
LOUGHTON TOWN COUNCIL
ANNUAL COUNCIL MEETING

Minutes of the Annual Council Meeting held on Wednesday 14th May 2008 at 7.45 p.m. at 1 Buckingham Court

Present: S M Harper (in the Chair for min. no. 1)
 C C Pond (in the Chair from min. no. 2)
 J Angold-Stephens (to min. no. 6) K E Angold-Stephens
 R Barrett R E Brookes M R M Chalk
 A P Copland T Frankland B Glassman
 L J Howe R T Law G D Martin
 S W Murray T G Owen S Pewsey
 C P Pond P Richardson D J Wixley

Officers: E K Walsh (Acting Town Clerk)
 T J Hudson (Senior Finance and Administration Officer)
 J Innis (Administrative Assistant)

1 member of the public

1 Election of the Town Mayor for 2008/09

Cllr C C Pond was proposed and seconded and Cllr Martin was proposed and seconded. A vote was taken and Cllr C C Pond was elected Town Mayor. He duly executed the Declaration of Acceptance of Office, took the chair and was presented with the Town Mayor's badge. He thanked Cllr Harper for her term of office as Town Mayor and presented her with the Past Town Mayor's badge.

2 Appointment of the Deputy Town Mayor of the Council for 2008/09

Cllr K E Angold-Stephens was proposed and seconded and Cllr Martin was proposed and seconded. A vote was taken and Cllr K E Angold-Stephens was appointed Deputy Town Mayor and presented with the Deputy Town Mayor's badge.

3 Apologies for Absence

Apologies for absence were received from Cllrs Davies, House and Thomson.

4 Confirmation of Minutes

The minutes of the meeting held on Wednesday 23rd April 2008 were amended at minute no. 293 Town Mayor's Engagements and Announcements, first line, to read ".....the opening of the Therapy Room at Limber in Church Lane".

5 Declarations of Interest

No Declarations of Interest were made.

6 Appointment of Members, and Election of Chairman and Vice Chairman of Council Committees for 2008/09**6.1 Planning and Licensing Committee**

Cllrs Chalk, Davies, Frankland, Law, Thomson, Wixley were nominated and appointed to the Planning and Licensing Committee. Cllr Wixley was elected Chairman and Cllr Davies Vice Chairman. One other member would be appointed at a later date.

6.2 Recreation Committee

Cllrs J Angold-Stephens, Barrett, Chalk, Copland, Harper, Martin, Murray, Thomson and Wixley were nominated and appointed to the Recreation Committee. Cllr Harper was elected Chairman and Cllr Wixley Vice Chairman.

6.3 Environment and Heritage Committee

Cllrs Copland, Davies, House, Howe, Martin, Owen, C P Pond, C C Pond and Pewsey were nominated and appointed to the Environment and Heritage Committee. Cllr C P Pond was elected Chairman and Cllr C C Pond Vice Chairman.

Cllr J Angold-Stephens left the meeting.

6.4 Resources and General Services Committee

Cllrs J Angold-Stephens, K E Angold-Stephens, Glassman, Harper, House, Law, Pewsey, C C Pond and Richardson were nominated and appointed to the Resources and General Services Committee. Cllr Pewsey was elected Chairman and Cllr Harper Vice Chairman.

- 6.5 In accordance with Standing Order 22.3(f) it was AGREED that the following persons be authorised to make substitutions for their respective groups:
Cllrs Harper, C C Pond, Law and Richardson.

7 Nomination of Council Representatives for 2008/09

- 7.1 The Council representatives on outside bodies for 2008/09 were agreed as below:

Staples Road County Infant School	Cllr Harper (4 years to 2012)
The White Bridge County Junior School	Cllr Wixley (4 years to 9.10.2008)
Lopping Endowment Fund	Cllr Pewsey
Loughton Parochial Charities	D Rhodes (3 years to 23.6.2010) E J Retter (indefinitely)
City of London Forest Forum	Cllr Pewsey (Cllr Copland as substitute)
Essex Association of Local Councils – Epping Forest Branch	Cllrs Martin and C P Pond
Local Councils' Liaison Committee	Cllrs Martin and C P Pond
EALC - Larger Local Councils Forum	Cllr K Angold-Stephens
Epping Forest Countrycare Liaison Group	Cllr Chalk
ECC Parish Passenger Transport Meeting	Cllrs C C Pond and Richardson
Tree Wardens	Cllrs Copland, Thomson, Wixley, Mrs J Davis and Mr C Mackenzie
Town Centre Partnership Steering Group (High Road, Loughton)	Cllrs Barrett and Chalk (Cllr K Angold-Stephens as substitute)
Town Centre Partnership Steering Group (The Broadway, Loughton)	Cllrs Davies and Owen (Cllr Richardson as substitute)
Citizens' Advice Bureau Management Committee	Appointment to be made once the CAB reorganisation is completed
Community Health	-

