

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the Annual Council Meeting held on Wednesday 18 May 2016 at 7.45pm at 1 Buckingham Court

Present:

Councillors: J Jennings (in the chair until Min no 1)
C Davies (in the chair from Min no 1)
P Abraham J Angold-Stephens P Beales
R Brookes T Cochrane M Dalton
T Downing L Girling K Latchford
J Mahoney S Murphy S Murray
T Owen S Pewsey C C Pond
C P Pond M Stubbings D Wixley

Officers: E K Walsh (Town Clerk)
S Haynes (Deputy Town Clerk)
P Bryce (Administrative Assistant)

Also present:

1 member of the press
14 members of the public

Cllr Jennings, as outgoing mayor, welcomed the new and re-elected members and members of the public and press to the meeting. She then asked everyone to join her in a minute's silence in memory of former councillor William Lattimore (Bill) who had served Fairmead ward from 2004 – 2008. Cllr C P Pond paid tribute to Mr Lattimore and spoke of his service to the residents in his ward and also at the Loughton Methodist Church.

1 Election of the Town Mayor for 2016/17

Cllr Jennings invited nominations for the role. Cllr Davies was proposed and seconded and, there being no other nominations, Cllr Davies was elected Town Mayor. She took the chair and was presented with the Town Mayor's badge and chain of office. Cllr Davies thanked Cllr Jennings for her work during her term of office and presented her with the Past Town Mayor's badge.

Cllr Davies duly executed the Declaration of Acceptance of Office.

2 Appointment of the Deputy Town Mayor for 2016/17

Cllr Abraham was proposed and seconded and, there being no other nominations, Cllr Abraham was appointed Deputy Town Mayor and presented with the Deputy Town Mayor's badge.

3 Declarations of Acceptance of Office

The Town Mayor confirmed that the Declarations of Acceptance of Office had been made by all members.

4 Apologies for Absence

Apologies for absence were received from Cllrs Cohen and Omer.

5 Declarations of Interest

No declarations of interest were made.

Members were reminded that they had twenty-eight days from the date of their election or re-election to office in which to submit their declarations of interests forms to the Town Clerk.

6 Confirmation of Minutes

The minutes of the meeting of the Council held on 21 April 2016 were CONFIRMED as a correct record and signed by the Chairman.

7 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2016/17

Cllr C C Pond briefly explained the rationale for the committee sizes that had operated in the preceding terms of office.

The Council AGREED to revert to the practice of having seven members on each of the four committees.

7.1 Planning and Licensing Committee

Cllrs Abraham, Angold-Stephens, Cochrane, Davies, Downing, Latchford and Murphy were nominated and appointed to the Planning and Licensing Committee. Cllr Angold-Stephens was elected Chairman and Cllr Davies Vice Chairman.

7.2 Recreation Committee

Cllrs Brookes, Cohen, Girling, Murray, Omer, Stubbings and Wixley were nominated and appointed to the Recreation Committee. Cllr Wixley was elected Chairman and Cllr Omer Vice Chairman.

7.3 Environment and Heritage Committee

Cllrs Beales, Cochrane, Davies, Owen, Pewsey, C C Pond and C P Pond were nominated and appointed to the Environment and Heritage Committee. Cllr C C Pond was elected Chairman and Cllr C P Pond Vice Chairman.

7.4 Resources and General Services Committee

Cllr Angold-Stephens, Dalton, Jennings, Mahoney, Murray, Omer and Pewsey were nominated and appointed to the Resources and General Services Committee. Cllr Pewsey was elected as Chairman and Cllr Angold-Stephens Vice Chairman.

7.5 In accordance with Standing Order 16/a/x it was AGREED that the following persons be authorised to make substitutions for their group:

Cllr Angold-Stephens, Cllr Jennings and Cllr C C Pond

8 Nomination of Council Representatives for 2016/17

8.1 The Council representatives on outside bodies for 2016/17 were agreed as below:

Organisation	2016/17 representative(s)
Lopping Endowment	Cllr S Pewsey

Loughton Parochial Charities	S Short J Boucek
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs C C Pond and Wixley
Local Councils' Liaison Committee	Cllrs C C Pond and Wixley
EALC - Larger Local Councils Forum	Cllr Wixley
ECC Parish Passenger Transport Meeting	Cllrs Abraham and C C Pond
Tree Wardens (appointed by Epping Forest Countrycare)	Cllr Wixley Cllrs Cohen and Davies were nominated
Loughton 1st (High Road Town Centre Partnership)*	Cllrs Cohen and Omer Substitutes Cllrs Abraham and Murphy
Loughton Broadway Town Centre Partnership*	Cllrs Girling, Latchford and Owen
Citizens Advice Bureau Management Committee	Cllr Angold-Stephens
Essex Police local community meetings*	Cllrs Abraham, Beales, Girling, Mahoney and Wixley
Roding Valley Nature Reserve Consultative Group	Cllr Wixley
Debden Tenants' Panel Meeting Alderton, Broadway and Fairmead Ward Councillors	Cllrs Abraham, Davies, Girling, Latchford, Mahoney, Murphy, Omer, Owen and Stubbings
Roding Valley Management Committee	Not constituted

* These meetings were open to the public so any member, in addition to the nominated representatives, could attend.

Council representatives on outside organisations were reminded that, depending on the status of the organisation, e.g. charity, company, etc., by joining the board they could become liable if the organisation failed. The Council's insurance would not cover them.

8.2 Arrangements for reporting back on the activities of outside bodies

The Council AGREED that the current practice whereby representatives were requested to provide a written report, to be attached to the next Council agenda, on meetings which they have attended, should continue. It was NOTED that a verbal report could be made on meetings attended within ten days of the Council meeting and that members were also requested to provide an annual report for the final Council meeting of the municipal year where appropriate.

8.3 Joint Standards Committee

The Council APPOINTED Cllr C C Pond as its representative on the Joint Standards Committee for 2016/17 with Cllr Angold-Stephens as his substitute.

8.4 Grievance Hearing and Disciplinary Appeal Panels

Cllr Jennings was APPOINTED the third member to sit on both the Grievance Hearing Panel and the Disciplinary Appeal Panel.

9 Membership of Internal Council Groups

9.1 Strategy and Staff Group (includes the Council Accommodation Working Group, the Implementation Panel and the Complaints Panel)

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee with Cllrs Murray, Owen and C P Pond.

9.2 Community Centres Working Group

Membership: Cllrs Abraham, Angold-Stephens, Davies, Stubbings and Wixley.

9.3 Financial Assistance Working Group

Membership: Chairman and Vice Chairman of the Resources and General Services Committee and Cllr Murray.

10 Annual Return 2015/16

The Council NOTED that on his third and final visit for 2015/16 on 25 April 2016, the internal auditor had signed the annual internal audit report on the Council's Annual Return. A copy of his full report had been circulated to all members, which confirmed that no significant issues had arisen during the year.

The Town Clerk and her staff were thanked for their work in this regard.

Signed.....

Date: 20 July 2016

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 20 July 2016 at 7.45pm at 1 Buckingham Court

Present:

Councillors: C Davies (in the chair)

P Abraham	P Beales	R Brookes
T Cochrane	B Cohen	M Dalton
T Downing	L Girling	J Jennings
K Latchford	S Murphy	S Murray
A Omer	T Owen	S Pewsey
C C Pond	C P Pond	M Stubbings
D Wixley		

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

11 Apologies for Absence

Apologies for absence were received from Cllrs Angold-Stephens and Mahoney.

12 Declarations of Interest

Cllr C C Pond declared a non-pecuniary interest in Agenda item 11, Consultation on review of Essex Development Management Policies 2016 and associated Strategic Environmental Assessment and Sustainability Appraisal and item 12, Office Accommodation, as a member of Essex County Council.

Cllrs Brookes, Girling, Jennings, Murray, C C Pond, C P Pond and Wixley declared a non-pecuniary interest in Agenda item 10, item 10, Epping Forest District Council Information Service, as members of Epping Forest District Council.

13 Confirmation of Minutes

The minutes of the meeting of the Council held on 18 May 2016 were CONFIRMED as a correct record and signed by the Chairman.

14 Public Representations

None were received

15 Questions Without Discussion

No questions were received.

16 Town Mayor's Engagements and Announcements

The Town Mayor, Cllr Carol Davies, reported that since her appointment she had attended the following events:

Former councillor Bill Lattimore's Funeral Service at Loughton Methodist Church, Family Fun Day at Loughton Cricket Club, Specsavers 14th Anniversary in Loughton High Road, the 2324 Chigwell Squadron Annual Awards Evening at Theydon Bois Village Hall, Forest Creative Writers Book Launch and Social at Loughton Club, Oak View School Annual Music Festival, Battle of the Somme Poppy Dance at the Royal British Legion, two mock council meetings with St John Fisher Catholic Primary

School at Buckingham Court, the opening of the new play area at Traps Hill and the Annual Community Fun Day on Jessel Green.

The Council thanked the staff for their hard work to ensure the success of the community fun day event on 17 July 2016 and Cllr Owen and Mrs Owen and Cllr Wixley for their assistance on the day.

17 Matters for Report

17.1 Transport for London – Min no EH5.5

Cllr C C Pond reported that Essex County Council's response to the Town Council's request for costings for all night lighting on Friday and Saturday nights to match the introduction of all night underground services with effect from 19 August 2016 had met with an unhelpful response. The Town Clerk informed members that she had written to Police Inspector Denise Morrissey to ask for her support in this matter.

18 Reports from Members on Outside Organisations

18.1 Written reports on the following meetings were NOTED.

- i) Epping Forest Branch of the Association of Local Councils – 13 June 2016 – Cllrs C C Pond and Wixley with the Town Clerk
- ii) Essex Police Local Community Meeting* – 14 June 2016 – Cllr Wixley
- iii) Local Councils' Liaison Committee meeting – 4 July 2016 – Cllr Wixley and the Town Clerk
- iv) Larger Local Councils' Forum – 7 July 2016 – Cllr Wixley and the Town Clerk

*Noting that the next Local Community Meeting was to be held in Epping on 21 July 2016, members AGREED that unless there was a pressing need the Council's representatives should only attend the local meetings in Loughton and Buckhurst Hill.

19 Reports from Committees

19.1 Planning and Licensing

The reports from the meetings held on 23 May, 6 and 20 June and 4 July 2016 were NOTED.

19.2 Recreation

The report from the meeting held on 15 June 2016 was NOTED.

19.3 Environment and Heritage

The report from the meeting held on 22 June 2016 was NOTED.

19.4 Resources and General Services

The report from the meeting held on 6 July 2016 was NOTED.

20 Epping Forest District Council Information Service

The Council AGREED to support the continuation of Epping Forest District Council's Service Level Agreement with Essex County Council Library Service whose staff provided a range of information services to residents.

