

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