Fit for the Future – Whipps Cross Hospital	-
Loughton Police Neighbourhood Action Panel	Cllr Owen (Cllr R Barrett as substitute)
Epping Forest Police and Community Consultative Group (and Loughton Police Community Forum, if called)	Cllrs K Angold-Stephens, Chalk, Copland and Martin
Roding Project Steering Group	Cllr K Angold-Stephens
Broadway Regeneration Steering Group	Cllrs Davies and Richardson
Roding Valley Nature Reserve Management Committee	Cllr Chalk
Epping Forest District Council Loughton Waste Management Group	To be confirmed at next meeting
Debden Neighbourhood Action Panel	Cllr Owen (Cllr Davies as substitute)

7.2 Cllr House was APPOINTED a third member to sit on the Grievance Hearing Panel and to sit on the Disciplinary Appeal Panel.

8 Membership of internal council groups

8.1 Strategy and Staff Group

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee, Cllrs Frankland and Glassman

8.2 Willingale Road Playing Field Management Committee

Membership: Cllrs J Angold-Stephens, Chalk, Harper, Martin and Wixley (plus up to four representatives from outside bodies)

8.3 Community Centre Working Group

Membership: Cllrs Brookes, Harper, Martin, Murray, Thomson and Wixley

8.4 Town Future Group

Membership: Cllrs Chalk, House, Martin, Pewsey, C C Pond, C P Pond and Wixley; Cllr Davies (to be confirmed)

8.5 Council Accommodation Working Group

Membership: Strategy and Staff Group

8.6 Appointment Panel

Membership: Cllrs C C Pond, Harper, Martin, Murray and Pewsey

8.7 Implementation Panel

Membership: Cllrs C C Pond, Harper, Martin, Murray and Pewsey

8.8 Cemetery Working Party

Membership: Chairman and Vice Chairman of Environment and Heritage Committee and Cllr Pewsey

Signed.....

Date: 9th July 2008

LOUGHTON TOWN COUNCIL
COUNCIL MEETING**Minutes of the Special Council Meeting held on Monday 23rd June 2008 at 7.45 p.m. at 1 Buckingham Court**

Present: C C Pond (in the Chair)
 J Angold-Stephens K E Angold-Stephens R Barrett
 R E Brookes M R M Chalk T Frankland
 B Glassman S M Harper P J C House
 L J Howe R T Law G D Martin
 S W Murray T G Owen S Pewsey
 C P Pond R Thomson D J Wixley

Officers: E K Walsh (Acting Town Clerk) from Min. no. 14
 P J Hoy (Services Manager)

9 Apologies for Absence

None were received.

10 Suspension of Standing Orders

The Council AGREED in accordance with Standing Order 19, to suspend Standing Orders 4.3(c), (f) to (l) for this meeting only as the meeting was a special one with one main agenda item.

11 Public Representations

None were received.

12 Declarations of Interest

No Declarations of Interest were made.

13 Exclusion of the Press and Public

The Council RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information relating to staffing matters.

14 Appointment of Town Clerk

The Council considered the report of the Appointments Panel and RESOLVED unanimously that Mrs Enid K Walsh be appointed Town Clerk with immediate effect, to act as the Proper Officer of the Council and Responsible Financial Officer under the terms and conditions previously agreed by the Council.

The Strategy and Staff Group was delegated responsibility to progress the appointment of a new Deputy Town Clerk. The Town Mayor agreed to prepare a press notice relating to the Town Clerk's appointment.

The Town Clerk was invited to join the meeting and the Town Mayor presented her with a formal letter of appointment. Members congratulated her on her promotion.

Signed.....

