Stilts from Maldon Town Council as the vice-chairman. Members paid tribute to the late chairman, Keith Miles, who had died suddenly earlier this year.

Cllr Barrie Easter, Mayor of Dunmow Town Council, welcomed everyone to the meeting and gave a brief talk on his town referring to the local museum and to the Fitch Trials to be held next in 2020.

The first presentation was made by **Jane Gardner, the Deputy Police and Fire Commissioner for Essex**, who explained the new responsibilities of Commissioner Roger Hirst since the inclusion of the fire service.

Mr Hirst had successfully lobbied the Government for new funding together with a commitment that if the cost savings continued, there would be additional money for services. At least 300 more officers would be involved in neighbourhood policing over the next two years. Mr Hirst had also led the national spending review to secure more funding for areas with more crime. Ms Gardner commented that the increased housing in Essex did not automatically guarantee more money but that government lobbying would continue to ensure sufficient funding for policing in both rural and urban areas of the county.

The Essex Police, Fire and Crime Panel has confirmed Jo Turton as the Chief Fire Officer / Chief Executive for Essex County Fire and Rescue Service. More information may be found at <https://tinyurl.com/ydclfsce>

Ms Gardner referred to the forthcoming retirement of Essex Chief Constable Stephen Kavanagh and his work since 2013 to “*significantly improve the way Essex Police supports victims of crime, protects the public and keeps our communities safe*”.

Some of the other key points made in her presentation included:

- The development of an engagement plan for each district;
- The challenge to recruit ‘specials’ although many of these after training transferred to the regular police;
- 129 Active Citizens had been recruited with 287 Police Cadets;
- The Rural Crime Strategy;
- Gypsies and Travellers – ensuring a consistent approach across the county and use of Section 61 powers. Sending a message that Essex was not a ‘soft touch’ county.
- Gang culture – working with safety partnerships in a combined approach;
- Building fire inspections to be reintroduced; and
- Nitrous oxide use – working with Public Health on education in schools and colleges.

More details of the work by the Police, Fire and Crime Commissioner may be found at <http://www.essex.pfcc.police.uk/>

The second presentation was from **Cllr Simon Walsh, ECC Cabinet Member for Environment and Waste**, “helping to create a great place to live and work”.

Cllr Walsh began his presentation by referencing the dramatic images seen on the Green and Blue Planet television series and encouraging people to make small changes to reduce waste.

His key information included:

- The 'refill campaign' – encouraging retail outlets to allow people to refill their water bottles;
- A 'keep a cup' campaign – a pledge to reuse coffee cups;
- Recycle Now – <https://partners.wrap.org.uk/>
- Reduce the levels of residual waste going to landfill;
- Textile reuse campaign – a schools' competition;
- A Crime Not to Care – reminding residents about the need to use authorised contractors to avoid fly tipping;
- Cloth nappy campaign;
- Waste buster volunteers – advocates for waste reduction by advising Essex residents about food waste, reuse and home composting. <https://tinyurl.com/y9m3fzfy> .

Cllr Walsh also spoke about the County Council's 25-year environmental plan including:

- Clean air – implementing a 'massive' A127 project to reduce speed and improve traffic flow;
- Clean and plentiful water – water quantity and quality secured for new homes;
- Habitats, plants and wildlife – country parks;
- Flood hazards reduction; natural leaky dams, tree planting;
- SUDs – encouraging sustainable drainage systems; and
- Climate change mitigation – reuse of methane gas, solar panel schemes;

Cllr Peter Davey, the NALC representative for Essex, reported that he had been involved in a detailed review of the association's governance systems. Annual subscriptions were to be subject only to a CPI index increase. County Associations (CALCs) were to be encouraged to be self-sufficient and provide a quality service at low cost.

NALC was currently preparing a Future Vision statement in partnership with the SLCC and the LGA. Revised guidance on the implementation of the GDPR would be issued in due course.

Joy Darby, CEO of the EALC provided an update on recent sector developments and promoted the AGM and conference on 20 September 2018 and the Police and Fire Conference on 20 November 2018. Mrs Darby reminded parishes of the 1894 Act which prohibited local councils from spending money on churches and confirmed that Section 137 of the 1972 Local Government Act did not override this.

Suzanne Walker, Secretary of the SLCC Essex Branch spoke about the 2018 AGM and training day and the new mentoring scheme for new clerks. Forthcoming events included the annual joint networking day to be held on 8 November 2018 and a trip to the Warner's Textile Mill and Museum in Braintree.

Town Clerk

ii) Epping Forest Branch of the Association of Local Councils

At this AGM held on 3 July 2018, Cllr Chris Pond was elected as Chairman with Cllr Barbara Scruton as his Vice Chairman. Anthony Belgrave, Clerk at Chigwell Parish Council was to be the new Secretary.

