



COUNCIL MEETING

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

Tuesday 11 February 2020

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

to transact the business as shown in the agenda.

**Mark Squire
Town Clerk
4 February 2020**

**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 Council meeting held on 22 January 2020.
- 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 Presentation to Representatives of the Town Mayor's Charities**
In recognition of the generous donation of £10,000 from the Joseph and Lilian Sully Foundation, representatives from the Town Mayor's chosen charities who have received a share of the donation will be presented with certificates.
- 7 Presentation by Epping Forest Transport Action Group (EFTAG)**
A presentation to be provided by EFTAG on local cycle ways.
- 8 Epping Forest District Community Policing Team**
An introduction by PC Anokhi Chouhan, a Community Police Officer assigned to Loughton, will provide an introduction to local community police officers and their work in the local community.
- 9 The Broadway Post Office**
See attached (report page 3)
- 10 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 4).
- 11 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.
- 12 Reports from Members on Outside Organisations**
 - 12.1 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, (pages 5-8) on meetings which they have attended. A verbal report can be made on meetings attended within ten days of the Council meeting.
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 - i) Loughton Broadway Town Centre Partnership – Thursday 9 January 2020 - Lorraine Gibson , Town & Community Development Officer

- ii) Citizens' Advice Epping Forest District – Wednesday 15 January 2020 -
Cllr J Angold-Stephens

13 Reports from Committees

13.1 Planning and Licensing

Held on 9 December 2019, and 6, 20 January, and 3 February 2020.

13.2 Recreation

Held on 8 January 2020.

13.3 Environment and Heritage

Held on 22 January 2020.

13.4 Resources and General Services

Held on 8 January and 5 February 2020.

The Council is asked to note that the Committee carried out its annual review of the Asset Register. A review of the Financial Regulations will take place at the next Resources and General Services Committee meeting.

**Mark Squire
TOWN CLERK
4 February 2020**

Agenda Item 9
The Broadway Post Office

Background

Both the **McColl's shops in The Broadway and Pyrles Lane are due to close**. The Pyrles Lane store's last day of trading will be Friday, April 17 2020, while the final day's trading at The Broadway store will be Friday, October 23 2020. Apparently there are no plans to close the Martin's shop in The Broadway.

The **Post Office is committed to maintaining a Post Office in Debden, if a retailer can be found**. However the Post Office, currently in the McColl's store in The Broadway would lose its premises, an online petition to 'Save Debden Post Office' has been launched and already has almost 200 signatures.

Option 1 Retailers interested in incorporating a Post Office in their premises can e-mail ND.enquiries@postoffice.co.uk or ring 0333 345 5560

Option 2 The vacancy will soon be advertised on www.runapostoffice.co.uk.

There is concern for

- the staff who will lose their jobs
- the loss of a local amenity
- further reduction in footfall on The Broadway

The post office is an important community asset and importantly you would probably need a sizeable store to take it on.

Recommend that the Town Council discusses and reviews and recommend a way forward to support and ensure continuity of service.

MS

Agenda item 10
Town Mayor's Engagements

- 12 December Forest Creative Writers Christmas Party at Loughton Club
- 18 December Nine Lessons and Carol Service at St John the Baptist Church
- 23 December Lighting of the Menorah on Standard Green
- 10 January St John Fisher Catholic Primary School Opening of Stage Outdoor Play Area
- 10 January LADS performance of 'Colder than Here' – Lopping Hall
- 20 January Spark's Lottery Funding Celebration
Loughton Youth Centre
- 21 January Blue Plaque unveiling Ceremony at Loughton Club
- 21 January YES Partnership WOW Conferences – Marriott Hotel
- 27 January Holocaust Memorial Day at Epping Forest District Museum

Agenda Item 12

Reports from Members on Outside Organisations

Draft minutes of the General Meeting of the Loughton Broadway Town Centre Partnership

9th January 2020

Venue: Barrington Hall Community Centre, Barrington Close, Loughton IG10 2AZ

Present

Judy Lovell (JL) Restore Community Centre, Chair of LBTCP
Stella Murphy (SM), LTC
Chris Roberts (CR) EFDC Cllr
Debra Roberts (DR) EFDC Cllr
Lance Leonard (LL) Resident
Lorraine Gibson (LG) LTC
Geraldine Wilson (GW) Geraldine's Hair Fashions, Standing Committee
Paul Relph the Hub

1. Apologies

Claire Walker – Minute Taker
Marc Arnold (MA) Essex Police
Rich Seaman (RS)
Kevin Latchford (KL), Town Councillor for Fairmead Ward, LTC
Jayna Jogia (JJ), LTC
David Linnell (DA), LRA
Tom Owen (TO) Town Councillor for Fairmead Ward, LTC, Vice Chair
Duncan Gould (DG), Treasurer of LBTCP
Angela Ayre (AA), Resident
Mark Squire (MS), Clerk LTC

2. Minutes

The minutes of the last meeting were discussed, agreed and accepted

3. Matters arising and review of action points

- Traders WhatsApp group – LG will do questionnaire for traders to see if there is enough interest
- Signage on Chigwell Lane/Rectory Lane – LG contacted EFDC and was told that signage is ECC responsibility. Current signage only states Langston Road shopping centre but for the Broadway it just states Broadway which does not promote that there are shops on the Broadway & Disabled toilets (there are no longer disabled toilets). CR offered to follow up with ECC.
- Broadway crossing - at the junction of Chigwell Lane/Rectory Lane and the Broadway, it seems ECC do not understand what the issue is, that the traffic lights are several yards past the actually crossing, and instead sent an engineer to confirm pavement sensors are working . TO & MS (LTC) are still working on the problem.
- EFDC Parking Review – has not been done yet