Date: 9th July 2008

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of Council Meeting on Wednesday 9th July 2008 at 7.45 p.m. at 1 Buckingham Court

Present:

C C Pond (in the Chair)		
M R M Chalk	A Copland	C Davies
B Glassman (to Min no 21)		S M Harper
P J C House	G D Martin	S W Murray (from Min no 21)
T G Owen	S Pewsey	C P Pond
P Richardson (from Min no 21)		R Thompson
D J Wixley		

Also in attendance:

Officers: Enid K Walsh (Town Clerk)
Terry Hudson (Senior Finance & Administration Officer)

Steve Walker (Director of Urban Practitioners)
Vikki Willis (Forward Planning Officer Epping Forest District Council)

15 Apologies for Absence

Apologies for absence were received from Cllrs J W Angold-Stephens, K E Angold-Stephens, Barrett, Brookes, Frankland and Howe.

16 Confirmation of Minutes

The minutes of the meetings of the Council held on 14th May and 23rd June 2008 were CONFIRMED as a correct record and signed by the Town Mayor.

17 Public Representations

None were received.

18 Declarations of Interest

No declarations were made.

19 Questions Without Discussion

No questions had been received.

20 Town Mayor's Engagements and Announcements

The Town Mayor had attended Debden Day, the visit of HRH Duke of Gloucester to the Warren to mark 30 years of the Epping Forest Centenary Trust and the presentation of the Jack Petchey Youth and Youth Leader awards at the Epping Forest Community Church. He reported the Deputy Mayor had attended the Royal Gunpowder Mills and former councillors, Roger Pearce and Janet Woods had represented the Council at the opening of St. Mary's Church.

21 A Vision for Debden – Consultation 2008

Cllr House declared a personal but non-prejudicial interest in this item as C B Richard Ellis, part of the project team, was a client of his family's firm.

During this item Cllrs Richardson and Murray joined the meeting and Cllr Glassman left the meeting.

The Town Mayor welcomed Mr Steve Walker, Director of Urban Practitioners, and invited him to give a presentation on the Vision for Debden, which set out future plans for The Broadway and the surrounding area.

It was AGREED that a formal written response would be made by the Council detailing the main points of the discussions but councillors were encouraged to make personal comments in direct response to the consultation. The Town Mayor offered to assist the officers in collating the issues raised.

The Council thanked Mr Walker and Ms Willis for their attending the meeting.

22 Business remaining from the previous meeting

22.1 Planning and Licensing Committee

Cllr Glassman was elected as the seventh member of the Planning and Licensing Committee.

22.2 Members on outside organisations

Further to the representatives appointed at the Annual Council meeting, the following appointments for 2008/09 were AGREED:

Town Centre Enhancement Focus Group (The Broadway)	Cllrs Brookes, Copland and C C Pond
Debden Tenants' Panel Meeting	All ward councillors in Debden wards
Town Centre Partnership Steering Group (The Broadway)	Cllr Brookes (in place of Cllr Davies)
Town Centre Partnership Steering Group (High Road)	Cllr Thomson (in place of Cllr Barrett)
Epping Forest District Council Loughton Waste Management Group	Cllrs Copland, House, Pewsey and Wixley
Loughton & District Citizens' Advice Bureau Management Committee	Cllr Chalk

It was AGREED that substitutes could be arranged for meetings of such organisations under the Council's normal substitution processes.

23 Matters for Report

23.1 Hanging Baskets – Min. no. EH5.4

Councillors expressed pleasure that the flowering baskets were now enhancing the High Road area and thanked the officers for their work in progressing this matter. The Environment and Heritage Committee was urged to pursue opportunities for sponsorship with local traders.

23.2 Search and Repair – Min. no. EH5.2

The Town Mayor gave a report on a recent meeting regarding the Search and Repair Proposals and informed members that a Highways Ranger Scheme would instead be operating across the Epping Forest District in due course.

24 Reports from Members on Outside Organisations

24.1 Reports from representatives on outside organisations

The reports of the Debden Tenants Panel Meeting and the Loughton Neighbourhood Action Panel were NOTED. Members were requested to raise concerns about the frequency of pavement cleaning in the town at the meeting of the Epping Forest District Council Loughton Waste Management Group.

25 Reports from Committees

25.1 Planning and Licensing

The reports from meetings held on 14th, 28th April, 19th May, 2nd, 16th June 2008 were NOTED.

25.2 Recreation

The report from the meeting held on 28th May 2008 was NOTED.

A copy of the Council's response to the consultation on the PCT's proposal to develop GP led health centres for West Essex was to be circulated to all councillors.

25.3 Environment and Heritage

The report from the meeting held on 4th June 2008 was NOTED.

25.4 Resources and General Services

The report from the meeting held on 25th June 2008 was NOTED.

26 Buckingham Palace Garden Party

The Council AGREED to enter the ballot for tickets at a Buckingham Palace Garden Party and to make a nomination from the past or present chairmen and town mayors if the entry was successful.

