

**LOUGHTON TOWN COUNCIL**

**ANNUAL COUNCIL MEETING**

**Minutes of the Annual Council Meeting held on Wednesday 20<sup>th</sup> May 2009 at 7.45 p.m. at 1 Buckingham Court**

**Present:** C C Pond (in the Chair for min no 75)  
 K E Angold-Stephens (in the Chair from min no 76)

J Angold-Stephens	R Barrett	R E Brookes
M R M Chalk (from Min no 76)	C Davies	B Glassman
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		

**Officers:** E K Walsh (Town Clerk)  
 J Innis (Administrative Assistant)

**75 Election of the Town Mayor for 2009/10**

Cllr K E Angold-Stephens was proposed and seconded and, there being no other nominations, Cllr K Angold-Stephens 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 and chain of office. He thanked Cllr C C Pond for his term of office as Town Mayor and presented him with the Past Town Mayor's badge.

Cllr Chalk joined the meeting during the above item.

**76 Appointment of the Deputy Town Mayor of the Council for 2009/10**

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

**77 Apologies for Absence**

Apologies for absence were received from Cllrs Frankland and Harper.

**78 Confirmation of Minutes**

The minutes of the meeting held on Wednesday 6<sup>th</sup> May 2009 amended from those circulated at minute no 69 Town Mayor's Engagements and Announcements, eighth line, to read: "Loughton Centre for Young People" were CONFIRMED as a correct record and signed by the Chairman.

**79 Declarations of Interest**

No Declarations of Interest were made.

**80 Appointment of Members, and Election of Chairman and Vice Chairman of Council Committees for 2009/10**

**80.1 Planning and Licensing Committee**

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

**80.2 Recreation Committee**

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

One other member would be appointed at a later date.

**80.3 Environment and Heritage Committee**

Cllrs Davies, Frankland, House, Howe, Law, Owen, S Pewsey, 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.

**80.4 Resources and General Services Committee**

Cllrs J Angold-Stephens, K E Angold-Stephens (ex officio), Brookes, Glassman, House, Pewsey, Richardson and Wixley (ex officio) were nominated and appointed to the Resources and General Services Committee. Cllr Pewsey was elected Chairman and Cllr J Angold-Stephens Vice Chairman.

One other member would be appointed at a later date.

**80.5** 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 and C C Pond

Two others members would be appointed at a later date.

**81 Nomination of Council Representatives for 2009/10**

**81.1** The Council representatives on outside bodies for 2009/10 were agreed as below:

<b>Staples Road County Infant School</b>	Cllr S M Harper (4 years to April 2012)
<b>The White Bridge County Junior School</b>	Cllr D J Wixley (4 years to Oct. 2012)
<b>Lopping Endowment</b>	Cllr S Pewsey
<b>Loughton Parochial Charities</b>	D Rhodes (3 years to 23.6.2010) E J Retter (indefinitely)
<b>City of London Forest Forum</b>	Cllr S Pewsey (Cllr A Copland as substitute)
<b>Essex Association of Local Councils – Epping Forest Branch</b>	Cllrs C C Pond and P Richardson
<b>Local Councils' Liaison Committee</b>	Cllrs C C Pond and P Richardson
<b>EALC - Larger Local Councils Forum</b>	Cllr K Angold-Stephens
<b>Epping Forest Countrycare Liaison Group</b>	Cllrs S M Harper
<b>ECC Parish Passenger Transport Meeting</b>	Cllrs C C Pond and A Copland
<b>Tree Wardens</b>	Cllrs A Copland, R Thomson and D Wixley, Mrs J Davis and Mr C Mackenzie
<b>Loughton High Road Town Centre Partnership</b>	Cllrs S Pewsey and R Thomson (Cllr K Angold-Stephens as substitute)
<b>Loughton Broadway Town Centre Partnership</b>	Cllrs R Brookes and T Owen (P Richardson as substitute)
<b>Citizens' Advice Bureau Management Committee</b>	Cllr M Chalk ( <i>subject to confirmation of the right to nominate</i> )