21 Consultation on review of Essex Development Management Policies 2016 and associated Strategic Environmental Assessment and Sustainability Appraisal

Members considered the proposed changes and AGREED to support the policies as presented in the draft documents.

22 Office Accommodation

The Council NOTED that the details of the lease with Essex County Council for the use of office space in Loughton Library were being finalised with the assistance of the Council's solicitor.

The Town Clerk was also working with the architect, Mr Martyn Pattie, to finalise the internal works specification so that quotations may be sought from contractors. She had also met with IT and telecoms contractors to finalise arrangements for those services in the new accommodation.

Signed.....
Date: 19 October 2016

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 19 October 2016 at 7.45pm at 1 Buckingham Court

Present:

Councillors: C Davies (in the chair)

P Abraham	J Angold-Stephens	P Beales
R Brookes	T Cochrane	B Cohen
M Dalton	T Downing	L Girling
J Jennings	K Latchford	J Mahoney
S Murphy	S Murray	A Omer (from Min no 25)
T Owen	S Pewsey	C C Pond
C P Pond	M Stubbings	D Wixley

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

23 Apologies for Absence
No apologies for absence were received.

24 Declarations of Interest
No declarations of interest were received.

Cllr Omer arrived during the next item.

25 Confirmation of Minutes
The minutes of the meeting of the Council held on 20 July 2016, amended from those circulated at Min no 18.1 to include reference to Chigwell, were CONFIRMED as a correct record and signed by the Chairman.

26 Public Representations
None were received

Questions Without Discussion
No questions were received.

27 Town Mayor's Engagements and Announcements
The Town Mayor, Cllr Carol Davies, reported that since the Council meeting on 20 July she had attended the following events:

Loughton Abbeyfield AGM and afternoon tea, the Pyrles Lane Community Garden GROW project opening and picnic at Hillyfields, Loughton Arts Centre Summer Exhibition, Casablanca Summer Fun Day, several local Heritage Open Days events, the Best Allotment Awards at Willingale Road Allotments, the Onam Celebration in the Jubilee Room at the Houses of Parliament organised by Cllr Abraham and a visit to the Loughton Potato Ground. Accompanied by the Deputy Town Mayor, Cllr Abraham, she had met the new Principal and CEO of Epping Forest College.

Cllr Abraham reported that, on behalf of the Town Mayor, he had attended the Oak View School leavers' assembly.

28 Matters for Report

No matters were raised.

29 Reports from Members on Outside Organisations

29.1 Written reports on the following meetings were NOTED.

- i. Epping Forest Citizens Advice Bureau – 13 July 2016 – Cllr Angold-Stephens
- ii. Voluntary Action Epping Forest AGM – 6 September 2016 – Cllr Pewsey
- iii. The Lopping Endowment – Cllr Pewsey
- iv. Essex Association of Local Councils AGM and annual conference – 22 September 2016 – Cllr Wixley, the Town Clerk and Deputy Town Clerk

29.2 The following reports were tabled by Cllr Wixley:

- i. Debden Tenants Panel – 5 September 2016
- ii. Roding Valley Meadows Local Nature Reserve Consultative Group – 14 September 2016
- iii. Essex Association of Local Councils AGM and annual conference – 22 September 2016
- iv. Tree Wardens meeting – 27 September 2016
- v. Larger Local Council Forum – 12 October 2016 in Halstead

29.3 Cllr Abraham reported that he had attended the Clean Up event on the Oakwood Hill Estate organised by OHERA on 15 October 2016.

30 Reports from Committees

30.1 Planning and Licensing

The reports from the meetings held on 18 July, 1 and 22 August, 5 and 19 September, 3 October 2016 were NOTED.

30.2 Recreation

The report from the meeting held on 31 August 2016 was NOTED.

Members welcomed the awards made to the Council by the Essex Playing Fields Association. Gold awards had been made for the high standard of maintenance on the Roding Valley Recreation Ground and the Willingale Road Playing Field and at the Westall Road Play Area. The Council was also named as the overall winner in its class for the new Traps Hill Play Area and for exceptional work during the year.

Cllr Wixley and the Service Manager, Paul Hoy had been presented with the trophies at the EPFA AGM held at the Essex Cricket Club in Chelmsford on 13 October 2016. A cheque for £500 and a play equipment voucher would also be sent to the Council.

30.3 Environment and Heritage

The report from the meeting held on 14 September 2016 was NOTED.

Cllr C C Pond, Chairman of this Committee, declared a non-pecuniary interest in Min no EH 16.11, Public Rights of Way, and Min no EH19, Essex Recycling and Waste Service, as a member of Essex County Council.

Cllr Pond encouraged all members to identify paths in their wards which were not already designated as public rights of way so that any action to register them might be taken in a timely way.

The Committee had objected to the changes of the waste service provided at local Recycling Centres. Cllr Pond reported that the changes were to be reviewed by Essex County Council in February 2017 and asked members to monitor and record levels of fly-tipping in this regard.

30.4 Resources and General Services

The report from the meeting held on 5 October 2016 was NOTED.

30.4.1 Illegal Encampment on Hillyfields – Min no RG19.1

The Council NOTED that the legal fees incurred in obtaining and serving a possession order as invoiced by Foskett, Marr, Gadsby and Head, totalled £3,644.67 plus VAT. The clearance of fly-tipping undertaken by external contractors, in addition to that carried out by town council staff, cost an additional £297.75 plus VAT.

The Town Clerk reported on her meeting with representatives from the City of London and Epping Forest District Council to discuss the proposal to create a ditch and bund along the boundary of Hillyfields with Rectory Lane and Pyrles Lane to prevent further unauthorised incursions. Public access would be maintained. A public consultation would now be carried out in this regard. A further report would be made to the Recreation Committee.

31 Accounts and Audit 2015/16 – Min no 284/285 and RG16

The Council NOTED the confirmation received from PKF Littlejohn, the Council's external auditors, that they had completed the audit of the Annual Return for Loughton Town Council for the year ended 31 March 2016. This confirmed that, in their opinion, *“the information in the annual return is in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met”*.

The comments made by the auditor regarding the amended Precept figure supplied by Epping Forest District Council had been discussed in detail by the Resources and General Services Committee at its meeting on 5 October 2016.

The Council also NOTED that the “Notice of Conclusion of Audit and Right to Inspect the Annual Return” had been displayed on the noticeboards and the website since 26 September 2016 and had remained in place for at least 14 days.

For the 2016/17 Audit, PKF Littlejohn had set a submission deadline for the return of the completed Annual Return and associated documents of Monday 12 June 2017.

32 Local Plan

The Council NOTED that the Draft Local Plan, which would guide the future growth of the district to 2033, was available to view at <http://eppingforest.consultationonline.co.uk/>

Publicity would be given for the following meetings:

- a static information display of the draft Local Plan at Loughton Library from 31 October to 12 December.
- a staffed exhibition on Monday 7 November 2016 from 3.30pm – 8pm in Lopping Hall.

- A public meeting, organised by Cllr Pewsey, on Thursday 17 November 2016 at 7.30pm in The Murray Hall. The Town Clerk was asked to attend this meeting as note taker.
- A Tree and Green Infrastructure meeting in the Loughton Town Council Chamber on Monday 21 November 2016 at 7pm.

It was also NOTED that the Town Mayor and Town Clerk had been offered the opportunity to meet with planning officers for 30 minutes at the District Council Offices on 22 November 2016 at 12 noon. Any other members wishing to attend this meeting were invited to contact the Town Clerk.

The Council AGREED:

- To arrange an informal meeting of the Strategy and Staff Group, to which all councillors would be invited, to formulate a draft response to be prepared for consideration by full Council at its meeting on 29 November 2016.
- to hold an Extraordinary Council Meeting in The Murray Hall on Tuesday 29 November 2016 commencing at 7.45pm to finalise its response to the draft Local Plan. The regular public representation item on this agenda would be expanded to allow a limited number of public speakers three minutes each. However, as per the Standing Orders, they would be required to pre-register to speak by 4pm on the day of the meeting.
- To investigate engaging the services of a planning professional to advise on the response. A maximum budget of £5,000 was set aside for this, with the funds coming from the earmarked reserve for Neighbourhood Planning. The Town Clerk would confirm the details of this with the Strategy and Staff Group.

33 Office Accommodation

The Council NOTED as reported to the Resources and General Services Committee, that the final details of the Lease with Essex County Council for use of office space in Loughton Library were being resolved by the solicitors.

The Council RESOLVED to execute the Lease with Essex County Council to enable it to be signed by two councillors on completion.

Signed.....
Date: 14 December 2016

LOUGHTON TOWN COUNCIL

Extraordinary COUNCIL MEETING

Minutes of the Extraordinary Council Meeting held on Tuesday 29 November 2016 at 7.45pm at the Murray Hall, Borders Lane

Present:

Councillors: C Davies (in the chair)
P Abraham P Beales T Cochrane
B Cohen T Downing K Latchford
J Mahoney S Murray A Omer
T Owen S Pewsey C C Pond
C P Pond M Stubbings D Wixley

Officers: E K Walsh (Town Clerk)
S Haynes (Deputy Town Clerk)
P Hoy (Services Manager)
P Bryce (Administrative Assistant)
S Wemyss (Caretaker)

Approximately 70 members of the public

34 Apologies for Absence

Apologies for absence were received from Cllrs Angold-Stephens, Brookes, Dalton, Girling, Jennings and Murphy.

35 Declarations of Interest

Cllr Murray declared a non-pecuniary interest as a member of the Save Jessel Green group.

36 Public Representations

Five members of the public addressed the Council regarding their objections to the proposals in the Draft Local Plan.

37 Draft Local Plan

The Council considered the draft response provided with the Agenda.

Members NOTED that this response had been based on the views expressed at the public meeting on 17 November 2016, attended by over 200 residents, and from numerous emails and letters sent to the Council.

The Council expressed its thanks to Cllr C C Pond and the Town Clerk for their work in this regard and to local residents across the town for their level of involvement.

The Council RESOLVED to submit the following response to Epping Forest District Council, subject to such amendments raised at the meeting.

The response would also include an appendix providing the comments from residents collated from written post-it notes submitted at the public meeting.

Loughton Town Council's response to the Draft Local Plan 2016

The Draft Vision for the District (provided on page 30) states:

By 2033 Epping Forest District will be a place where:

- residents continue to enjoy a **good quality of life**;
- **new homes of an appropriate mix of sizes, types and tenures** to meet local needs have been provided and well integrated communities created;
- development **respects the attributes** of the different towns and villages;
- development needs will be met in the most **sustainable locations**;
- **Epping Forest** will be conserved and enhanced;
- the recreational aims of **Lee Valley Regional Park** are supported;
- a more **sustainable local economy** including tourism, aviation, research and development, (and) food production will be developed [sic];
- a **distinctive and attractive network** of town and village centres will have been maintained;
- **access** to places by public transport, walking and cycling will be promoted; and
- **significant residential development** will be located near Harlow to support the economic regeneration of the town.