On behalf of the Branch, the Chairman thanked past chairman Cllr Jackman and past secretary, Enid Walsh for their endeavours over recent years. The Chairman considered their joint work had been instrumental in holding the Branch together and championing the contribution of local councils as responsible and professional bodies throughout the County.

Members noted the following reports from the Chairman:

- i. Progress of the EFDC Constitution Working Group undertaking the Planning Process Review 2017/18 – Delegations to Planning Officers. A report would be made to the full Council meeting on 31 July 2018.
- ii. The use of the NPPF's section 135 which dealt with the impact of a planning application on non-designated heritage assets had proved useful in challenging inappropriate proposals.
- iii. The Local Highways Panel were considering various improvement schemes. There was also consideration on the devolving of some highway matters to districts/parishes including the use of highway rangers. Ringway Jacob's eleven-year strategic partnership with ECC was to be reviewed.
- iv. Members were reminded about the Code of Conduct training to be provided by EFDC on 10 July and 4 October 2018.

The Branch confirmed the following items for the next meeting of the LCLC to be held on Monday 10 September 2018:

- A report on EFDC's planning delegation changes; and
- following EFDC's response to 'Clean Air Day' on 21 June 2018, an update on air quality improvement initiatives and a request for additional monitoring points including Epping and Ongar High Streets.

Noting that the Spring meeting of the LCLC was scheduled for 11 March 2019, the next Branch meeting was likely to be called in January or early February 2019. However, the Chairman was prepared to call an earlier meeting to discuss progress on the Local Plan and consider whether there were any common issues of concern for the parishes.

Town Clerk

**Agenda item 10
Standing Orders**

The National Association of Local Councils (NALC) has published a new model Standing Orders to reflect the changes in legislation introduced after 2013, a copy of which has been circulated to members under separate cover. A copy of the current Standing Orders for Loughton Town Council is available to view at <https://tinyurl.com/ycwwefbv> and a paper copy of these and the model version can be provided by the Council Office on request.

The recommended amendments and additions are as follows:

The order of the Council's Standing Orders is to be maintained.	
Section	
1 Meetings	
(d)	<p><i>Insert the text shown in bold:</i></p> <p>Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.</p>
(r)	<p><i>The following section has been re-worded in the model to give a positive slant such that a person may report during the meeting but only with permission.</i></p> <p><i>Insert the text shown in bold:</i></p> <p>A person may not orally report or comment about a meeting as it takes place if he/she is present at the meeting of the Town Council or its committees without permission, but otherwise may:</p> <ul style="list-style-type: none"> a film, photograph or make an audio recording of a meeting; b use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; and c report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
2 Ordinary Council meetings	
(i)	<p><i>Insert the text shown in bold:</i></p> <p>Following the election of the Town Mayor and Deputy Town Mayor at the annual meeting of the Council, the order of business shall be as follows.</p> <ul style="list-style-type: none"> i. To choose a person to preside if the Town Mayor and Deputy Town Mayor be absent. ii. In an election year, to decide when any Declarations of Acceptance of Office, which have not been received as provided by law, shall be received. In a year which is not an election year, the Town Mayor shall deliver his acceptance of office unless the Council resolves for this to be done at a later date.

<p>7 Code of Conduct</p> <p><i>For information the NALC model SOs (Section 13 (d) – (h)) allow for the Council’s Proper Officer to grant/not grant dispensations. In discussion with the Monitoring Officer at EFDC this has not to date been the custom and practice in this District where dispensations are considered by the Monitoring Officer or their Deputy. No change is recommended in this regard.</i></p> <p><i>Section 14 (a) – (d) of the model deals with Complaints under the Code. However, in view of the recent Ledbury case these may need further revisions. In the interim, the insert of the section immediately below is recommended.</i></p>	
<p>(c)</p>	<p>Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council’s code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.</p>
<p>New sections to be inserted</p>	
<p>No TBC</p>	<p>MANAGEMENT OF INFORMATION <i>See also standing order “Responsibilities to Provide Information”.</i></p> <p>a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.</p> <p>b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).</p> <p>c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.</p> <p>d Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.</p>
<p>No TBC</p>	<p>RESPONSIBILITIES TO PROVIDE INFORMATION – <i>See also the standing order “Responsibilities Under Data Protection Legislation”</i></p> <p>a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.</p> <p>b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements)</p>

	(England) Regulations 2015.
No TBC	<p>RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION <i>See also the standing order "Managing Information"</i></p> <p>a The Council shall appoint a Data Protection Information** Officer.</p> <p>b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.</p> <p>c The Council shall have a written policy in place for responding to and managing a personal data breach.</p> <p>d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.</p> <p>e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.</p> <p>f The Council shall maintain a written record of its processing activities.</p> <p><i>**The requirement for parish and town councils to appoint a DPO was removed from the GDPR legislation, but NALC has not yet revised this section, hence the suggested use of the word 'Information'.</i></p> <p><i>Sections b and c if agreed will require new policies to be agreed by the Council.</i></p>