<b>Debden Police Neighbourhood Action Panel</b>	Cllr T Owen (D J Wixley as substitute)
<b>Loughton Police Neighbourhood Action Panel</b>	Cllr R Barrett (T G Owen as substitute)
<b>Epping Forest Police and Community Consultative Group (and Loughton Police Community Forum, if called)</b>	Cllrs K Angold-Stephens, A Copland, S M Harper and P Richardson
<b>Roding Project Steering Group</b>	Cllr K Angold-Stephens
<b>Broadway Regeneration Steering Group</b>	Cllrs C Davies and P Richardson
<b>Roding Valley Nature Reserve Management Committee</b>	Cllr M Chalk
<b>Loughton Waste Stakeholders Management Group</b>	Cllr P House, C P Pond and D Wixley (one other to be confirmed)
<b>Town Centre Enhancement Focus Group (The Broadway)</b>	Cllrs R Brookes, A Copland and C C Pond
<b>Debden Tenants' Panel Meeting (Broadway and Fairmead Ward Councillors)</b>	Cllrs A Copland, C Davies, B Glassman, T Owen, P Richardson

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

## **82 Membership of internal council groups**

### **82.1 Strategy and Staff Group**

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

### **82.2 Willingale Road Playing Field Management Committee**

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

### **82.3 Community Centre Working Group**

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

### **82.4 Town Future Group**

Membership: Cllrs Chalk, Davies, House, Pewsey, C C Pond, C P Pond, Richardson and Wixley

### **82.5 Council Accommodation Working Group**

Membership: Strategy and Staff Group

### **82.6 Implementation Panel**

Membership: Strategy and Staff Group

### **82.7 Cemetery Regulations Working Party**

Membership: Chairman and Vice Chairman of Environment and Heritage Committee, Cllrs Pewsey and Richardson

Signed.....  
Date: 22<sup>nd</sup> July 2009

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**LOUGHTON TOWN COUNCIL**
**COUNCIL MEETING**

**Minutes of Council Meeting on Wednesday 22<sup>nd</sup> July 2009 at 7.45 p.m. at 1 Buckingham Court**

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

**Also in attendance:**

**Officers:** E K Walsh (Town Clerk)  
 J Innis (Administrative Assistant)

**83 Apologies for Absence**

Apologies for absence were received from Cllrs R E Brookes and S W Murray.

**84 Confirmation of Minutes**

The minutes of the meeting of the Council held on 20<sup>th</sup> May 2009 were CONFIRMED as a correct record and signed by the Town Mayor.

**85 Public Representations**

None were received.

**86 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda item 11 as a member of Essex County Council and Agenda item 8 in the light of some remarks he might wish to make.

**87 Questions Without Discussion**

No questions had been received.

**88 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council meeting he had attended the Waltham Abbey Town Council Civic Service, Ladies Day at The Warren which included a guided tour of the forest, the Epping Forest College Learner Award Ceremony, a Business Support Open Day at the Cricket Club, the HOWZAT event organised by the High Road Town Centre Partnership, the funeral of Cllr Malcolm Woollard, the judging of the Best Allotment competition, a private viewing of "The Great War" exhibition at Epping Forest Museum and a meeting at Epping Forest College.

He also reported on the amalgamation of the Staples Road Junior and Primary Schools and his new roles on two of the District Council's Task and Finish Panels dealing with the Pitt Review on how flooding emergencies were dealt with and the provision of Debt Management support for local residents.

The Council concurred with the Town Mayor's suggestion that during his attendance at the Debden Day events later this year, he should present a Certificate of

Recognition to Loughton resident, Sapper Jake Luton, to mark his outstanding bravery in service with Armed Forces in Afghanistan.

The Deputy Town Mayor reported that, on behalf of the Town Mayor, he had attended the Heritage Organ Appeal at Waltham Abbey and a private show of artwork at Epping Forest College.

## **89 To dispose of any business remaining from the previous meeting**

### **89.1 Planning and Licensing Committee**

No appointment was made to fill the vacancy on this Committee.

### **89.2 Recreation Committee**

Cllr Richardson was nominated and appointed to the Recreation Committee.

### **89.3 Resources and General Services Committee**

Cllr Copland was nominated and appointed to the Resources and General Services Committee.

### **89.4 Substitutions**

In accordance with Standing Order 22.3(f) it was AGREED that the following persons be authorised to make substitutions for their group:

Cllrs Law and Richardson

### **89.5 Nomination of Council Representatives for 2009/10**

Cllr Law was appointed as a fourth representative for the Loughton Waste Stakeholders Management Group.

## **90 Matters for Report**

### **90.1 Notice of Motion – Epping Forest College – Min no 70.1**

The Town Mayor reported on his meeting at Epping Forest College, also attended by the Deputy Town Mayor and Town Clerk, and copies of the notes of the meeting were circulated to members.

### **90.2 Notice of Motion – Health Screening – Min no 73**

The members NOTED the response from the Department of Health.