Loughton Town Council supports the overall vision that the Draft Local Plan sets out for the District. However, this overall support is **strongly qualified** by a significant number of objections and concerns about the detailed policies which are set out in this response.

The Town Council is also concerned that the key results, as set out in the Local Development Framework Community Visioning Results report and included as part of the evidence base in the preparation of the Core Planning Strategy, appear to have been ignored.

This provided a clear high-level vision for Epping Forest district that was definitive and unambiguous. The key result and No 1 Priority for the District over the next 20 years (since incorporated into the Evidence Base) was:

- **To protect and enhance green spaces whilst encouraging the growth of local jobs and businesses.** [source: Report to the Cabinet LDF-020-2010/11, 7.2.11 p1]

The present iteration of the Local Plan draft, especially as it affects Loughton and Chigwell, is the very opposite of that high-level vision.

Reference is made to Issues and Options (2012), page 15, item 3.13 which provided the results of Community Visioning as follows:

- *Protection and enhancement of green spaces was the top priority for residents of Buckhurst Hill, Chigwell, Epping, Loughton, Nazeing, Theydon Bois and Waltham Abbey;*
- *It was the second priority (behind job opportunities) for Ongar residents;*
- *There was general agreement at workshops that there was a need to (i) protect the Green Belt but to consider alterations around settlements where appropriate; and (ii) retain green spaces within urban areas.*

Further reference is made to the first edition of the “Epping Forest Planning Our Future Information Bulletin” published on 18 August 2016 which says “At the heart of Epping Forest District’s Draft Local Plan is the feedback your residents have given to the Council.

Feedback showed that the top 3 priorities for the district over the next 20 years were:

- No 1 - Protecting and enhancing the green spaces
- No 2 - Encouraging the growth of local jobs and businesses
- No 3 - Providing facilities

The two key issues for Loughton and its residents are:

1. **URBAN INTENSIFICATION.** This would mean the loss of much valued green spaces and involve car park developments; opposition to this is a view unanimously expressed at the recent town meeting attended by over 200 residents. The strength of public opinion against development of a number of the proposed residential sites in Loughton is further evidenced by letters and emails from residents and the volume of traffic on local social media sites. (See the detailed responses to Draft Policy P 2 later in the document). The idea of Urban Intensification received no support at the Issues and Options stage, save for a single comment from one responder. The Town Council **strongly opposes any urban intensification** above the minor infilling envisaged in Issues and Options;

and

2. **INADEQUATE INFRASTRUCTURE PROVISION.** This Plan appears to use a broad brush approach with little or no vision or recognition of the current problems facing residents and the adverse effects of additional development across the district and particularly in Loughton. There is too much reliance on other agencies to deliver vital infrastructure improvements. These are agencies over which Epping Forest District Council has little or no control, and there is a deficit in overall infrastructure provision that any number of s106 agreements on individual sites cannot counteract. (See detailed responses to Draft Policies D 1 and D 2). The Town Council **therefore strongly opposes** any urban intensification unless adequate infrastructure is available before or at the same time as development.

LOSS OF GREEN SPACES

The proposal to utilise the existing urban spaces in Loughton, (Sites SR-0356, SR-0358 and SR-0361) is contradictory to the majority of responses to the Issues and Options consultation regarding Green Belt and Landscape in which some 77% said not all relevant issues for the Green Belt and landscape had been identified. There was a large majority opposed to the principle of development in the Green Belt, particularly before all brownfield land is reused and concern about London sprawl and **suburbanisation of settlements in the south of the district**. A majority of respondents favoured development away from the Central Line in the two similar choices.

The supposed sequential test stated at Section 3.54 on page 38 is unsubstantiated and not supported by any national planning instructions. “Sites located on open space in towns” might be appropriate if referring to derelict or unused sites, but not to public open space, which in the opinion of this Council is of equal or higher amenity value than rural green belt sites.

The Town Council therefore resolutely opposes development on part or the whole of the three open spaces on the former LCC estate (SR-0356, SR-0358 and SR-0361) and provides the following evidence.

Evidence:

The overwhelming planning evidence for this objection is contained in a number of recent reports and in evidence collected from local people.

1) Reference is made to Section 171 of the NPPF which says:

Health and well-being

171. Local planning authorities should work with public health leads and health organisations to understand and take account of the health status and needs of the local population (such as for sports, recreation and places of worship), including expected future changes, and any information about relevant barriers to improving health and well-being.

2) The document published by Essex County Council, “A profile of people living in Epping Forest, Organisational Intelligence”, dated April 2016 provides evidence to support this objection. It states that

- i. the Loughton Broadway ward is an area with high deprivation and health inequalities;*
- ii. Loughton Broadway (23.2%) and Loughton Fairmead (22.0%) are two of the four wards in the District with a higher than average percentage of children living in low income families.*

In recent years a number of reports have been produced to highlight the value of green spaces. Given the details from the 2011 Census, this value will be higher for the Loughton wards of Broadway and Fairmead.

3) In 2013, the report ‘**Green Spaces: The Benefits for London**’ identified the following benefits that open spaces deliver:

- **Economic Benefits** – *green spaces result in cost savings for government related to health expenditure, can attract businesses to locate and can encourage tourism;*
- **Health and Well-being** – *green spaces can play a role in promoting healthy lifestyles, reducing stress and preventing illness;*
- **Social Inclusion, community development** – *green spaces give people the chance to participate in design, management and care of local spaces, fostering local pride. They are places to socialise, and because access is free, provide an affordable alternative to other leisure activities as well as allowing children to develop socialisation and motor skills through play;*
- **Education and Lifelong Learning** – *green spaces provide an outdoor classroom for schools, and provide work experience and learning opportunities in environmental management;*
- **Environment and Ecology** – *green spaces help counter pollution, cool the air, increase biodiversity and provide wildlife corridors, serve as ‘lungs’ for towns and cities, absorb noise, and lessen rainwater runoff;*
- **Heritage & Culture** – *green spaces are part of the heritage and culture of local communities. They provide venues for local festivals and civic celebrations.*

Green spaces must be located within easy reach of the communities they serve. Five minutes’ walk would be considered easy reach. To say that Epping Forest is in easy reach of communities in the Debden Estate is unrealistic.

4) **Natural England Commissioned Report NECR067, Green space access, green space use, physical activity and overweight** published in April 2011.

The conclusion of this report reads:

This study has provided new evidence that good access to urban green spaces is associated with higher use, higher physical activity levels, and a lower likelihood of being overweight or obese. Informal physical activity is an important component of overall activity levels, and provision of facilities such as green spaces which can be used for a wide range of physical activities, has population wide benefits. It is important that supportive environments are available to facilitate active lifestyles, and our findings suggest that green spaces may provide a valuable resource in urban areas. See <http://publications.naturalengland.org.uk/publication/40017>

5) **The Parliamentary Office of Science and Technology issued in October 2016, a POSTnote no 538 on Green Space and Health.** The key points include:

- Physical and mental illnesses associated with sedentary urban lifestyles are an increasing economic and social cost.
- Areas with more accessible green space are associated with better mental and physical health.
- The risk of mortality caused by cardiovascular disease is lower in residential areas that have higher levels of ‘greenness’.
- There is evidence that exposure to nature could be used as part of the treatment for some conditions.
- There are challenges to providing green spaces, such as how to make parks easily accessible and how to fund both their creation and maintenance.

See <http://researchbriefings.parliament.uk/ResearchBriefing/Summary/POST-PN-0538>

6) **Public Health England Health Equity Evidence Review 8:**

Local action on health inequalities: Improving access to green spaces published in September 2014 provides further evidence on the value of green spaces and the health benefits. It refers to the importance of accessibility and the impact on health.

See

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357411/Review8_Green_spaces_health_inequalities.pdf

7) **The Land Trust: The Value of Our Green Spaces** published in January 2016 believes high quality well maintained green space is good for everyone and as a land owner and management charity, we know that it:

- supports the natural environment and enhances biodiversity
- provides opportunities for people to improve their health and wellbeing
- provides educational opportunities
- contributes to uplifting the economic value of communities
- encourages community cohesion.

<http://thelandtrust.org.uk/wp-content/uploads/2016/01/The-Value-of-our-Green-Spaces-January-2016.pdf>

COMMENTS ON SPECIFIC POLICIES

Draft Policy D 1, Delivery of Infrastructure

Paragraph 6.10 on page 186 states “*The council will be reviewing the potential that a Community Infrastructure Levy (CIL) could make on supporting the delivery between now and the submission of the Plan.*”

- EFDC should adopt a more detailed CIL policy with specific levels and purposes clearly laid out.

Transport 1: The Central Line – the proposed number of additional dwellings for Loughton would likely result in 500 plus additional passengers per day.

- There are known constraints which restrict the ability of TfL to increase capacity:
 - a) the size of the carriages cannot be increased given the dimensions of the tunnels;
 - b) the number of carriages cannot be increased owing to the platform lengths in central London.
 - c) The frequency of trains cannot be increased because of the signalling system.
 - d) The fare structure attracts additional passengers from distant areas, which means that trains are crowded soon after departure from their terminus, and peak passengers cannot board in Loughton or points south.
 - e) The contention that there is spare capacity on the Central Line contained in the AECOM SA report (last para on p10) is so grotesque as to be risible. There is of course capacity within Epping Forest at off-peak times, but at times the public needs to travel, trains are full when they leave the Epping Forest boundary, and the chances of boarding at stations in Redbridge and Waltham Forest are low. Boarding figures for each train are necessary before this statement, made without evidence, is incorporated into the Plan.

Transport 2: Roads

- There are only three crossings of the Roding and only one in Loughton, Roding Lane (Buckhurst Hill) the A1168 (Loughton) and Abridge (Lambourne). This constraint on the road network means that bottlenecks quickly build up, especially as the Forest imposes a straitjacket on the western side. Extra development in Loughton to what was envisaged in Issues and Options would merely overload an already impossible situation.

Draft Policy P 1 Epping (page 121) and Draft Policy P 8 Epping Theydon Bois (page 158) developments sites in these areas will add to the Central Line capacity problems.

- There will be more pressure on the service not only locally but further down the line, from Leytonstone through to the city.
- Developments planned by the London Borough of Redbridge in its Local Plan for sites in the Hainault and Aldborough Hatch areas will attract significant additional passengers on this underground line impacting on capacity for the whole line; as will the urban intensification of Wanstead, Woodford and adjacent London boroughs.

Draft Policy D 2, Essential Facilities and Services (education and emergency services)

- **Schools** – this is a demographic time bomb – the current expansion of primary schools in Loughton will impact on the existing secondary schools within 5 years. The only significant space for a new school was protected by a covenant for education/health use, which EFDC gave up.
- **Doctors' surgeries** – evidence from practice managers confirms these are already oversubscribed in the Loughton area with unacceptable delays for patients seeking appointments.
- **Emergency services** – the impact of restrictions and service cuts, particularly in the police service, is of great concern to residents.

