



COUNCIL MEETING

Members are summoned to attend a Meeting
of the Town Council to be held at **7.45pm** on

Wednesday 10 July 2019

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

to transact the business as shown in the agenda.

Mark Squire
Town Clerk
4 July 2019

Councillor S Murphy (Town Mayor)
Councillor T Cochrane (Deputy Town Mayor)

P Abraham
B Cohen
J Jennings
S Murray
C C Pond

J Angold-Stephens
M Dalton
J Jogia
A Omer
C P Pond

P Beales
C Davies
K Latchford
T Owen
M Stubbings

R Brookes
T Downing
J Mahoney
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 Annual Council meeting held on 15 May 2019.

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 she has attended to represent the Town Council.

* See attached report (page 3).

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.

7.1 Local Plan

Councillor C C Pond will provide a general update. Please note that due to additional work/meetings necessitated towards the end of proceedings, the Local Plan budget has been exceeded by £2,000. This differential will ultimately need to be taken from general reserves or the following year's precept.

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 Council Forum – 27 June 2019 – Cllr D Wixley

ii) Tree Warden Report – 19 June 2019 – Cllr D Wixley

* (The reports will be made available at the meeting.)

9 Leave of Absence

Members are requested to resolve to continue leave of absence for Councillor P Beales (on health grounds) to the end of November 2019.

10 Reports from Committees

10.1 Planning and Licensing

Held on 29 April and 20 May and 3 and 17 Jun and 1 July 2019.

10.2 Recreation

Held on 5 June 2019.

10.3 Environment and Heritage

Held on 12 June 2019.

10.4 Resources and General Services

Held on 26 June 2019.

11 Future of Loughton Library & Town Hall

Councillor C C Pond will provide an oral update on current developments.

12 Hillyfields Flood Prevention Works

Following a final site meeting and in-house meeting between all relevant parties, on 2 July 2019, RECOMMEND approval of the project to proceed and for the Town Clerk to sign off all associated documentation.

* See attached summary report and meeting notes (pages 4 – 6).

**Mark Squire
TOWN CLERK
4 July 2019**

**Agenda item 6
Town Mayor's Engagements**

25 May	150 th Birthday celebration cake cutting – Debden Sainsbury's store – 11am	SM
4 June	Voluntary Action Epping Forest - Volunteers Week Celebration Event – 6.30pm – St Johns Church Epping	SM
14 June	LADS performance of “Handbagged” – Lopping Hall	SM/TC
18 June	New City College Epping Forest – Summer Creative Festival New City College – 7pm	SM
20 June	YES Partnership WOW Conference – Marriott Hotel Waltham Abbey	SM
22 June	St Clare Hospice Open Gardens Event – Willingale Road Allotment site	SM
22 June	Loughton Festival 60's & 70's Music Evening – Lopping Hall	SM/TC
27 June	Forest Creative Writers Launch Party & Presentation Loughton Club	Cllr PA as past TM
30 June	Jessel Green Fun Day – 12 noon	SM
2 July	New City College Epping Forest – Learner Awards evening	SM
5 July	The Rotary Club of Epping 'My Art' a public exhibition private viewing and awards ceremony – St Johns Church Epping	SM
8 July	St Michaels and All Angels Loughton Installation of Revd Lydia and Mark Petitt as Vicars of St Michaels	SM

Agenda item 12
Hillyfields Flood Prevention Works

Hillyfields Flood Prevention Works

The meetings were called on 2 July 2019 between all relevant representatives of Loughton Town Council (LTC), Essex County Council (ECC), City of London Corporation (CoLC) to

- visualise and comprehend the finer technical details of the project on site
- collectively understand the responsibilities of each party going forward
- agree the final draft documentation.

Whilst there has not been any recent evidence of flooding on the lower slopes of Hillyfields (adjacent to Rectory Lane and Pyrles Lane, surveys have been conducted by ECC (David Chapman, Project Engineer and Charlotte Palmer, Flood Investigation Engineer) that the area could be prone to heavy flooding (circa every 10-15 years). A number of technical aspects relating to the project were confirmed by EFDC (Trevor Baker, Land Drainage Engineer, Engineering, Drainage & Water Team).