## **91 Reports from Members on Outside Organisations**

### **91.1 Reports from representatives on Outside Organisations**

The reports on the Debden Tenants' Panel meeting and Tree Wardens were NOTED.

Cllr C C Pond reported on a meeting of the Local Councils' Liaison Committee he had attended on 15<sup>th</sup> July 2009 at which Cllr Richardson had also been present. Issues raised at this meeting had included concerns regarding the functionality of the iPlan system, the District Interactive Planning Website, and the lack of voting rights for local council representatives on the newly established Local Highways Panel.

Cllr C C Pond also reported on forthcoming changes to bus service access in the Broadway area.

## **92 Reports from Committees**

### **92.1 Planning and Licensing**

The reports from the meetings held on 11<sup>th</sup> and 26<sup>th</sup> May, 8<sup>th</sup> and 22<sup>nd</sup> June, 6<sup>th</sup> July 2009 were NOTED.

### **92.2 Recreation**

The report from the meeting held on 3<sup>rd</sup> June 2009 was NOTED.

### **92.3 Environment and Heritage**

The report from the meeting held on 1<sup>st</sup> July 2009 was NOTED

### **92.4 Resources and General Services**

The report from the meeting held on 17<sup>th</sup> June 2009 was NOTED

**93 Essex Registration Service**

The Council considered the proposed changes to the Registration Service provided in the County and AGREED the following comments:

The Council supported the proposal for a County wide Single Registration District. However, in the case of the registration of deaths, it would like to ensure that details of the original local Districts where the death occurred were included in the records to ensure that the indexing system provided sufficient details to assist those with an interest in genealogy.

**94 Training courses**

The Council APPROVED the attendance of Cllr Wixley on the Chairman's Days (2) and (3) courses run by the Essex Association of Local Councils at Great Dunmow on 7<sup>th</sup> October and 25<sup>th</sup> November 2009 respectively.

Signed.....

Date: 14<sup>th</sup> October 2009

## LOUGHTON TOWN COUNCIL

### COUNCIL MEETING

**Minutes of Council Meeting on Wednesday 14<sup>th</sup> October 2009 at 7.45 p.m. at 1 Buckingham Court**

**Present:**

K E Angold-Stephens (in the Chair)		
J W Angold-Stephens	R Barrett	R E Brookes
M R M Chalk	A Copland	C Davies (from Min no 100)
T Frankland	B Glassman	S M Harper
P J C House	L J Howe	S W Murray
T G Owen	S Pewsey	C C Pond
C P Pond	P Richardson (from Min no 100)	
R Thomson		

**Also in attendance:**

**Officers:** E K Walsh (Town Clerk)  
J Innis (Administrative Assistant)

**95 Apologies for Absence**

Apologies for absence were received from Cllr D J Wixley.

**96 Confirmation of Minutes**

The minutes of the meeting of the Council held on 22<sup>nd</sup> July 2009 were CONFIRMED as a correct record and signed by the Town Mayor.

**97 Public Representations**

None were received.

**98 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda items 11 (Staples Road Community Infant School and Community Junior School) and 12 (Parking Review – 2009) as a member of Essex County Council.

Cllrs K Angold-Stephens and Harper declared a personal and prejudicial interest in Agenda item 11 (Staples Road Community Infant School and Community Junior School) as they are both school governors and advised that they would exercise their right to address the Council on this agenda time but withdraw from the meeting during the discussions.

**99 Questions Without Discussion**

No questions had been received.

Cllrs Davies and Richardson arrived during the next item.

**100 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council meeting he had attended Sainsbury's in Debden to receive store vouchers to support Debden Day organised by the Broadway Town Centre Partnership, the Abbeyfield Society tea and AGM, an award ceremony for the Curry Chef of the Year at Bengal Spice Indian restaurant, Debden Day with Cllr Wixley, at which he presented a of Certificate of Recognition to Loughton resident, Sapper Jake Luton, to mark his outstanding bravery in military service in Afghanistan, the Licensing of Revd Malcolm Macdonald at St Mary's Church and the Broxbourne Borough Council Civic Service.

On his behalf, Deputy Town Mayor, Cllr Wixley and the Town Clerk had attended the funeral of Mike Rocket of the Royal British Legion. Cllr Wixley had afternoon tea with Her Excellency Dame Pearlette Louisy (Governor General of St Lucia) at the Murray Hall. This meeting had following a guided tour of Loughton given to her by Cllr C C Pond. Cllr Wixley had also attended the Vintage Bus Rally that took place during the Heritage Open Day weekend.