Signed.....

Date: **8th October 2008**

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

Minutes of Council Meeting on Wednesday 8th October 2008 at 7.45 p.m. at 1 Buckingham Court

Present: C C Pond (in the Chair)
 J W Angold Stephens (from Min no 31)
 K E Angold Stephens (from Min no 31)
 R E Brookes
 C Davies (from Min no 35.2)
 L J Howe
 T G Owen
 P Richardson (from Min no 31)

M R M Chalk
 S M Harper
 G D Martin
 S Pewsey
 D J Wixley

R Barrett
 A Copland
 P J C House
 S W Murray
 C P Pond

Also in attendance:

Officers: Enid K Walsh (Town Clerk)
 Terry Hudson (Senior Finance & Administration Officer)

David Sellings (Town Centre Officer Epping Forest District Officer)

1 member of the public

27 Apologies for Absence

Apologies for absence were received from Cllrs Frankland, Glassman and Law and Cllr Davies sent apologies for a late arrival.

28 Confirmation of Minutes

The minutes of the meeting of the Council held on 9th July 2008 were CONFIRMED as a correct record and signed by the Town Mayor.

29 Public Representations

None were received.

30 Declarations of Interest

No declarations were made.

Cllrs Richardson, J W Angold-Stephens and K E Angold-Stephens joined the meeting during the following item.

31 Guest Speaker

Mr David Sellings from Epping Forest District Council delivered a presentation on his new position as Town Centres Officer. He explained how his role was strategic rather than operational but that he would be working in partnership with local councils, town centre partnerships, business and traders in the regeneration of the town centres. The members were invited to ask questions and accepted the opportunity. Mr Sellings was thanked for his input and then left the meeting.

32 Questions Without Discussion

No questions had been received.

33 Town Mayor's Engagements and Announcements

The Town Mayor had attended a reception and concert at the Waltham Abbey Church, the AGM of the Loughton Abbeyfield Society, the Commissioning of the Royal Gunpowder Mills, the opening of Town Mead Suite in Waltham Abbey, Michael Sellears Funeral at St. Mary's Church and the opening of the new wing at the Albion Park Residential Home. On his behalf, the Deputy Town Mayor had accepted an invitation from Buckhurst Hill Parish Council to attend the opening of the renovated Roding Centre and a meeting of the Youth Open Forum.

The meeting was adjourned whilst the Town Mayor and councillors paid tribute to former councillor Michael Sellears, who passed away on 21st September 2008. A minute's silence was held.

34 Matters for Report**34.1 Loughton Civic Service including the Loughton Citizenship Awards – Min no RG32**

The Town Mayor confirmed that the Service would take place in March 2009 at the Loughton Methodist Church.

34.2 Search and Repair – Min No EH20

The Town Mayor reported that Essex County Council Highways Service would be operating a RAMI Team in the Loughton area with responsibility for carriageway repairs.

35 Reports from Members on Outside Organisations**35.1 Reports from representatives on Outside Organisations**

35.1.1 The reports on the Parish Public Transport Group, Broadway Neighbourhood Action Panel, Waste Management Stakeholders Group, Debden Tenant's Panel and Epping Forest Tree Wardens were NOTED.

35.1.2 Cllrs Copland, C C Pond and Richardson reported on a meeting of the Broadway Town Centre Enhancement Group.

35.2 West Essex Forum

Cllr C C Pond declared a personal but non-prejudicial interest in this item as a member of Essex County Council.

Cllr Davies joined the meeting.

The report was NOTED. In future, members would be invited to submit items for the agendas of the West Essex Forum through a reminder in the monthly digest.

As the meetings of the Forum were open to all members of the public, it was not felt necessary to nominate official representatives. However, if an item was put forward by the Town Council, the attendance would be agreed at the appropriate time. It was noted that the Town Clerk had undertaken to attend these meetings.

The Council AGREED that

- i a request for a report on Youth Service provision in the county be made with particular reference to after school and holiday activities and extended day-time child care provision.
- ii Cllrs Chalk and Davies would attend the meeting of the Forum when this item was included in the agenda.

36 Report from Committees**36.1 Planning and Licensing**

The reports from meetings held on 30th June, 14th, 28th July, 18th August, 1st, 15th and 29th September 2008 were NOTED.

36.2 Recreation

The report from the meeting held on 23rd July 2008 was NOTED.

36.3 Environmental and Heritage

The report from the meeting held on 3rd September 2008 was NOTED.