Draft Policy D 3 – Utilities

The impact of additional development on utilities particularly water supply, waste water and sewage treatment, needs to be quantified in advance of the site allocations – relying on

“developers to fund and complete appropriate improvements prior to occupation” is unrealistic particularly where small scale development sites are proposed.

Draft Policy D 4 – Community, Leisure and Cultural Facilities

Development proposals will be permitted where they:

- i. Retain and maintain existing facilities which are valued by the community;*
- ii. Improve the quality and capacity of facilities valued by the community*

The proposed sites SR-0356, SR-0358 and SR-0361 are essential to the wellbeing of the local community. Any development on these sites will be contrary to and undermine this draft policy. See the earlier evidence on the value of local green spaces provided in this document.

Draft Policy D 6 – Neighbourhood Planning

The Town Council supports this policy. Having designated the whole of the Loughton parish as a Neighbourhood, it has delayed the preparation of a NP pending the publication of the draft Local Plan fully appreciating that the NP must complement the full Plan.

Draft Policy D 7 – Monitoring and Enforcement

This is viewed as essential work which should be properly funded by the District Council.

NPPF section 207 recognises that effective enforcement is important as a means of maintaining public confidence in the planning system.

Draft Policy DM 2 – Landscape character and ancient landscapes

Section A of this policy states “*Development proposals will be permitted where applicants are able to demonstrate that the proposal will not, directly or indirectly, cause significant harm to landscape character or the nature and physical appearance of ancient landscapes.*”

This should also apply to land previously designated as Urban Open Space, a view supported by the evidence from the views of the community at the Loughton public meeting.

Draft Policy DM 3 – Epping Forest SAC and the Lee Valley SPA

This should include reference to forest edges where any development immediately adjacent to the forest would be inappropriate as it would bring an abrupt change of landscape.

Draft Policy DM 4 – Suitable Accessible Natural Green Space and Corridors

Providing appropriate SANGSC will involve:

- i) providing new green spaces;*
- ii) improving access to green spaces;*
- iii) improving the naturalness of green spaces;*
- iv) improving connectivity between green spaces.*

There is a direct contradiction here with the green sites scheduled for development in Loughton in Draft Policy P 2.

SR-0358 (Sandford Avenue/Westall Road Amenity Open Space) and SR-0361 (Colebrook Lane/Jessel Drive Amenity Open Space) are existing greens of a size suitable for the communities they serve and any attempt to reduce their size could not be supported by evidence.

Draft Policy DM 5 Green Infrastructure: Design of Development

The Town Council supports this policy but asks for:

Ai) to include reference to the specific retention of all significant trees, not only those already protected by tree preservation orders (TPOs); and

Aiii) New developments, which are landlocked and only accessible by car, are to be avoided.

Key Evidence (page 85) refers to the Ongar Community Tree Strategy in isolation. This surely must be an omission and fails to recognise the other completed community tree strategies, namely Loughton, Roydon, Stapleford Abbots and Theydon Bois.

EFDC should as part of further assessment work, undertake an audit of the existing employment land to consider whether some of these are suitable for reassignment as housing land – Draft Policy E 1 – Employment Sites.

Loughton Town Council supports the view of its residents that sufficient affordable and starter housing must be provided by the Plan.

Viability constraints – critical assessment could be used by developers as a means of avoiding the need to provide affordable housing on small development sites. The Town Council recommends that the level of units per site should be set lower – say by reducing the target from 15 to 10 dwellings and the 40% level of affordable properties per site must be strictly enforced.

Draft Policy DM 6 – Designated and undesignated open spaces

The Town Council proposed the following amendment to **item A**.

*Where appropriate development proposals will be ~~expected~~ **required** to provide open space, or links to open space in accordance with the standards (currently being developed).*

Regarding **item B**. The total loss of open space is entirely unacceptable. The following amendment is required:

*Development on open spaces (including those allocated in this plan) will only be permitted if it does not result in the ~~total~~ **substantial** loss of usable public open space overall.*

The National Planning Policy Framework (NPPF) states at paragraph 76:

*“Local communities through local and neighbourhood plans should be able to identify for special protection green areas of particular importance to them. By designating land as **Local Green Space** local communities will be able to rule out new development other than in very special circumstances..... Local Green Spaces should only be designated when a plan is prepared or reviewed, and be capable of enduring beyond the plan period”.*

EFDC is formally asked to recognise the value of these green spaces (**SR-0358** and **SR-0361**) to Loughton residents and rather than sacrifice these existing urban open spaces take this opportunity to reclassify them as Local Green Spaces so that generations more may enjoy the benefits. Alternatively they could be dedicated as Fields in Trust.

Draft Policy DM 7 – Heritage Assets

Item Eii) should include reference to “prior to commencement of development” and that the developer is required to fund the archaeological works.

Item F–Non designated heritage assets including the Local List refers to “*The conservation of locally listed heritage assets and other non-designated assets*”. There is an omission here as the policy should include explicit provision for the designation of areas and buildings of Townscape Merit, as recommended in the Heritage Asset review commissioned by EFDC and part of the evidence base. This can be adopted and put into force with the

support of the parish and town councils. This section should also refer to regular reviews of the Local List, Conservation Areas, and Areas of Townscape Merit.

The reference to “*the Council seeks to retain buildings....*” in line 5 must be strengthened.

Reference to the use of Article 4 directions to remove certain national permitted development rights (see NPPF section 200) is required.

Draft Policy DM 9 – High Quality Design Design Standards item F.

Add the highlighted text:

*Development proposals must relate positively **and in conformity** to their locality, having regard to: i) building heights; “...**and must not exceed the norm for the area.**”* noting that Loughton is a low rise town.

The Town Council proposes that there should be a maximum of four storeys in town centres and three storeys elsewhere. This is particularly applicable to the proposed site, SR-0226 and SR-0227, the two station car parks in Loughton. We ask for a new policy explicitly stating this.

Item F iv) rhythm of any neighbouring **properties** or local regular plot and building widths and ~~where appropriate~~ **wherever possible**, following existing building lines;

Much clearer guidance is needed to prevent town cramming:

Privacy and amenity item J i) Changes required- omit "where required" to read:

- J. Development proposals must take account of the privacy and amenity of the development’s users and neighbours. The Council will expect proposals that:
 - i) provide adequate sunlight, daylight and open aspects (including private amenity space ~~where required~~) to all parts of the development and adjacent buildings and land;

Policy DM9K – Changes required- add, specifically, the Essex Design Guide, latest edition.

Draft policy DM 10 – Housing Design and Quality.

The Town Council **requires** the following amendments in the revised Plan:

Item A. *All new housing development must be of a high quality, taking account of the privacy and amenity of ~~neighbouring~~ **neighbours** (See Policy DM 9);*

Item B Ground floor family housing must provide access to private garden/amenity space, and family housing on upper floors should have access to a balcony and/or terrace, subject to acceptable amenity, privacy and design considerations, or to shared communal amenity space and children’s play space **within the development;**

Alternatively, it may be clearer to omit item B entirely and substitute the present DBE8 (private amenity space) and add new paragraph "**Adjacency to a **public amenity space will not supplant the need for sufficient and usable private amenity space.****"

Item C. The highlighted amendment is requested:

*Development proposals ~~should~~ **must** seek to include enhanced provision of green infrastructure, including the quantity and quality of landscaped areas, tree provision and, where the site allows, the provision of additional open space as required by Policy DM 5 and DM 6;*

To avoid over intensification, the Town Council requests the inclusion of the wording of existing Policy DBE8 which states:

New residential developments will be expected to provide private amenity space. This will usually:

- i. be at the rear of dwellings or flats;
- ii. be directly adjacent to and easily accessible from the relevant buildings;
- iii. be of a size, shape and nature which enables reasonable use;
- iv. have an aspect which ensures that reasonable parts receive sunlight throughout the year.

DM10 – a new paragraph is required specifically to include terracing effect:

"Side extensions will be permitted only when such extension does not create a new terracing effect or exacerbate an existing one (e.g. making two short terraces into one long one). A gap of at least one metre will be required in such cases."

Recognising the effectiveness of existing policies in the Local Plan (1998) and Alterations (2006) the town council also suggests that **the following two policies need to be included:**

DBE2 – Effect on Neighbouring Properties

Planning permission will not be granted for new buildings which have a detrimental effect upon existing neighbouring or surrounding properties in either amenity or functional terms."

DBE9 – The Council will require that a change or intensification of use, extension or new development does not result in an excessive loss of amenity for neighbouring properties. The factors which will be taken into account are:

- i. visual impact;*
- ii. overlooking;*
- iii. loss of daylight/sunlight; and*
- iv. noise, smell or other disturbance.*

Draft Policy DM 11 – Waste recycling facilities on new development. We seek changes as below:

Item B. Delete reference to multi storey as follows: *Proposals for new ~~multi-storey~~ flatted / multi-occupancy residential development will be required to make provision for:*

- i) Adequate temporary storage space within each flat, allowing for separate storage of recyclable materials;*
- ii) Adequate communal storage for waste, including separate storage for recyclables pending its collection.*

Draft Policy DM 14 – Shopfronts and on street dining

Item Bii) *provide sufficient space to not obstruct the pavement space.* **Add:** Any use of the public highway must be licensed.

Draft Policy DM 15 – Managing and Reducing Flood Risk

Re the proposed development of sites **SR-0226** (Loughton London Underground Car Park), **SR-0227** (Debden London Underground Car Park), **SR-0356** (Borders Lane Playing Fields), **SR-0358** (Sandford Road/Westall Road Amenity Open Space) and **SR-0361** (Colebrook Lane/Jessel Drive Open Amenity Space):

Development on all these sites will have a significant effect on the water table, will disturb spring lines, and will increase surface water run-off into neighbouring residential streets.

There are particular concerns regarding site SR-0356 which currently acts as a soakaway for a wide area. The additional run-off following development of this site can be calculated using publicly-available web tools such as <http://www.calctool.org/CALC/other/default/rainfall> and show that building on the 4.45 hectare site, given an average rainfall in the county of Essex of 667mm per year, an additional 29,681 tonnes of rainwater runoff per year will flow into Colson Road, Ladyfields and beyond.

Attention is also drawn to the Preliminary Flood Risk Assessment (PFRA) for this area published in January 2011 by Essex County Council as this document has identified the Loughton Area as a Tier 1 at risk area.

Draft Policy DM 16 – Sustainable Drainage Systems

This should include reference to mitigating factors such as green roofs and tree and hedge planting.

Draft Policy E1

The Plan is **defective** in that it proposes no means of assessing whether present employment land should not be converted to residential, where it is in a particularly sustainable location.