As Past Town Mayor, Cllr C C Pond had attended an Open Day at Limber, 49 Church Lane, and carried out his lay inspection of the home as a member of Essex County Council.

The Town Mayor recommended to members a website on how to engage positively with young people, that formed part of a Local Government Information Unit policy briefing.

He also reported that he had been considering plans for a Town Mayor's charity event possibly to be held on St George's Day 2010 to take the form of a fun run around the Roding Valley Recreation Ground, but this proposal would be discussed with the Loughton Athletic Club to enlist its support in the organisation.

The Town Mayor also commented that during his visit to the Abbeyfield Society he had been made aware that there were currently spare residential places for the elderly at the house.

#### **101 Matters for Report**

There were no matters for report.

#### **102 Reports from Members on Outside Organisations**

##### **102.1 Reports from representatives on Outside Organisations**

Reports on the meetings of the Debden Neighbourhood Action Panel, West Essex Area Forum, Loughton Waste Management Stakeholders, Debden Tenants' Panel and Tree Wardens were NOTED.

Cllr Chalk gave a verbal report on a meeting she attended on the Roding Valley Meadows Local Nature Reserve Management Committee on 1<sup>st</sup> October 2009. Councillors expressed concern about the limited opening times of the Grange Farm bridge over the M11.

##### **102.2 West Essex Locality, Essex and Southend LINK**

The members NOTED the report and that this organisation now represented the community in health and social care matters. Public meetings were held around the county and Cllr C C Pond reported on the local meeting he had attended with Cllr Wixley at the Murray Hall on 13<sup>th</sup> October 2009. It was hoped to encourage more residents to take an interest in this organisation.

#### **103 Reports from Committees**

##### **103.1 Planning and Licensing**

The reports from the meetings held on 20<sup>th</sup> July, 3<sup>rd</sup>, 24<sup>th</sup> August, 7<sup>th</sup>, 21<sup>st</sup> September 2009 were NOTED. The Chairman, Cllr C C Pond reported on the recent introduction of a regular planning agenda item, '*Planning Enforcement and Compliance*' that provided the opportunity for alleged infractions to be brought to the attention of the Committee.

##### **103.2 Recreation**

The report from the meeting held on 29th July 2009 was NOTED.

##### **103.3 Environment and Heritage**

The report from the meeting held on 16<sup>th</sup> September 2009 was NOTED.

##### **103.4 Resources and General Services**

The report from the meeting held on 30<sup>th</sup> September 2009 was NOTED.

**104 Councillor Resignation**

The members NOTED the resignation of Cllr Garry Martin on the grounds of ill health. The Town Clerk clarified the procedure required to claim a by-election to fill this vacancy in the Broadway Ward. If no election had been requested by midnight on 20<sup>th</sup> October 2009, it would be necessary for the Council to co-opt a member.

**105 Staples Road Community Infant School and Community Junior School**

Cllr K Angold-Stephens addressed the Council and gave a brief outline of the proposals to amalgamate the two schools in order to establish an all-through primary school with effect from September 2011.

Cllrs K Angold-Stephens and Harper left the meeting.

It was AGREED that Cllr C C Pond should take the chair for this item.

The Council discussed the proposals but did not wish to comment.

Cllrs K Angold-Stephens and Harper rejoined the meeting and Cllr K Angold-Stephens resumed the chair.

**106 Parking Review - 2009**

The Council AGREED that the following responses should be sent to Essex County Council:

- i. Recognising that the new parking restrictions scheme was likely to be contentious, the Council requested that a 6-month review should follow its implementation and in particular address any parking displacement issues.
- ii. The Council considered that there should be an additional charge for parking permits for vehicles such as large vans that take up more parking space than standard family sized cars.
- iii. Broadway traders operating in the review area should be allowed to purchase parking permits to assist with their businesses.
- iv. The Council would like to see an exclusion notice preventing the parking of lorries on residential streets.

Members also expressed concern about illegal parking on grass verges and on pavements in the town and were informed that, with the exception of parking on privately owned areas, this was a matter for parking enforcement officers and a special visit to a problem area could be requested.

**107 Sustainable Community Strategy Consultation**

It was NOTED that the Local Strategic Partnership was undertaking a review of the Community Strategy first adopted in 2004 but the Council did not wish to comment at this stage of the consultation.