36.4 Resources and General Services

The report from the meeting held on 24th September 2008 was NOTED.

37 Reference from Resources and General Services Committee – Min no RG28

The Council AGREED the revised budget as shown below:

Resources and General Services Committee revised budget 2008/09

Cost centre		Original estimate 2008/09	Revised Estimate 2008/09	Transfer from Earmarked Reserves (revised)
Communication	Expenditure	18,500	18,500	
Office expenses	Expenditure	10,500	14,500	
Audit & accounts	Expenditure	3,550	3,550	
Central personnel	Expenditure	238,000	275,250	5,000
Council expenses	Expenditure	12,750	15,750	
Other services	Expenditure	36,500	39,050	15,000
Members' expenses	Expenditure	3,000	3,000	
Buckingham Court	Expenditure	53,500	53,500	
	Income	0	0	
Grants	Expenditure	11,500	17,500	
Recharge to Murray Hall	Expenditure	-17,000	-17,000	
Service re-charge	Expenditure	-196,600	-196,600	
Expenditure		174,200	227,000	20,000
Income		0	0	
Net Expenditure over Income		174,200	227,000	20,000
Net Expenditure over Income*		159,200	207,000	

*Including transfers from Earmarked Reserves

Summary of committees' revised estimates and use of reserves

Committee	Income		Expenditure
	£		£
Resources and General Services	0		227,000
Environment and Heritage	15,090		148,470
Recreation	65,420		543,300
Planning and Licensing	0		35,000
Total	<u> </u>	80,510	<u>953,770</u>
Interest	50,000		
Use from earmarked reserves			
Resources and General Services	20,000		
Environment & Heritage	6,500		
Recreation	36,000		
Planning and Licensing	10,000		
Use from general reserves	<u>137,760</u>		
		260,260	
Council Precept			<u>613,000</u>

38 Members Expenses

The Council APPROVED the attendance of Cllrs C P Pond and Wixley at the Greens and Commons course in Dunmow on 24th October 2008 and Cllr Wixley at the Law and Procedures and Roles and Responsibilities courses in Dunmow on 16th and 21st October 2008 and AGREED to pay their expenses.

Signed.....
Date: 14th January 2009

LOUGHTON TOWN COUNCIL
COUNCIL MEETING**Minutes of Council Meeting on Wednesday 14th January 2009 at 7.45 p.m. at 1 Buckingham Court**

Present:	C C Pond (in the Chair)	J W Angold-Stephens	R Barrett
	K E Angold-Stephens	M R M Chalk	C Davies
	R E Brookes (from min no 45.2)	B Glassman	S M Harper
	T Frankland	R T Law	S W Murray (from min no 44)
	P J C House	S Pewsey	C P Pond
	T G Owen	R Thomson	D J Wixley
	P Richardson (from min no 42)		

Also in attendance:

Officers: Enid K Walsh (Town Clerk)
Shirley Haynes (Deputy Town Clerk)

39 Apologies for Absence

Apologies for absence were received from Cllrs Copland, Howe and Martin.

40 Confirmation of Minutes

The minutes of the meeting of the Council held on 8th October 2008 were CONFIRMED as a correct record and signed by the Town Mayor.

41 Public Representations

None were received.

Cllr Richardson joined the meeting during the following item.

42 Declarations of Interest

No Declarations of Interest were made.

43 Questions Without Discussion

No questions had been received.

Cllr Murray joined the meeting during the following item.

44 Town Mayor's Engagements and Announcements

The Town Mayor had attended a balloon launch at Sainsbury's for World Mental Day, an E15 Acting School play, the Remembrance and Armistice Days Service, Parade and Ceremony, the cleaning of milestones, Buckhurst Hill Parish Council Christmas Carol Service, a dinner organised by Essex County Council to celebrate the success of local councils with the Town Clerk, and the Light up a Life Event.

The Town Mayor had judged the Christmas Cards competition and the Best Dressed Window event with the Deputy Mayor and presented the prizes, switched on the Christmas lights in the High Road and Loughton Broadway, welcomed a party from the Ditchling Preservation Society, unveiled a heritage plaque to Ron Greenwood at which Sir Trevor Brooking was also present, and gave a talk on Loughton history to Roding Valley High School.

On his behalf, the Deputy Town Mayor had attended the opening of a new playground and ball park in Buckhurst Hill and Cllr Harper had attended a Festival Showcase at the Epping Forest Day Unit.