In 2012, as part of its response to the Strategic Housing Land Availability Assessment (SHLAA) and Call for Sites, the Town Council formally proposed the conversion of the former Bridge Farm (Clinton) site of approximately 3 acres adjacent to Debden station to residential. No action was taken on this proposal, so the Council has now resolved to draw its resolution to the attention of the site owner.

Draft Policy E4

The Plan should allocate a site for hotel (or shared hotel/residential) accommodation in Loughton, preferably close to a station.

Draft Policy P 2 Loughton Page 127

A. Residential and Employment sites

In accordance with Policy SP 2 the following sites are allocated for residential development:

- i) **SR-0226** (Loughton London Underground Car Park) – approximately 114 homes; and*
- ii) **SR-0227** (Debden London Underground Car Park and land adjacent to station) – approximately 193 homes;*

- Should these two sites proceed, there will undoubtedly be major disruption to local traders during the construction phase – some mitigation should be allowed for in this regard.
- In consideration of draft policy SP 1, Sustainable Development, the suggestion that the residents of the new properties at these two sites “won’t need cars” and that “in theory there will be no net loss of parking spaces” is totally unrealistic.

With particular regard to *i) **SR-0226** (Loughton London Underground Car Park)* concerns have been raised by residents about:

- the potential effect of underground construction in this area on the water table and the implications for the existing nearby residential roads; and
- the restricted access to the car park area.

iii) **SR-0289** (Vere Road) – approximately 10 homes; No comment.

iv) **SR-0356** (Borders Lane Playing Fields) – approximately 304 homes;

- Given the longstanding formal undertaking for this site to provide a sports centre on this site it will be impossible to deliver 304 dwellings at reasonable density, height, and massing.
- Residents have raised concerns about the increase in traffic on Borders Lane and local school capacity issues (see also previous comments on Policy D 2).
- This site has been neglected for many years and has as a result become of environmental importance for wildlife. Development here would be contrary to Draft Policy DM 1 Habitat protection and improving biodiversity.
- Responses from 14 residents in nearby Colson Road and Ladyfields when asked to provide evidence for the potential registration of this site as a village green showed the land has been used since the late 1940s for informal recreation. This open space therefore contributes significantly to the health and wellbeing of the local community.
- This site may be required to deliver additional educational facilities for the town. Such uses could be made largely commensurate with its status as urban open space.

v) **SR-0358** (Sandford Avenue/Westall Road Amenity Open Space) – approximately 53 homes;

- This is a well-used green for informal leisure activities valued greatly by the local community it serves, also more familiarly known as Rochford Green.
- There is currently an application lodged with the Registration Authority, Essex County Council, to designate this site as a village green. Sufficient evidence has been provided to justify this but the application is still pending as of 29 November 2016. We believe the *Barkas* judgement may not be held to apply to the Loughton sites.
- Evidence provided by residents as part of the application process confirms this green has been in constant use since the early 1950s for a wide range of informal leisure activities.

vi) **SR-0361** (Colebrook Lane/Jessel Drive Amenity Open Space) – approximately 195 homes;

- As with site SR-0358, this is also a well-used green for informal leisure activities valued greatly by the local community it serves, also more familiarly known as Jessel Green.
- Similarly, this site has a village green application lodged with Essex County Council but still pending. Sufficient evidence has been provided to justify this but the application is still pending as of 29 November 2016. We believe the *Barkas* judgement (*Barkas v North Yorkshire County Council* [2014] UKSC 31) may not be held to apply to the SR-0358 and SR-0361 Loughton sites.
- Evidence provided by residents as part of the application process confirms this green has been in constant use since the early 1950s for a wide range of informal leisure activities. There have also been a number of successful and well-attended large scale community events on this green in recent years. It is one of the only easily accessible green spaces suitable for such community events in the town and any loss of this amenity would have a detrimental effect on the residents it serves. This effect

is supported by the evidence provided earlier in the document on the benefits of green spaces in general and the appropriateness of the size of the greens.

- No evidence whatsoever has been produced to support any contention that any of the greens are underused. This contention appears at the foot of page 12 (para: Land and Waste) of the AECOM Interim SA report, Sept 2016, which as supplementary evidence to the Local Plan, Loughton Town Council **considers is inadmissible.**
- vii) **SR-0526** (Golden Lion public house, Newmans Lane) – approximately 30 homes; no comment.
- viii) **SR-0527** (Royal Oak public house, Forest Road) – approximately 14 homes;
- EPF/2042/16 for this site has been refused by Area Plans South at the meeting on 23 November 2016, exception being taken to the high density of development. A smaller development was mentioned in the Way Forward.
- ix) **SR-0548** (Loughton Resource Centre, Torrington Drive) – approximately 35 homes;
- This is contrary to Draft Policy D 4 – Community, Leisure and Cultural Facilities which requires existing facilities valued by the community to be retained or enhanced. Alternative community provision will be required in the vicinity to replace the loss of this facility. The Thomas More church site might be available for this purpose.
- x) **SR-0565** (Loughton Library and adjacent Car Park) – approximately 44 homes;
- The description of this site should be amended to read ‘Traps Hill Car Park,’ to avoid confusion. This point was covered at the public exhibition at the Lopping Hall by a post-it note, which must be incorporated into the Plan.
 - The Loughton Library building must be safeguarded.
 - As with **SR-0226 and SR-0227** should development at this site proceed,
 - there will undoubtedly be major disruption to local traders during the construction phase. This disruption will also impact on the public attending the nearby doctor’s surgery, the shops and the play area – much mitigation should be allowed for in this regard.
 - In consideration of draft policy SP 1, Sustainable Development, the suggestion that the residents of the new properties at this site “won’t need cars” and that “in theory there will be no net loss of parking spaces” is totally unrealistic.
 - The hilly nature of this site means that any building on it would be unduly dominant to neighbouring houses in Tycehurst Hill, Traps Hill, and area.
- xi) **SR-0834** (Former Post Office depot and associated car parking, west of High Road) – approximately 30 homes;
- NB: A development for this site providing 30 dwellings has already been considered and refused planning permission – see EPF/1545/16. The refusal reasons cited NPPF policies. A smaller development was mentioned in the Way Forward, and the Town Council suggests 20 be the maximum target for this site.
- xii) **SR-0835** (Old Epping Forest College Site, Borders Lane) – approximately 158 homes;
- This site may be required to deliver additional educational facilities for the town.
- xiii) **SR-0878** (46 - 48 Station Road) – approximately 12 homes – no comment.

xiv) **SR-0325** (land north of the Bank of England works)

The Town Council strongly objects to this site being zoned for any development, as it breaks a natural green belt boundary, the Pyrles Brook (sometimes known as the Debden Brook), and would impair the value of the Broadfield Shaw ancient woodland, to which it is adjacent.

xv) **SR0355A** (north) – Former Britannia Sports Ground.

The Town council considers this land should either be zoned as residential, or offered as a swap for the Bridge Farm site, or for hotel facilities (see comment on E1 and E4 above).

xvi) **SR0355A** (south) – land behind Langston Rd Retail Park.

This might also be a site for hotel accommodation.

B. Infrastructure requirements

Add the highlighted text:

Infrastructure requirements must be delivered at a rate and scale to meet the needs that arise from the proposed development and allow for additional capacity requirements on the Central Line, in accordance with the Infrastructure Delivery Plan.

C. Town Centre uses and D. Small District Centre Uses

Reference is made to Draft Policy E 2, H Out of Centre uses, iii) and iv) and the Vision for Loughton and key strengths and weaknesses detailed on page 125:

- Whether the Broadway town centre boundary should be extended to include Langston Road with the soon to be completed retail park and, if so, how, given the separation of the two areas, has yet to be fully evaluated.
- Whilst on page 131 the alternative option to extend the boundary appears to have been discounted, the Town Council asks for a commitment to review this extension once the retail park has become established to ensure the impact of this ‘out of centre’ retail park on both The Broadway and the High Road is minimised.
- The percentage restrictions have already been breached in many areas of Primary Retail Frontage and require rigorous enforcement. The policy should state explicitly how enhanced enforcement is to be achieved.

Housing, Economic and Transport Policies

Housing - General – additional policies are required to

- i. Introduce a local preference scheme; and
- ii. prevent ‘part-time’ occupation

Draft Policy E 1 – Employment Sites –

Existing Employment Sites A. *The Council will seek to retain and where necessary enhance existing employment sites and premises. Proposals for the redevelopment, renewal or extension of existing employment sites and premises for their designated use will be encouraged.*

The policy needs to be qualified thus

- An evaluation of the existing and proposed employment sites should be undertaken to explore opportunities for mixed use sites and /or conversion to residential.

Draft Policy T 1: Sustainable Transport Choices

General – The Town Council is of the view that the majority of local bus services are sub-standard with service levels reducing. There is a pressing need for a Quality Bus

Partnership Scheme between ECC and the bus operators to the north and east of Loughton in line with Government policy; see <https://www.gov.uk/government/publications/2010-to-2015-government-policy-local-transport/2010-to-2015-government-policy-local-transport>
 In recognition of the existing problems with commuter parking on residential roads in Loughton, the Town Council proposes an additional **policy T 3**: to control on-street parking. Developers should make sufficient parking provision within each site according to the Essex Parking Standards and residents of new developments should not have access to residents parking zones. Where a development is likely to cause parking stress at a moderate or high level, in an area not fully covered by CPZs the developer will be expected to contribute to the costs of a CPZ.

General Comments

The proposed urban intensification of Loughton cannot be achieved without a serious adverse effect on the local community.

Epping Forest District Council does not appear to have fully explored an option for one or more garden villages. This is a strategic mistake. A settlement in the north-east of the district or elsewhere should be considered. Basildon, Braintree, Brentwood, Colchester, Uttlesford, and Tendring Districts are actively investigating this option. That EFDC has not done so throws unnecessary burdens on the south of the District, and in the Town Council's opinion, the lack of evidence in this respect makes the Plan unsound.

The Town Council supports in principle the submission and evaluation of the Roding Village proposal, a new garden village on the site of the Woolston Manor Golf Course, [in Chigwell parish but close to Debden station] whilst noting that the site is in the Green Belt and partially within a flood zone. With careful planning this could be made sustainable, especially by direct cycle and pedestrian access into Debden station. It does not lie between the settlements of Loughton and Chigwell Village and is therefore not in a strategic separation gap.

Draft Policy SP 3 – Strategic Allocations around Harlow – the potential for development around Harlow should be maximised. Evidence available to the Town Council suggests that the Latton and Riddings sites, in particular, could take approximately a thousand more dwellings.

Draft Policy P 5 – Buckhurst Hill

A. Residential sites

i) SR-0176 (St Just, Powell Road) – approximately 30 homes;

- This site is considered important for the separation of Buckhurst Hill from Loughton.

Draft Policy P7 – Chigwell

The urban intensification of the Limes Farm Estate (SR-0557) is subject to the same objections as of the three Loughton open spaces, and cannot be justified.