**108 Murray Hall**

The Town Clerk outlined the hirer's complaint and it was AGREED that the matter should be considered initially by the Community Centre Working Party at its meeting on 15<sup>th</sup> October 2009 to enable the Recreation Committee to make a formal response to the hirer at its next meeting.

**109 Environment and Sustainability Policy**

The Council considered the draft policy and agreed to amend the Water Policy shown in the Key Action Areas section of the document such that the last sentence of first paragraph of this section would be replaced with:

“For new planting schemes, consideration will be given to using drought resistant species.”

It was AGREED to adopt the following **Environment and Sustainability Policy** statement.

Loughton Town Council is committed to promoting a sustainable community in Loughton. It recognises that environmentally friendly policies will bring benefits to the whole town, through greener business practices, improvements to the natural setting, more sustainable development and a healthier lifestyle for all.

The Council will lead by example, using environmentally-friendly policies for its own premises and assets which will reduce the impact on the landscape. It recognises however, that changing to more sustainable practices may take time to achieve if council tax payers are not to be unduly burdened; in the longer term, greener policies mean reduced costs for all as well as a better environment.

However, with regard to the implementation of the policy and the key action areas shown in the Agenda report, committees were asked to consider aspects of the policy that affected their areas of responsibility and for their comments to be brought back to the Resources and General Services Committee for collation to enable any recommendations for any further amendments to be brought to the attention of the Council at its next meeting.

**Signed**.....  
**Date:**           **20<sup>th</sup> January 2010**

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**LOUGHTON TOWN COUNCIL**
**COUNCIL MEETING****Minutes of Council Meeting on Wednesday 20<sup>th</sup> January 2010 at 7.00 p.m. at 1 Buckingham Court**

**Present:** K E Angold-Stephens (in the Chair)  
 J W Angold-Stephens R Barrett (from Min no 119)  
 R E Brookes (from Min no 113) M R M Chalk (from Min no 111)  
 A Copland C Davies (from Min no 120)  
 T Frankland B Glassman (from Min no 111)  
 S M Harper P J C House  
 L J Howe (from Min no 113) R T Law S W Murray  
 K Nicolson T G Owen S Pewsey  
 C C Pond C P Pond P Richardson  
 R Thomson D J Wixley

**Also in attendance:**

**Officers:** E K Walsh (Town Clerk)  
 J Innis (Administrative Assistant)

1 member of the public

**110 Apologies for Absence**

Apologies were received from Cllr Brookes and Davies for a late arrival.

Cllrs Chalk and Glassman joined the meeting during the next item.

**111 Confirmation of Minutes**

The minutes of the meeting of the Council held on 14<sup>th</sup> October 2009 were amended at minute no 106, in the last paragraph by adding the words "if there were parking restrictions in force" at the end of the final sentence. The minutes were CONFIRMED as a correct record and signed by the Chairman.

**112 Public Representations**

None were received.

Cllrs Brookes and Howe joined the meeting during the next item.

**113 Declarations of Interest**

No Declarations of Interest were made.

**114 Questions Without Discussion**

No questions had been received.

**115 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council meeting he had attended a large number of varied engagements including a presentation to two volunteer litter pickers on the Roding Valley Recreation Ground, the judging of the Christmas card competition, the switching on of the Christmas lights in the High Road and Debden Broadway, the Light up a Life ceremony, an E15 Acting School VIP night, a Tea Dance at the Murray Hall, Papa John's Pizza store award ceremony and presentations to the Best Dressed Window competition winners. The Deputy Town

Mayor also reported he had attended a “Not in my Neighbourhood Week” event, the Remembrance Sunday service at Kings Green and the Armistice Day ceremony at the War Memorial, and, with the Town Mayor, the judging of the Christmas card competition, the switching on of the lights in the High Road and the Light up a Life ceremony.

The Town Mayor announced there would be a fun run on 18<sup>th</sup> April 2010 in aid of the Town Mayor’s charity.

Cllr Murray paid tribute to the work of the Town Mayor.

## **116 Matters for Report**

### **116.1 Epping Forest College – Min no 70.1**

The Town Mayor reported on a meeting he had attended at the College last November, with the Deputy Town Mayor, the Deputy Town Clerk, the Interim Principal and the Chair of Governors. It was noted that Essex County Council will take over funding responsibility for the College from the Learning and Skills Council with effect from April 2010.

### **116.2 NALC Conference – Empowered Communities on 2<sup>nd</sup> December 2009 – Min no RG141**

The report was NOTED.