The Town Mayor reminded members that the City of London was holding a stakeholders meeting on 23rd January 2009 at 2pm at the Warren as part of the Forest Transport Strategy Consultation.

45 Matters for Report

45.1 Search and Repair – Min No 34.2

The Town Clerk reported that she had met with representatives from the Essex County Council Highways Department and was pleased to confirm that following the presentation of the dossier of highway faults last September, some carriageway repairs had already been carried out. Further major works had also been scheduled.

Cllr Brooks joined the meeting during the following item.

45.2 Loughton Civic Service including the Loughton Citizenship Awards – Min No 34.1

The Town Mayor reminded members that the closing date for the receipt of applications for the Citizenship Awards was 31st January.

45.3 Staffing Matters – Min No RGS 62

The Town Mayor welcomed Shirley Haynes, the new Deputy Town Clerk, to the Council.

45.4 Heritage Plaques – Min No EH 36.4

Cllrs Frankland and Wixley had attended the funeral of Royal Marine, George Sparks, who lived at Theydon Mount, but had attended a Loughton school and sadly died in Afghanistan. The Council expressed its sadness at the death of the Marine Sparks, which the Town Mayor had mentioned on the Council's website and AGREED to contact Debden Park High School to discuss what the school might consider an appropriate tribute for the Council to make.

46 Reports from Members on Outside Organisations

46.1 Reports from representatives on Outside Organisations

The Reports of the Broadway NAP meeting, West Essex Area Forum, County Council Public Transport meeting, Public Transport Disorder Seminar, Town Centre Partnership Steering Group (High Road), Waste Management Stakeholders Group meeting, and the Debden Tenants' Panel meeting were NOTED.

46.1.1.1 Cllr Murray agreed to take forward concerns regarding the territorial division that the NAP meetings covered.

46.1.1.2 It was agreed to write to the Chairmen of the Town Centre Partnerships, to thank them for their work in providing the Christmas lights.

46.1.1.3 Cllr Wixley agreed to take forward concerns regarding the lack of appropriate equipment for street cleansing operators to deal with the problem of broken glass at weekends.

47 Reports from Committees

47.1 Planning and Licensing

The reports held on 13th, 27th October, 10th, 24th November, 8th December 2008 and 5th January 2009 were NOTED.

47.2 Recreation

The report held on 22nd October 2008 was NOTED.

47.3 Environment and Heritage

The report held on 5th November 2008 was NOTED.

47.4 Resources and General Services

The reports held on 19th November and 10th December 2008 (budgets) were NOTED.

48 Precept 2009/10

The Chairman of Resources and General Services Committee presented the Committee's recommendations for the precept for 2009/10. He informed councillors that the budgets represented an increase well below the rate of inflation and had been achieved by reducing staff costs and drawing on the reserves.

The estimates were agreed as follows:

Committee	Income	Expenditure
	£	£
Resources and General Services	0	173,150
Environment and Heritage	16,345	156,350
Recreation	68,620	548,150
Planning and Licensing	0	35,600
Total	84,965	913,250
Interest	30,000	
Use from earmarked reserves		
Resource and General Services	5,500	
Environment & Heritage	12,500	
Recreation	39,000	
Planning and Licensing	15,000	
Use from general reserves*	98,585	
Total	200,585	
	Total income	285,550
Council Precept		£627,700

The Council unanimously RESOLVED to set the precept for 2009/10 at £627,700.

49 Sealing of documents**London Underground Ltd – access on to the Roding Road Allotments –**

It was noted that negotiations had now been concluded with London Underground Ltd regarding the new access gate on to the Roding Road Allotments. An annual licence fee of £250 would apply with effect from 21st July 2006. The Council RESOLVED to sign and seal the licence with London Underground. The Town Mayor and Deputy Mayor duly signed the licence.

50 Hereward Primary School Governors

The Council AGREED to delegate responsibility for this item to the next Resources and General Services Committee meeting on 25th February 2009.

51 Essex County Council Highways

Cllr C C Pond declared an interest in this item, as a member of Essex County Council.

The Town Council NOTED the various proposals contained in the draft Essex County Council (Epping Forest District) (Permitted Parking Area and Special Parking Area) (Amendment No. 3) Order 2008 and made the following comments:

51.1 Rectory Road Service Road

The Council understood that the proposed restrictions were designed to prevent commuter parking, however, there were concerns that this could present a difficulty for patients visiting the health clinic.