Signed.....
 Date: 14 December 2016

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 14 December 2016 at 7.45pm at 1 Buckingham Court

Present:

Councillors: C Davies (in the chair)

P Abraham	J Angold-Stephens	P Beales (from Min no 47)
R Brookes	T Cochrane	B Cohen
M Dalton	L Girling	J Jennings
S Murphy	S Murray (from Min no 45)	A Omer
S Pewsey	C C Pond	C P Pond
M Stubbings	D Wixley	

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

The meeting was preceded by the presentation of the awards by the Town Mayor to the winners of the Christmas card competition.

38 Apologies for Absence

Apologies for absence were received from Cllrs Beales, Downing, Latchford and Mahoney.

39 Declarations of Interest

No declarations of interest were received.

40 Confirmation of Minutes

The minutes of the meetings of the Council held on 19 October 2016 and 29 November 2016 were CONFIRMED as a correct record and signed by the Chairman.

41 Public Representations

None were received

42 Questions Without Discussion

No questions were received.

43 Town Mayor's Engagements and Announcements

The Town Mayor, Cllr Carol Davies, reported that since the Council meeting on 19 October she had attended the following events:

The YES Partnership Breakfast for Business at Debden Park High School and the opening of the new 6th form annexe, the YES Partnership Investors in Young People Awards evening, observation of the two minutes' silence at the War Memorial on Kings Green, judged the Christmas Card and Best Dressed Window competitions, attended the Remembrance Sunday Service and Parade, the YES Partnership conference with Davenant and West Hatch schools, a Local Plan meeting at EFDC, the Loughton Youth Centre Celebration event, the YES Partnership conference with King Harold and Debden Park Schools, Debden Broadway Countdown to Christmas event, the Extraordinary Council Meeting held at Murray Hall, the Loughton Arts

Centre Christmas Crafts, “Sing Christmas” at St Mary’s Church, the Light up a Life Service at Kings Green and met with the Beaver Cubs at Trinity Church, Mannock Drive.

Cllr Abraham reported that, on behalf of the Town Mayor he had attended the LADS performance of “Wife After Death” at Lopping Hall, the Chigwell Riding Trust Carol Service, and the Oak View School Christmas performance of “Frozen”.

44 Matters for Report

No matters were raised.

Cllr Murray joined the meeting during the next item.

45 Reports from Members on Outside Organisations

45.1 Written reports on the following meetings were NOTED.

- i. ECC Parish Passenger Transport meeting – 25 October 2016
- ii. Epping Forest Citizens Advice AGM – 26 October 2016
- iii. Local Councils’ Liaison Committee – 14 November 2016
- iv. Broadway Town Centre Partnership – 10 November 2016
- v. Loughton 1st (High Road Town Centre Partnership) – 1 November 2016

46 Reports from Committees

46.1 Planning and Licensing

The reports from the meetings held on 17 and 31 October, 14 and 28 November 2016 were NOTED.

46.2 Recreation

The report from the meeting held on 2 November 2016 was NOTED.

Cllr Wixley reported that the Town Council had been awarded a £3,000 Community Initiatives Fund grant for outside table tennis tables to be placed on Roding Valley Recreation Ground and Willingale Road Playing Fields.

The Town Clerk reported that the Council had also received confirmation of an award of £400 from the Community Wi-Fi Scheme towards the costs of providing a broadband service at the Murray Hall.

46.3 Environment and Heritage

The report from the meeting held on 16 November 2016 was NOTED.

46.4 Resources and General Services

The report from the meeting held on 5 October 2016 was NOTED.

46.5 Resources and General Services

The report from the meeting held on 7 December 2016 was NOTED.

With reference to Min no RG25.4, the Council thanked all the staff involved in the arrangements for the Extraordinary Council meeting.

46.5.1 Investment Policy – Min no RG26.4.1

The Council RESOLVED to adopt the revised Investment Strategy and Policy as follows:

INVESTMENT STRATEGY AND POLICY

This Council acknowledges the responsibility of prudently investing the temporarily surplus funds held on behalf of the community as part of its fiduciary duty.

1 STRATEGY

The Local Government Act 2003 Section 12 provides the Power to Invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.

In accordance with Section 15(1) of the Local Government Act 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

The Council's investment priorities are:

- i. the security of its reserves, and
- ii. the adequate liquidity of its investments, and
- iii. the return on investment - the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

2 POLICY

- (i) To retain not less than three months' average working capital requirement in current and deposit accounts giving immediate access.
- (ii) To place any other funds on deposit of up to one year's duration, depending on the prevailing interest rates and forecast cash flow requirements, noting that long term investments are defined in the Guidance as any greater than 12 months.
- (iii) All investments will be made in sterling.
- (iv) Funds only to be deposited or invested with:
 - (a) UK clearing banks or their subsidiaries, together with those former major building societies now banks subject to their being assigned a credit rating of 'BBB+' or above from Standard and Poor's, Moody's *Investors Services Ltd* or *Fitch Ratings Ltd*.
 - (b) UK Government stocks
 - (c) UK local authority stocks or bonds.

46.5.2 Members' Remuneration Scheme – Min no RG27

The Council AGREED to maintain the Parish Basic Allowance at £108 for 2017/18.

Cllr Beales joined the meeting during the next item.

47 Code of Conduct

The Council RESOLVED unanimously to adopt the revised Code of Conduct with immediate effect.

A copy of the revised Code is provided as an appendix to these minutes on pages 31 to 37.

48 Standing Orders

The Council carried out the annual review of the Standing Orders and AGREED that they met the needs of the Council at the current time.

Signed.....
Date: **22 February 2017**

Appendix A

COUNCILLOR CODE OF CONDUCT

Part 1 General Provisions

Introduction and interpretation

As a member you are a representative of this authority and the public will view you as such therefore your actions impact on how the authority as a whole is viewed and your actions can have both positive and negative impacts on the authority.

This Code as a whole is consistent with “Nolan Principles” and the provisions of S29 (1) Localism Act 2011

Glossary of terms used:

“relevant period” means the period of 12 months ending with the day on which you give notification to the authority’s monitoring officer of any disclosable pecuniary interests you had at the time of the notification.

“profit or gain” includes any payments or benefits in kind which are subject to Income Tax.

“beneficial interest” means having an economic benefit as a legal owner or holding it on trust for the beneficial owner, having a right to the income from the land or securities or a share in it or the right to the proceeds of sale or share of part of the proceeds of sale.

1. Who does the Code apply to?

This Code applies to all members of Loughton Town Council, including co-opted members.

It is your responsibility to comply with the provisions of this Code.

2. What does the Code apply to?

The Code applies to you whenever you are acting in your capacity as a member of the Council, including:

- (a) at formal meetings of the Council and all of its committees and subcommittees;
- (b) when acting as a representative of the Council;
- (c) in discharging your functions as a ward councillor;
- (d) at meetings with officers;
- (e) at site visits;
- (f) when corresponding with the Council other than in a private capacity.

The Code does not seek to regulate what you do in your private and personal lives.

3. General obligations

- (1) You must treat others with respect.
- (2) You must uphold the law.

- (3) You must not:
- (a) do anything which may cause your authority to breach any of the equality enactments;
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be:
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4. Confidential Information

You must not:

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5. Conferring an advantage or disadvantage

You:

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of your authority:
 - (i) act in accordance with your authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

PART 2 MEMBERS INTERESTS

6. Disclosable Pecuniary Interests

6.1 You have a disclosable pecuniary interest in any business of your authority if it is of a description set out in 6.2 below and is either:

- (a) An interest of yours; or
- (b) An interest (of which you are aware) of a spouse, civil partner or a person you are living with as a spouse or civil partner (known as 'Relevant Persons').

6.2 It relates to or is likely to affect:

- (i) Any employment, office, trade, profession or vocation carried on by you or a relevant person for profit or gain;
- (ii) Any payment or provision of any other financial benefit (other than from your authority) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;
- (iii) Any beneficial interest in securities of a body where-
 - (1) that body (to your knowledge) has a place of business or land in the area of your authority and
 - (2) either:
 - (a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (b) the beneficial interest exceeds one hundredth of the total issued share capital of the share capital of that body, if of more than one class, the total nominal value of the shares of any one class
- (iv) Any contract for goods, services or works which has not been fully discharged between you or a relevant person and your authority or a body in which you or they have a beneficial interest;
- (v) A beneficial interest in any land in your authority's area;
- (vi) Any tenancy where to your knowledge (a) the landlord is your authority and (b) the tenant is a body in which you or a relevant person has a beneficial interest;
- (vii) a licence of any land in your authority's area (alone or jointly with others) that you or a relevant person occupy for a month or longer.

7. Pecuniary Interests

7.1 You have a Pecuniary Interest in any business of your authority where either it relates to or is likely to affect:

- (i) any person or body who employs or has appointed you;
- (ii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specific in paragraph 6.2.(iii) which has been fully discharged within the last 12 months;

8. Non-Pecuniary Interests

8.1 You have a non-pecuniary interest in any business of your authority where it relates to or is likely to affect:

- (i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the authority;
- (ii) any body:
 - (1) exercising functions of a public nature; or
 - (2) directed to charitable purposes; or
 - (3) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);

of which you are a member or in a position of general control or management;

- (iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50;
- (iv) a decision in relation to that business which might reasonably be regarded as affecting your wellbeing or the wellbeing of a relevant person to a greater extent than the majority of:-
 - (a) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (b) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's areas.

9. Disclosure of Interests

9.1 Subject to sub-paragraphs 9.2 to 9.6, where you have a Disclosable Pecuniary Interest, Pecuniary Interest or a Non-Pecuniary Interest in any business of your authority and you are present at a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification.

9.2 Sub-paragraph 9.1 only applies where you are aware or ought reasonably to be aware of the existence of the pecuniary or non-pecuniary interest.

- 9.3 Where you have an interest in any business of your authority which would be disclosable by virtue of paragraph 9.1 but by virtue of paragraph 14 (sensitive interests) details of the interest are not registered in your authority's published register of members' interest and that the interest is a disclosable pecuniary interest (if that is the case) but you need not disclose the nature of the interest to the meeting.
- 9.4 Where you have a pecuniary interest in any business of your authority and a function of your authority may be discharged by you acting alone in relation to that business, you must ensure you notify the authority's monitoring officer of the existence and nature of that interest within 28 days of becoming aware that you will be dealing with the matter even if more than 28 days before you will actually deal with the business.
- 9.5 Where you have an interest in any business of your authority which would be disclosable by virtue of paragraph 9.1 and you have made an executive decision in relation to that business you must ensure that any written statement of that decision records the existence and nature of that interest.
- 9.6 In this paragraph "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

10. Disclosure of Interests generally

- 10.1 Subject to sub-paragraph 10.2 where you have a pecuniary interest in any business of your authority you also have a disclosable pecuniary interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgment in the public interest.
- 10.2 You do not have a disclosable pecuniary interest in any business of your authority where that business-
- (i) does not affect your financial position or the financial position of a person or body described in paragraph 8.1 (a) i. and ii.;
 - (ii) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8.1 (a) i and ii; or
 - (iii) relates to the functions of your authority in respect of:
 - (a) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
 - (b) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
 - (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (d) an allowance, payment or indemnity given to members;
 - (e) any ceremonial honour given to members; and
 - (f) setting council tax or a precept under the Local Government Finance Act 1992.