ECC will commence the project as soon as the Agreement and Licence has been signed by ECC, LTC and CoLC.

Once the project has been completed, LTC will have responsibility for ongoing maintenance of the area. Duties will include

- grass cutting and weed control on the earth bund
- half yearly check on the bund itself
- quarterly checks on the bund inlet channel and the bund outlet pipe

These duties will be subcontracted to EFDC at the outset (EFDC already conduct the grass cutting).

LTC has negotiated a lump sum of £7,600 for the continued maintenance (a separate maintenance schedule to be signed between ECC and LTC) which will pay for the EFDC maintenance schedule for the foreseeable future.

A separate agreement for the sub contractual work will be drafted between LTC and EFDC.

The overseeing of this project will continue to be reviewed and monitored by the Recreation Committee.

The Full Town Council is recommended to approve

1. the flood alleviation project itself
2. the Town Clerk to sign off the Agreement and Licence document between ECC, CoLC and LTC
3. the Town clerk to sign off the Maintenance Agreement between ECC and LTC
4. the Town Clerk to draw up and sign off a maintenance agreement between LTC and EFDC.

MS 4.7.19

Meetings to discuss Hillyfields Open Space Flood Alleviation Scheme

2/7/19.

Present:

Mark Squire, Town Clerk	LTC	David Chapman	ECC
Paul Hoy, Services Manager	LTC	Charlotte Palmer	ECC
David Wixley, Councillor	LTC	Trevor Baker	EFDC
Adam Omer, Councillor (Site meeting only)	LTC	Martin Whitfield	City of London Corporation

The meeting started on site and relocated afterwards to Loughton Library. Below is a summary of the discussion points:

Hillyfields site visit

- ECC are obliged to undertake an advertising campaign to inform local residents of forthcoming works. This will entail newspaper articles, letters to residents and on-site notices.
- All present were able to view the plans and David and Charlotte pointed out key locations on the site relating to the plans.
- Background to the project, include its perceived necessity was discussed.
- Confirmed that all remedial tree work had now been carried out, and that replacement tree/new planting will take place in the Autumn. Responsibility for watering the new tree to be confirmed by ECC.
- All existing trees in the vicinity of the work to be protected for the duration.
- Councillor Omer left the meeting.

Library

- David Chapman stated that the 'Memorandum of Understanding' had been superseded by the legal agreement, and was not to be referred to going forward.
- Liability – David Chapman stated that the designers of the project would be liable if there was a technical failure, and if a failure occurred in relation to the construction, liability will fall on the contractors – 'Top Bond'.
- Top Bond are subcontractors that won the tender for this project, and will be working on behalf of Ringway Jacobs.
- Once the project is complete it will go on ECC's asset register, and because of this the annual inspection will become the responsibility of ECC.
- Time frames – 10 weeks construction, 50 year life span ('design life') – both figures approximate.
- Similar projects already in operation – All projects are bespoke so no two are the same. Advised that nearest to this one is in Witham (Forest Road) – Charlotte to forward details to LTC. Aims always the same though – to store surface water in upper catchment areas in order to protect lower lying areas, and to utilise each site's natural topography.
- Project designed so that engineering and ongoing maintenance are made simple.
- Trevor Baker stated that EFDC staff would carry out visual inspections and remove any leaves or plant debris that gather around the grill, particularly in the Autumn. David Chapman advised to check for any build-up of grass cuttings throughout the summer months.

- Size of the grill – concerns raised about litter being forced into the pipework, and whether the design could be changed in this regard. David Chapman stated that the design was already approved and that any alterations would see liability being transferred to LTC. Details of grill design to be forwarded to LTC.
- Erosion to the bund – not anticipated as will be similar in construction to previously effective designs.
- City of London to advise on correct 'grass mix' to be used in reinstatement works.
- Start date to be advised as soon as agreement signed.
- A1 sized plans requested by LTC.
- Suggested by Cllr Wixley that a 10 year review be included in the agreement. David Chapman stated that the £7,600.00 set aside by ECC for this project, to be awarded to LTC, could not be guaranteed if this point was to be pursued.



Paul Hoy
Services Manager
3/07/19