51.2 Public Notice

The public notice advising of these proposals was difficult to understand for members of the public and had caused unnecessary alarm for some residents. The Council suggested that it would be helpful if in future an explanatory note could accompany the notice to more clearly identify the proposals.

Signed.....
Date: 11th March 2009

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

Minutes of Council Meeting on Wednesday 11th March 2009 at 7.45 p.m. at 1 Buckingham Court.

Present:

C C Pond (in the Chair)	K E Angold-Stephens	R Barrett
J W Angold-Stephens	M R M Chalk	A Copland
R E Brookes (from min no 58)	B Glassman	S M Harper
T Frankland	L J Howe	R T Law
P J C House	T G Owen	S Pewsey
S W Murray	P Richardson	R Thomson
C P Pond		
D J Wixley		

Also in attendance:

Officers: S Haynes (Deputy Town Clerk)
J Innis (Administrative Assistant)

2 members of the public

52 Apologies for Absence

Apologies for absence were received from Cllrs C Davies and G Martin.

53 Confirmation of Minutes

The minutes of the meeting of the Council held on 14th January 2009 were CONFIRMED as a correct record and signed by the Town Mayor.

54 Public Representations

None were received.

55 Declarations of Interest

Cllr Murray declared a personal but non prejudicial interest in Agenda item 10 as he had previously been closely associated with the Debden Community Association.

56 Questions Without Discussion

No questions had been received.

57 Town Mayor's Engagements and Announcements

The Town Mayor had attended a talk at the Probus Club, an award party at Papa John's Pizza store and welcomed members of Essex County Council to a meeting in the National Jazz archive.

Cllr Brookes joined the meeting.

58 Matters for Report**58.1 Hereward Primary School Governors – Min. no 50**

The Town Mayor would approach a person who had expressed an interest in becoming a governor in about two month's time at this school. Cllr Richardson put her name forward for the other vacancy.

58.2 Essex County Council Highways – Min. no. 51

The Deputy Town Clerk reported on an email she had received from Essex County Council clarifying the draft Essex County Council (Epping Forest

District) (Permitted Parking Area and Special Parking Area) (Amendment No.3) Order 2008 which confirmed that the only change to Rectory Lane Service Road is to introduce no waiting at any time (double yellow line) restrictions in the new turning head that had been constructed. No other changes were proposed.

58.3 Royal Marine, George Sparks – Min. no. 45.4

Debden Park High School had been approached regarding an appropriate tribute for the Council to make for their former student Marine George Sparks, who had died in Afghanistan, a reply was awaited.

59 Reports from Members on Outside Organisations

59.1 Reports from representatives on Outside Organisations

The Reports of Town Centre Enhancement Scheme (The Broadway), EALC, Larger Local Councils Forum, Epping Forest Tree Warden' AGM, Epping Forest Tree Wardens' Open Meeting, Veteran Tree Hunt – Buckhurst Hill, Waste Management Stakeholders' Meeting, Debden Tenants' Panel Meeting and Local Council Liaison Committee were NOTED.

60 Reports from Committees

60.1 Planning and Licensing

The reports from the meetings held on 19th January, 2nd, 16th February, 2nd March 2009 were NOTED.

60.2 Recreation

The report from the meeting held on 28th January 2009 was NOTED

60.3 Environment and Heritage

The report from the meeting held on 11th February 2009 was NOTED.

60.4 Resources and General Services

The report from the meeting held on 25th February 2009 was NOTED.

61 Notice of Motion

The motion proposed by Cllrs Harper and House concerning Epping Forest College was amended as follows:

This Council, mindful of the appalling OFSTED report on Epping Forest College, endorses the efforts of many teachers and students to correct the situation. It instructs the Town Mayor, Deputy Town Mayor and Town Clerk to seek an urgent meeting with the Governors of the College, the Member of Parliament and the Learning and Skills Council to urge them to take appropriate steps to improve the standards.

Furthermore, this Council expresses its serious concern regarding any closure of the sports hall without the provision of alternative accommodation for the Debden Community Association.

After discussion a vote was taken and CARRIED unanimously.

It was AGREED travelling expenses of the deputation would be paid.

Cllr K Angold-Stephens reported on information he had received that the sports hall had recently reopened.

62 Consultation Draft Housing Strategy 2009-2012

The Council noted the report and the Deputy Town Clerk reported that the closing date for the consultation was now 5th June 2009.

Two representatives were invited to attend a one day Housing Strategy Conference in Waltham Abbey on 18th March 2009 and interested members would contact the Town Clerk.