11. Effect of Disclosable Pecuniary Interests on participation**11.1**

- (a) If you are present at a meeting of the Authority or of any committee, subcommittee, joint committee or Joint Subcommittee and you or a Relevant Person has a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at a meeting and you are aware of that interest:
- (i) You must not participate, or participate further, in any discussion of the matter at the meeting, or participate in any vote, or further vote, taken on the matter at the meeting.
 - (ii) You must withdraw from the room or chamber where the meeting considering the business is being held unless you have received a dispensation from the Standards Committee or the Authority's Monitoring Officer.
 - (iii) You must not exercise executive functions in relation to any business of the authority; and
 - (iv) You must not seek improperly to influence a decision about that business.
- (b) If a function of your authority may be discharged by a member acting alone and you have a disclosable pecuniary interest in any matter to be dealt with or being dealt with in the course of discharging that function you may not take any steps or any further steps in relation to the matter (except for the purpose of enable the matter to be dealt with otherwise than by yourself).

11.2 Public Perception

If you have an interest which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to affect your judgement in the public interest and you are present at a meeting of the Authority at which such business is to be considered or is being considered you must:

- (i) Disclose the existence and nature of the interest (subject to the provisions of paragraph 9(3) above); and
- (ii) Withdraw from the room or chamber where the meeting considering the business is being held.

PART 3 REGISTER OF MEMBERS INTERESTS**12. Registration of Members' Interests**

- (a) Subject to paragraph 13, you must, within 28 days of:
- (i) this Code being adopted by or applied to your authority; or
 - (ii) your election, re-election or appointment or re-appointment to office (where that is later), or co-opted onto the authority
- register in your authority's register of members' interests (maintained by the Monitoring Officer under Section 29(1) of the Localism Act 2011) details of:
- (i) disclosable pecuniary interestsⁱ as referred to in paragraph 6 that you, your spouse, civil partner or person with whom you live as if they were your spouse or civil partner in so far as you are aware of their interests at that time;
 - (ii) pecuniary interests referred to in paragraph 7 that you have;

- (iii) Non Pecuniary Interests referred to in paragraph (8) (i), (ii) and (iii) that you have.
- (b) You must keep your Register of Interests up to date by notifying the Monitoring Officer of any changes to your interests referred to in (a) above within 28 days of the change occurring or becoming aware of the change.

13. Sensitive Information

- 13.1 Where you have a disclosable pecuniary interest referred to in paragraph 6 or pecuniary interest referred to in paragraph 7 and the nature of the interest is such that you and your authority's monitoring officer consider that disclosure of details of the interest could lead to you or a person connected with you being subject to violence or intimidation if the interest is entered in the authority's register then copies of the register available for inspection and any published version of the register should not include details of the interest but may state that you have an interest details of which are withheld under s32(2) of the Localism Act 2011 and/or this paragraph.
- 13.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 13.1 is no longer sensitive information, notify your authority's monitoring officer.
- 13.3 In this Code "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subject to violence or intimidation.

THE NOLAN PRINCIPLES AND SECTION 28(1) OF THE LOCALISM ACT 2011

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 25 January 2017 at 7pm at 1 Buckingham Court

Present:

Councillors: C Davies (in the chair)
P Abraham J Angold-Stephens P Beales
B Cohen J Jennings K Latchford
S Murphy S Murray A Omer
T Owen C C Pond C P Pond
M Stubbings D Wixley

Officers: E K Walsh (Town Clerk)
Paul Hoy (Services Manager)

- 49 Apologies for Absence**
Apologies for absence were received from Cllrs Brookes, Cochrane, Dalton, Downing, and Pewsey.
- 50 Suspension of Standing Orders**
The Council AGREED to suspend Standing Order 2 h(i)(iv) for this meeting, as the meeting was a special one with only one main agenda item.
- 51 Declarations of Interest**
No declarations of interest were received.
- 52 Public Representations**
None were received.
- 53 Council Precept for 2017/18**
Cllr Angold-Stephens, Vice Chairman of the Resources and General Services Committee, presented the recommendations of this Committee from its meeting on 11 January 2017.

It was NOTED that the tax base for 2017/18 had been confirmed as 12,294.8, a slight increase on that for 2016/17.

It was further NOTED that the District Council had confirmed that the LCTS grant to be paid to the Town Council with the first instalment of the Precept, the sum of £27,016, had been treated as income in the Estimates.

It was AGREED to use £72,000 from the forecast general reserves, which reduced them to £237,352 equivalent to 62.8 per cent of the budgeted net core running costs meeting the Council's Reserves Policy.

The Estimates for 2017/18 were AGREED as follows:

Committee	Income		Expenditure including re-charges
	£	£	£
Resources and General Services	28,500		205,850
Environment and Heritage	24,466		204,875
Recreation	113,385		658,142
Planning and Licensing	0		66,500
		166,351	1,135,367
Interest		10,000	
Use from earmarked reserves			
Resources & General Services	2,000		
Environment & Heritage	36,500		
Recreation	161,700		
Planning and Licensing	25,000		
		225,200	
Local Council Tax Support Grant		27,016	
Use of General Reserves		72,000	
Total income		500,567	
Net requirement		634,800	

The Council unanimously RESOLVED to set the precept for 2017/18 at £634,800.

This would give the Loughton proportion of the annual council tax for a band D property as £51.63, an increase of £2.45 on that for the current year of £49.18 which had stood at that level for 7 years.

Members thanked Cllr Angold-Stephens for her presentation and the Resources and General Services Committee and Council Officers for their work in preparing this budget.

Signed.....
Date: 22 February 2017

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 22 February 2017 at 7.45pm at 1 Buckingham Court

Present:

Councillors: C Davies (in the chair)

P Abraham	J Angold-Stephens	P Beales
R Brookes	T Cochrane	B Cohen
M Dalton	T Downing	L Girling
J Jennings	K Latchford	J Mahoney
S Murphy	S Murray	T Owen
S Pewsey	C C Pond	C P Pond
M Stubbings	D Wixley	

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

54 Apologies for Absence

No apologies for absence were received.

55 Declarations of Interest

No declarations of interest were received.

56 Confirmation of Minutes

The minutes of the meetings held on 14 December 2016 and 25 January 2017 were CONFIRMED as a correct record and signed by the Chairman.

57 Public Representations

None were received.

58 Questions Without Discussion

To answer any questions which have been submitted in accordance with Standing Order no 8.

59 Town Mayor's Engagements and Announcements

The Town Mayor, Cllr Carol Davies, reported that since the Council meeting on 14 December 2016 she had attended the following events:

Forest Creative Writers Christmas Party at the Loughton Club, Celebration of Christmas by Candlelight at the Abbey Church, Waltham Abbey, Lighting of the Menorah for the Chanukah celebrations on Standard Green, the official opening of the Sensory Area at Loughton Library, the YES Partnership Conference at the Marriott Hotel, the LADS production of "The Thrill of Love" at Lopping Hall, Sleeping Beauty Pantomime at Lopping Hall organised by the Red Balloon Family, Waltham Abbey Town Council Civic Service at the Waltham Abbey Church and presented awards to the Young Artists at the Loughton Arts Centre.

Cllr Abraham reported that, on behalf of the Town Mayor, he had attended the Christmas Service at St John the Baptist Church and given a reading.

60 Matters for Report

There were no matters for report at this meeting.

61 Reports from Members on Outside Organisations

61.1 Written reports on the following meetings were NOTED.

- vi. Epping Forest Citizens Advice – 2 February 2017 – Cllr Angold-Stephens
- vii. Epping Forest Branch of the Association of Local Councils – 8 February 2017 – Cllr Pewsey and the Town Clerk
- viii. Lopping Endowment – Cllr Pewsey
- ix. Essex Police Local Community Meeting – 25 January 2017 – Town and Community Development Officer

62 Reports from Committees

62.1 Planning and Licensing

The reports from the meetings held on 12 December 2016, 9 and 23 January 2017 and 6 February 2017 were NOTED.

62.2 Recreation

The report from the meeting held on 11 January 2017 was NOTED.

62.3 Environment and Heritage

The report from the meeting held on 25 January 2017 was NOTED.

62.4 Resources and General Services

The reports from the meetings held on 11 January and 15 February 2017 were NOTED.

63 Financial Regulations

Further to the detailed review carried out by the Resources and General Services Committee at its meeting on 15 February 2017, the Council CONFIRMED that the Financial Regulations as adopted on 17 February 2016 still met its requirements.

64 Governance and Accountability

64.1 Internal Audit

64.1.1 Review of the Effectiveness of the System of Internal Audit

Members considered the detailed report and reviewed the effectiveness of the system of internal audit, including the current system of internal audit, the independence and competence of the internal auditors, the scope of the internal audit and audit planning and reporting systems.

The Council AGREED that the system of internal audit, which had been in place during 2016-17, was satisfactory.

64.1.2 Review of the Effectiveness of the System of Internal Control

Members considered the detailed report and reviewed the effectiveness of the system of internal control.

The Council AGREED the following statement:

STATEMENT OF INTERNAL CONTROL

1 Scope and Responsibility

Loughton Town Council (hereafter called “the Council”) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and

that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2 Purpose of the System of Internal Control

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2017.

3 The Internal Control Environment

The system of internal control is based on a framework consisting of the Code of Conduct, internal regulations (including but not limited to financial regulations) and administrative procedures. It is further enhanced by the regular provision of management and financial information as appropriate to fit the Council's policy of delegation and responsibility. The system is constantly monitored by members as well as officers within the Council. In particular, the system incorporates:

- comprehensive budgeting systems, project evaluation and management appraisal
- regular reports of service delivery and project performance
- preparation and dissemination of regular financial reports measuring actual expenditure against forecasts for both revenue and capital projects
- regular review of such reports by officers, and by members in committee and full Council.

4 Review of Effectiveness

The authority has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Council and its committees, especially the Resources and General Services Committee
- the Town Clerk/Responsible Financial Officer and other staff
- the internal auditor
- the external auditor
- any other review agencies and inspectorates in their reports.

64.2 Risk Assessment and Management

The Council carried out the annual review of its Risk Assessment and Management document.

No amendments to the document agreed at the meeting on 17 February 2016 were considered necessary at this time.

65 Highways

65.1 New Parking Restrictions

The Council supported Essex County Council’s proposal to introduce new parking restrictions near Loughton Station to prevent commuter parking on the central reservation. However, members asked for the “no waiting at any time” scheme to be extended southwards to include the area around the entrance to the TfL staff car park. The Town Council will expect strict enforcement of these new restrictions and those provided by the existing bus lane.