## **117 Reports from Members on Outside Organisations**

### **117.1 Reports from representatives on Outside Organisations**

The report on the Parishes Public Transport meeting was amended in the first sentence to read “...commercial bus route H1...” and in the last paragraph to read “There was no news on route 804”.

The reports on the Parishes Public Transport meeting, the Tree Wardens Event, the Tree Wardens Annual General Meeting, Loughton Waste Management Stakeholders Group and Debden Tenants Panel meeting were NOTED.

## **118 Reports from Committees**

### **118.1 Planning and Licensing**

The report from the meetings held on 5<sup>th</sup>, 19<sup>th</sup> October, 2<sup>nd</sup>, 16<sup>th</sup>, 30<sup>th</sup> November and 14<sup>th</sup> December 2009 were NOTED.

### **118.2 Recreation**

The report from the meeting held on 28<sup>th</sup> October 2009 was NOTED.

### **118.3 Environment and Heritage**

The report from the meeting held on 11<sup>th</sup> November 2009 was NOTED.

### **118.4 Resources and General Services**

The reports from the meetings held on 25<sup>th</sup> November and 16<sup>th</sup> December 2009 were NOTED.

Cllr Barrett joined the meeting during the next item.

## **119 Notice of Motion**

Cllr J Angold-Stephens proposed the following motion, which was seconded by Cllr Harper:

The Council is asked to alter the membership of the Recreation and Environment and Heritage Committees in the light of the by-election held on 10<sup>th</sup> December 2009, (Standing Order 21.1c) and to apply pro rata to the membership of this committee (Standing Order 22.2).

Further in accordance with Standing Order 5.4, the Town Mayor is asked to allow the motion to be dealt with at the meeting of 20<sup>th</sup> January 2010.

The Town Mayor agreed that the matter should be dealt with at this meeting and an amendment to the motion was agreed so that it now read as follows:

The Council is asked to alter the membership of the Recreation Committee, with no change to the Environment and Heritage Committee, in the light of the by-election held on 10<sup>th</sup> December 2009, (Standing Order 21.1c) and to apply pro rata to the membership of this committee (Standing Order 22.2).

A vote was taken and the substantive motion carried.

Cllr Nicholson was nominated and elected to the Recreation Committee in place of Cllr Richardson.

It was noted that the review of the membership of the Environment and Heritage Committee would be dealt with at the Annual Council meeting on 12<sup>th</sup> May 2010 as part of the annual committee appointments.

Cllr Davies joined the meeting.

#### 120 Precept for 2010/11

The Chairman of Resources and General Services Committee presented the Committee's recommendations for the precept for 2010/11. He informed councillors that the recommendation represented a below inflation increase.

Cllr Pewsey thanked Cllr J Angold-Stephens and the Town Clerk and Deputy Town Clerk for their work in preparing the estimates.

The estimates were agreed as follows:

Committee	Income £	Expenditure inc recharges £
Resources and General Services	0	176,850
Environment and Heritage	16,345	161,260
Recreation	69,870	597,550
Planning and Licensing	0	41,800
Total	86,215	977,460
Interest	18,000	
Use from earmarked reserves		
Resource and General Services	6,000	
Environment & Heritage	19,500	
Recreation	98,000	
Planning and Licensing	15,000	
Use from general reserves*	98,945	
Total	255,445	
	Total income	341,660
<b>Council Precept</b>		<b>£635,800</b>

The Council unanimously RESOLVED to set the precept for 2010/11 at £635,800

**121 EALC Training Events**

The Council APPROVED the attendance of Cllr Nicholson on the Roles and Responsibilities course in Great Dunmow on Thursday 11<sup>th</sup> February 2010 and NOTED Cllr Pewsey's attendance on the Audit and Risk Assessment Day in Great Dunmow with the Town Clerk and Deputy Town Clerk on Friday 12<sup>th</sup> February 2010.

Signed.....  
Date: **3<sup>rd</sup> March 2010**

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of Council Meeting on Wednesday 3<sup>rd</sup> March 2010 at 7.45 p.m. at 1 Buckingham Court**

**Present:** K E Angold-Stephens (in the Chair)  
 J W Angold-Stephens      R Barrett (from Min no 127)      R E Brookes  
 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  
 K Nicholson                      T G Owen                          S Pewsey  
 C C Pond                          P Richardson                      R Thomson  
 D J Wixley

**Also in attendance:**

**Officers:** E K Walsh (Town Clerk)  
 Shirley Haynes (Deputy Town Clerk)

**122 Apologies for Absence**

Apologies for absence were received from Cllrs C Davies and C P Pond.