4. Reports/Questions

- a. Traders
 - Complaints about noise from Landmark building
 - Air conditioning – this has now been installed allowing units in Landmark to be operational

- Yoga - still possibly going into the Landmark building
 - Vape shop - opened in what used to be the pet shop on the Broadway
 - In what was the VIP taxi premises - will be St John Church community shop
 - In what was Mains premises – to be a Gaming shop
 - Children’s shop still empty
 - LTC Christmas window competition – Debden traders no longer wish to partake as the majority feel especially this year that awards go to Loughton High Road and the winners paid to have their shop window decorated. Independent traders on the Broadway do not have the money to pay for this service. Further discussion about possible judging Loughton High Road and the Broadway as two separate entities (Awards). LG and SM will feed back comments to LTC
- b. Shop watch/WhatsApp Group
Questionnaire needs to go out to all the traders on the Broadway to see if they are interested in having a traders WhatsApp group to enable them to let each other know instantly if there is an issue on the B/Way, some traders already have each other’s detail where they do let each other know, but with a WA group they could let a lot more people know instantly instead of texting or ringing.

Questions for questionnaire

- Access – would need smart phone
- Administrator – would need an administrator for the group (to add names)
- Would they be interested in joining the group
- Would they like to be an administrator for the group

c. Treasurers report

There are still issues with the BTCP bank signatories; Duncan has still not been added to the bank account (bank issue).
The partnership has received the EFDC grant money for this year

5. Community Safety/Policing

JL has a mini report from the police – mainly around drugs on the Broadway, thefts and plain clothes officers operating in the area

Other issues were raised about how the Broadway looks, its looking very tired, shop fronts need updating, car parks are not cleaned. It is not a very inviting place.

6. Christmas events on the Broadway

a. Cancellation of Countdown to Christmas

The event was cancelled due to the tragic incident where a child from Debden high school died. LTC took the decision to cancel after the school pulled out of the event, it was felt it was the appropriate thing to do under the circumstances- members of the partnership agreed it was the right thing to do.

The Town Council will discuss with the relevant LTC committee and partner organisations the proposal to also have a Christmas market with lots of stalls at the event this year’s event.

No definite date has been set yet, but it is likely to be the 4th December TBC

LG asked if JL could find out from Willingale school the date for their Christmas fayre this year (although it is the PTA and not the school who organise the school event)

b. Dates for the year

17 May – Town Mayor Fun Run

28 June – Jessel Green Community Fun Day

19 September – Loughton Day at the Cricket club (LG suggested the partnership could have a stall)

7. Broadway Development Plan

Central reservation – JL produced lots of correspondence going back to 2016 (she could have gone back further) she will scan to TO; he and MS will try to follow up

8. Library expression of interest

ECC have committed to run the library for the next five years.

Library has community activities there is scope for more to take place, extend the toddler group etc.

The other expression of interest is from the college itself. JL plans to meet with the college first to see what they want to do.

9. Action points still to be covered

LG – agreed to create the questionnaire for traders about starting a security WhatsApp group on the Broadway

JL – to meet with college with regard to library expression of interest

CR – to liaise with ECC about new Road sign

SM & LG – to feed back to LTC about shop front Christmas decoration competition

Paul – follow up improvement plan for the Broadway

10. Any other business

Santa run – held a minutes silence for the young person who died at DHS. £8k was raised for St Clare Hospice. GW is concerned that the event has outgrown her shop and is worried about the safety of participants.

BTCP Printer – had to be moved from Kevin's shop (lack of space) it is currently being stored at Murray Hall and JL asked if any of the traders could house it.

Geoff Boughton (previous chair) has passed away, his funeral will be on the 15th January JL & GW to attend

11. Date of next meeting

12th March 2020

Agenda Item 12
Reports from Members on Outside Organisations

Report from the meeting of Citizens' Advice Epping Forest District held on Wednesday 15 January 2020

As the current SLA with EFDC comes to an end at the end of March 2020 a meeting has been arranged with Cllr Bedford (the portfolio holder) and two officers for 17th January 2020 to discuss a new arrangement. There has been mention of a move of the Epping bureau into the revamped EFDC building when this is complete. This would not be at all suitable, as clients would be deterred from visiting due to the feeling that would be a conflict of interest on the part of the advisers.

Attendance at appointments is much improved as a result of letters being sent out prior to all appointments. Text reminders are not possible due to confidentiality issues. Liaison with Job Centres in relation to Universal Credit is going really well with advisers being able to guide people through the application process with minimal difficulty. People dropping in to the CAB are only seen immediately in extreme emergencies with appointments being arranged in all other circumstances. Telephone advice is the preferred option and this can work especially well in the cases of domestic abuse where clients do not often want to attend a bureau. The number of unique new clients seen for the year to December 2019 is down a little on the previous year with the largest number of new clients being in relation to benefits including universal credit. Debt problems still features very highly with advisers getting £344,572 of debt written off and council tax arrears being the top debt issue. Loughton Broadway and Alderton were 3rd and 4th in the number of clients seen (throughout the district), by ward in the period April-December 2019.

There is still a vacancy for a salaried trainer and finding someone suitable is proving very difficult. The bureau is also looking for people to fill a number of vacancies in other roles, namely, an accountant, a treasurer and a professional fundraiser. The two financial roles are very pressing.

The website is currently being updated by professionals including making it easier for the bureau admin staff to update it in future.

With regard to fund raising the bureau has received a donation in excess of £1k from the son of an adviser who spent three months cycling across America; raising funds for three charities. There is to be a Quiz Night at Theydon Bois Village Hall on Friday 27th March 2020; tables will be for 8 people at a cost of £12.50 per person including a fish supper; more details will be available shortly.

Jill Angold-Stephens