66 Complaints Panel

The Council nominated Cllrs Angold-Stephens, Jennings and C C Pond to form the Complaints Panel to address an ongoing cemetery complaint.

67 Office Accommodation

The Town Clerk provided a brief update on the forthcoming move to the library.

67.1 Lease – Min no 33

The Town Mayor and Deputy Town Mayor executed the lease relating to part of the First Floor, Loughton Library, Traps Hill, between Essex County Council and Loughton Town Council.

67.2 Building Works

The Council NOTED that once the Lease had been completed by Essex County Council, the contract for the minor building works would be awarded to Tarbrook Design and Build, with a value of £15,554 net of VAT.

Signed.....

Date: **3 May 2017**

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 3 May 2017 at 7.45pm at 1 Buckingham Court

Present:

Councillors: P Abraham (in the chair)
J Angold-Stephens P Beales (from Min no 69)
T Cochrane B Cohen M Dalton
T Downing (from Min no 71) J Jennings
K Latchford S Murphy S Murray
A Omer T Owen S Pewsey
C C Pond C P Pond M Stubbings
D Wixley

Officers: E K Walsh (Town Clerk)
P Bryce (Administrative Assistant)

Not Present:

Councillors: R Brookes C Davies L Girling
J Mahoney

68 Apologies for Absence

Apologies for absence were received from Cllrs Brookes, Davies and Mahoney.

Cllr Beales joined the meeting.

69 Declarations of Interest

No declarations of interest were received.

70 Confirmation of Minutes

The minutes of the meeting held on 22 February 2017 were CONFIRMED as a correct record and signed by the Chairman.

Cllr Downing joined the meeting.

71 Public Representations

None were received.

72 Questions Without Discussion

No questions were received.

73 Town Mayor's Engagements and Announcements

The Chairman reported that, since the Council meeting on 22 February 2017, the Town Mayor had attended the following events:

Youth Makes Music at New Hall, Chigwell, the Civic Celebration at The Murray Hall, Loughton Youth Music Festival at LMC, Oak View School's Got Talent, GROW Community Garden Easter Egg Hunt and the St George's Night, Poppy Dance at the Loughton Royal British Legion.

Cllr Abraham also reported that, on behalf of the Town Mayor, he had attended the LADS performance of “A Streetcar Named Desire” at Lopping Hall and the presentations to the winners of the raffle at the Council’s tennis coaching sessions on the Roding Valley Recreation Ground.

74 Matters for Report

74.1 Finance – Min no RG46.2.2

The Committee NOTED that a complaint had been made to NatWest Bank as it appeared that the mandate instructions issued to the bank in May 2016 had been incorrectly applied.

The Council reconfirmed the signatories on the four NatWest accounts as follows:

No 1 CURRENT ACCOUNT (NatWest) and No 3 BUSINESS RESERVE (NatWest)

Position	Authorised signatory
Town Mayor	Carol Davies
Deputy Town Mayor	Philip Abraham
Chairman of Resources & General Services	Stephen Pewsey
Chairman of Environment & Heritage	Christopher C Pond (not in conjunction with CPP)
Chairman of Recreation	David Wixley
Chairman of Planning & Licensing	Jill Angold-Stephens
Additional Signatory see RGS Min 160.5	Caroline P Pond (not in conjunction with CCP)

No 2 PAYROLL ACCOUNT (NatWest)

Town Clerk	Enid K Walsh
Officer	Paul Hoy
Chairman of Resources & General Services	Stephen Pewsey
Town Mayor	Carol Davies
Chairman of Environment & Heritage	Christopher C Pond
Chairman of Planning & Licensing	Jill Angold-Stephens

No 5 For & on behalf of Loughton Town Council – SECURITY DEPOSITS (NatWest)

Town Clerk	Enid K Walsh
Deputy Town Clerk	-
Officer	Paul Hoy

Cllr Pewsey, Chairman of the Resources and General Services Committee confirmed that his Committee would review the banking arrangements at a future meeting.

74.2 Training and Conferences

Written reports on the following meetings were NOTED.

- i. Hate Crime Ambassador training, Essex Police – 28 March 2017 – Cllr Cohen;
- ii. Society of Local Council Clerks Regional Training Seminar – 27 March 2017 – Town Clerk

75 Reports from Members on Outside Organisations

75.1 Written reports on the following meetings were tabled and NOTED:

- i. **Citizens' Advice Epping Forest District** – 27 April 2017 – Cllr Angold-Stephens: Concerns were raised about funding issues and those District Councillors present were asked to make enquiries in this regard.
- ii. **Tree Wardens** – September 2016 – Cllr Cohen
- iii. **Debden Tenants Panel Meeting** – 6 March 2017 – Cllr Wixley
- iv. **Tree Wardens Meeting** – 21 March 2017 – Cllr Wixley
- v. **Roding Valley Meadows Local Nature Reserve Consultative Group** – 27 March 2017 – Cllr Wixley

76 Reports from Committees

76.1 Planning and Licensing

The reports from the meetings held on 20 February, 6 and 20 March, 3 April 2017 were NOTED.

76.2 Recreation

The report from the meeting held on 8 March 2017 was NOTED.

76.3 Environment and Heritage

The report from the meeting held on 22 March 2017 was NOTED.

Cllr C C Pond declared a non-pecuniary interest in the discussions on Min no EH48.4, Bus Service 167, as a member of Essex County Council.

76.4 Resources and General Services

The report from the meeting held on 12 April 2017 was NOTED.

77 The Annual Governance Statement

The Council members acknowledged their responsibility for ensuring that there was a sound system of internal control, including the preparation of the accounting statements for the year ended 31 March 2017 and made positive responses to each of the nine statements show on the Annual Governance Statement as follows:

1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

The accounts were prepared by the RFO on an income and expenditure basis in accordance with the Accounts and Audit Regulations and guidance in Governance and Accountability for Smaller Authorities in England (A Practitioner's Guide) March 2017. This process was scrutinised by the Resources and General Services Committee and through the internal audit process.

2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

The Council carried out the annual review of its systems of Internal Audit and Internal Control and their effectiveness at its meeting on 22 February 2017 (Min no 64.1.1) and agreed a Statement of Internal Control (Min no 64.1.2).

At this meeting members also reviewed and updated the Council's Risk Assessment and Management document (Min no 64.2).

3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.

The Council continued to operate within a robust set of governance arrangements, resulting from controls identified in the Risk Assessment which are reviewed annually. Measures also included regular reviews of Standing Orders and Financial Regulations, training for councillors and staff and identification of powers for all council payments.

4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

As in 2016 and previously, the Council would provide an inspection period commencing on Monday 5 June 2017 and ending on Friday 14 July 2017 for the exercise of electors' rights. This entitled any person interested to inspect and make copies of the Annual Return, books, invoices, receipts etc at the Council Offices in normal working hours during this period.

Notices to this effect would be displayed on the Council's noticeboards around the town and on the Council's website where the Statement of Accounts and accompanying documentation would also be displayed.

5 We carried out an assessment of the risks facing this small authority and took appropriate steps to manage those risks, including the introduction of internal controls and / or external insurance cover where required.

At its meeting on 22 February 2017, the Council carried out the annual review of the Risk Assessment and Management document (Min no 64.2) which included details of internal controls and/or external insurance cover where required. The Council's insurance cover was reviewed on 15 February 2017 (Min no RG48).

6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Following the annual review of the system of internal audit and its effectiveness in April 2015, Auditing Solutions were re-appointed as the Council's internal auditors for a five-year period 2015/19 Min no (RG235.6). There have been two visits during the financial year with the final end of year visit on 2 May 2017. The scope of their work followed the outline programme drawn up in 2015 with councillors and officers afforded the opportunity to request coverage of particular areas especially when new working procedures or responsibilities were introduced. No issues arose at the end of year visit and the auditor completed and signed the Annual internal audit report 2016/17. The reports from the internal auditor were presented to all councillors and any issues raised by him reviewed at the next meeting of the Resources and General Services Committee.

During 2016/17, the Council continued the practice of appointing a member to carry out spot checks on the accounts throughout the year. The reports on these visits were also minuted.

7 We took appropriate action on all matters raised in reports from internal and external audit.

The external auditor for 2016/17 had commented that the declared annual precept figure did not agree with the amount notified to the auditor by Epping Forest District Council. Investigations revealed that the amount demanded by the Town Council had been adjusted by EFDC and the shortfall made up by an additional

grant from within its own budget. The Town Council was not advised of this matter. A formal apology for this error has since been received from the Director of Finance at EFDC. See Min nos RG16 and RG45.1.1.

- 8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.**

The RFO has considered these matters and debtors and creditors are included where necessary in the end of year accounts.

- 9 Trust Funds – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the funds / assets, including financial reporting and, if required, independent examination or audit.**

Not applicable.

The Chairman and Town Clerk were authorised to sign the statement on the Annual Return.

78 Accounts and Audit 2016/17

78.1 The Annual Return, the document that forms the Council's statutory accounts for the year 2016/17, and the following supporting papers were considered:

- i) Income and expenditure reports by committee;
- ii) The balance sheet as at 31 March 2017;
- iii) Details of the transfers to and from earmarked reserves together with the supporting notes.

78.2 Reserves Policy

The Council NOTED that the actual level of general reserves as at 31 March 2017 had stood at £309,747 which, at 62.9% of the estimated net running costs for 2017/18, was within the limits set by the Council's Reserves Policy.

78.3 Accounting Statements 2016/17

Having considered the documents provided with the Agenda, the Council APPROVED Section Two, Accounting Statements 2016/17, as shown and instructed the Deputy Town Mayor (as Chairman of the meeting) to sign the statement at the bottom of Section 2 to confirm that the accounting statements presented fairly the financial position of the Council and its income and expenditure for the year 2016/17.

79 Office Accommodation

The Council NOTED the information update on the forthcoming move to the library and in particular:

- i. **Lease – Min no 33**
The Council's solicitor had confirmed in writing that the lease for office space in Loughton Library had now been completed.
- ii. **Building Works**
As per the previous instructions of the Council:

- i) Martyn Pattie Architects would be engaged in a project management role to oversee the necessary building works at a cost of £1,950 plus VAT and travelling expenses (Min no RG18).
- ii) The contract for the minor building works will be awarded to Tarbrook Design and Build, with a value of £15,554 net of VAT (Min no 67.2).

79.3 Staffing Matters – RG293

Members were reminded of the Council's previous decision to recruit a part-time doorman/caretaker to provide support for the evening meetings. The contract would be for a guaranteed 15 hours per month at Spinal Column Point 11.

The Council recorded its thanks to former staff members Vivienne Messenger and Shirley Haynes for their work for the Council over recent years and wished them well in the future.

Signed.....

Date: **17 May 2017**