**123 Confirmation of Minutes**

The minutes of the meeting of the Council held on 20<sup>th</sup> January 2010 were CONFIRMED as a correct record and signed by the Chairman.

**124 Public Representations**

None were received.

**125 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda items 10 and 11, as a member of Essex County Council.

Cllrs K Angold-Stephens and Harper declared a personal and prejudicial interest in Agenda item 10, Staples Road Community Infant School and Community Junior School, being school governors and advised that they would withdraw from the meeting when the item was discussed.

Cllrs Brookes and Richardson declared a personal but non-prejudicial interest in Agenda item 8.1(3), as members of the Debden Tenants' Panel Meeting and Epping Forest District Council.

**126 Questions Without Discussion**

No questions had been received.

Cllr R Barrett joined the meeting during this item.

**127 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council meeting he had attended the Make a Difference Day event at the land adjacent to the Willingale Road Allotments, organised by Epping Forest Countrycare to help volunteers clear the site. He had also attended the Council's Civic Service and Citizenship Awards and was pleased to report that £485 had been raised for the Haven House charity.

Cllr K Angold-Stephens reminded members that there would be a Town Mayor's Fun Run on 18<sup>th</sup> April 2010 at the Roding Valley Recreation Ground in aid of the Town Mayor's charity, the Dream Factory, which provides support for seriously ill children.

**128 Matters for Report**

None were received.

**129 Reports from Members on Outside Organisations**

**129.1 Reports from representatives on Outside Organisations**

The reports on the meetings of the Loughton High Road Town Centre Partnership, the Larger Local Councils Forum, Debden Tenants Panel, and the Tree Wardens were NOTED.

**129.2** Cllr C C Pond gave a verbal report on the meeting of the Essex Association of Local Councils, Epping Forest Branch, held on 17<sup>th</sup> February 2010 at which the key issues discussed were the NALC consultation on its business strategy, the designation of new conservation areas and the membership of the Local Highways Panel. The concerns raised were referred to the Local Council Liaison Committee for consideration.

**129.3** Cllr Chalk gave a verbal report on the meeting of the Roding Valley Meadows Nature Reserve Management Committee held on 28<sup>th</sup> January 2010. Topics at that meeting included an extended cattle grazing season, a review of the committee structure and new growing areas for ox-eye daisies.

**130 Reports from Committees**

**130.1 Planning and Licensing**

The report from the meetings held on 11<sup>th</sup>, 25<sup>th</sup> January and 8<sup>th</sup> February were NOTED.

**130.2 Recreation**

The report from the meeting held on 20<sup>th</sup> January 2010 was NOTED.

**130.3 Environment and Heritage**

The report from the meeting held on 3<sup>rd</sup> February 2010 was NOTED.

**130.4 Resources and General Services**

The report from the meeting held on 17<sup>th</sup> February 2010 was NOTED.

Cllrs K Angold-Stephens and Harper left the meeting for the following item and Cllr Wixley took the chair.

**131 Staples Road Community Infant School and Community Junior School**

Cllr J Angold-Stephens declared a personal but non-prejudicial interest in this item, as her husband was a governor at the school.

The Council instructed the Town Clerk to write to Essex County Council in support of the proposed amalgamation of the schools.

Cllrs Copland, Frankland and Law abstained from voting on this item giving as a reason that they did not know enough about these proposals.

Cllrs K Angold-Stephens and Harper rejoined the meeting and Cllr K Angold-Stephens retook the chair.

**132 Essex County Council – Developers' Guide to Infrastructure Contributions**

The Council AGREED to refer this matter to the Planning and Licensing Committee for consideration and to prepare the Council's response.

**133 Register of Members' Interests**

The Council AGREED that councillors' entries in the Register of Members' Interests should be displayed on the town council's website with the provision that existing councillors may opt out of this new service until 2012.

Signed.....  
Date: 28<sup>th</sup> April 2010

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**Minutes of Council Meeting on Wednesday 28<sup>th</sup> April 2010 at 7.45 p.m. at 1 Buckingham Court**

**Present:** K E Angold-Stephens (in the Chair)  
 J W Angold-Stephens R E Brookes M R M Chalk  
 A Copland (from Min no 140) C Davies (from Min no 142) T Frankland  
 B Glassman (from Min no 139) S M Harper L J Howe  
 R T Law S W Murray K Nicholson  
 T G Owen S Pewsey R Thomson  
 D J Wixley

**Also in attendance:**

**Officers:** E K Walsh (Town Clerk)  
 J Innis (Committee Clerk)

**134 Apologies for Absence**

Apologies for absence were received from Cllrs C C Pond, C P Pond and P Richardson.