63 Sealing of documents

63.1 Willingale Road Playing Field Encroachment

The Council RESOLVED to sign and seal the licence with the resident of no 5 Willingale Road once the signed copy has been returned by the Licensee.

Signed.....
Date: **6th May 2009**

LOUGHTON TOWN COUNCIL
COUNCIL MEETING**Minutes of Council Meeting on Wednesday 6th May 2009 at 7.45 p.m. at 1 Buckingham Court**

Present:

C C Pond (in the Chair)		
R E Brookes (from Min no 69)	M R M Chalk	A Copland
T Frankland	B Glassman	S M Harper
P J C House	L J Howe	R T Law
S W Murray	T G Owen	S Pewsey
C P Pond	P Richardson	R Thomson
D J Wixley		

Also in attendance:

Officers: E K Walsh (Town Clerk)

64 Apologies for Absence

Apologies for absence were received from Cllrs J Angold-Stephens, K Angold-Stephens, R Barrett, C Davies, and G Martin.

65 Confirmation of Minutes

The minutes of the meeting of the Council held on 11th March 2009 were CONFIRMED as a correct record and signed by the Town Mayor.

66 Public Representations

None were received.

67 Declarations of Interest

No declarations of interest were received.

68 Questions Without Discussion

No questions had been received.

Cllr Brookes joined the meeting during the next item.

69 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting he had attended the Loughton Youth Music Festival at the Loughton Methodist Church, Epping Forest District Council's Civic Dinner, the Civic Services of the Borough of Broxbourne, Epping Town Council and Essex County Council and the presentation of the Council's Quality Status Certificate at the recent District Council meeting. He had also attended a party to celebrate the 100th birthday of a local resident and had presented her with an inscribed book, a 'Make do and mend' event organised by the Loughton Youth Centre, the opening of Debden Library, the commissioning of the fully accessible fishing platform at the Roding Valley lake, and the rededication of the Epping war memorial which had been preceded by a march past by Royal Marines from 42 Commando Group. The Town Mayor was also present at the following Town Council events – the St George's Day ceremony at Buckingham Court, the Annual Civic Service and presentation of the Citizenship Awards at the Loughton Methodist Church and the Essex on Tour event at the Murray Hall.

70 Matters for Report**70.1 Notice of Motion – Min no 61**

The Town Mayor reported that the local Member of Parliament had declined a meeting with Town Council representatives to discuss matters related to the Epping Forest College but that he had been invited to attend a meeting at the college later this month, at which he would raise the Council's concerns. It was also reported that the annual general meeting of the College's governors would be held in public this year.

71 Reports from Members on Outside Organisations**71.1 Reports from representatives on Outside Organisations**

71.1.1 The annual reports of the Loughton Town and Broadway NAP's, Debden Tenants Panel, Staples Road Infant School, Lopping Endowment, Forest Forum, Essex Association of Local Councils (Epping Forest Branch), Local Councils' Liaison Committee, Loughton Waste Stakeholders Management Group, ECC Parish Passenger Transport Meeting, White Bridge County Junior School, Roding Project Steering Group and EALC Larger Local Council's Forum were NOTED.

71.1.2 Cllr Wixley reported on a recent meeting of the Loughton Waste Stakeholders Management Group and Cllr Brookes on the Broadway Town Centre Focus Group.

72 Reports from Committees**72.1 Planning and Licensing**

The reports from the meetings held on 16th and 30th March, 14th and 27th April 2009 were NOTED.

72.2 Recreation

The report from the meeting held on 25th March 2009 was NOTED

72.3 Environment and Heritage

The report from the meeting held on 9th April 2009 was NOTED.

72.4 Resources and General Services

The report from the meeting held on 22nd April 2009 was NOTED.

73 Notice of Motion

The motion concerning the consultation on the lowering of the age at which cervical smear testing was offered to young women was proposed by Cllr Frankland and seconded by Cllr Law. Following a discussion, a vote was taken and it was AGREED to write a letter of support to the Minister of State for Health Services asking for this proposal to be implemented.

74 Annual Town Meeting 2009

The members noted the matters raised at the Annual Town Meeting and AGREED that the issues of outdoor gym equipment and a skateboard park would be considered by the Recreation Committee whilst the concerns regarding the state of footpaths near Loughton Station would be dealt with by the Environment and Heritage Committee.

Cllr C C Pond declared a personal but non-prejudicial interest in discussions on highway matters as a member of Essex County Council.

Signed.....

Date: 20th May 2009