**135 Confirmation of Minutes**

The minutes of the meeting of the Council held on 3rd March 2010 were CONFIRMED as a correct record and signed by the Chairman.

**136 Public Representations**

None were received.

**137 Declarations of Interest**

No Declarations of Interest were made.

**138 Questions Without Discussion**

No questions had been received.

Cllr Glassman joined the meeting.

**139 Town Mayor's Engagements and Announcements**

The Town Mayor reported that since the last Council meeting he had attended a Loughton Youth Project web radio interview and was also interviewed by them at the Fun Run, the town council's litter picking event, an interview with an Epping Forest College Ofsted examiner, a Loughton Music Festival event at the Loughton Methodist Church and the Town Mayor's Charity Fun Run which raised over £640 for the Dream Factory. He expressed his thanks to the Loughton Athletic Club, Chigwell Air Training Corps and Epping Forest College for their support during this event.

The Deputy Town Mayor reported that he had attended the opening of the Westall Road Playground with the Chairman of Epping Forest District Council, Cllr Penny Smith, and the Town Mayor's Charity Fun Run.

Cllr Copland joined the meeting.

**140 Matters for Report****140.1 Sustainable Community Strategy Consultation – Min no 107**

The Council NOTED that several significant documents that would be used to support the preparation of the Local Development Framework were now available to view on the District Council's website.

**141 Reports from Members on Outside Organisations****141.1 Reports from representatives on outside organisations**

The reports on the work of Staples Road Infant School, Police & Community Consultative Group, Epping Forest Countrycare Liaison Meeting, Essex Parish Transport Meeting, Epping Forest Association of Local Councils, Forest Forum, Loughton High Road Town Centre Partnership, Lopping Endowment, White Bridge Junior School, Tree Wardens, Loughton Waste Management Stakeholder Group, Essex Association Larger Local Councils Forum, Loughton Brook Project (formerly Roding Project) and Roding Valley Nature Reserve Management Committee were NOTED.

Cllr Harper clarified that Staples Road Infant School was considering improvements to security of the school grounds and changes to the opening and closing times of the school gates.

**141.2 Reports from other organisations**

Cllr Wixley commented that he had attended a recent meeting of the Debden Neighbourhood Action Panel and that PC Dawood had been replaced by PC Lisle. He also clarified that whilst he had submitted reports throughout the year for the Debden Tenants Panel meetings it was in his capacity as the District Council representative. He also reported on the sporting successes of White Bridge School.

Cllr Davies joined the meeting.

**142 Reports from Committees****142.1 Planning and Licensing**

The reports from the meetings held on 22<sup>nd</sup> February, 8<sup>th</sup> and 22<sup>nd</sup> March and 6<sup>th</sup> April 2010 were NOTED.

**142.2 Recreation**

The report from the meeting held on 17<sup>th</sup> March 2010 was NOTED.

**142.3 Environment and Heritage**

The report from the meeting held on 31<sup>st</sup> March 2010 was NOTED.

**142.4 Resources and General Services**

The report from the meeting held on 14<sup>th</sup> April 2010 was NOTED.

**143 Councillor Resignation**

The resignation of Cllr Rodney Barrett was NOTED. The Town Clerk reported that if no election had been requested by midnight on 14<sup>th</sup> May 2010, it would be necessary for the Council to co-opt a member.

**144 Consultations****144.1 The Essex School Organisation Plan 2009-2014**

The Council NOTED the report.

**144.2 The Edith Borthwick School and Southview School**

The Council NOTED the report on the proposed amalgamation and AGREED to refrain from comment.

**144.3 Cycling Framework for Essex 2010 to 2015**

The Essex County Council's Cycling Strategy was considered.

The Town Council expressed great concern that cycling in Loughton at the present time was not safe due to the condition of local roads. It felt very strongly that the County Council, in its role as Highways Authority, should give urgent attention to repairing the numerous pot holes to address this issue.

The Council also commented that careful research of proposed cycling routes should be undertaken to ensure that they were effective and it was suggested that the County Council should seek the advice of Sustrans, a national sustainable transport charity, if it had not done so already.

**145 Annual Town Meeting 2010**

The members NOTED the matters raised at the Annual Town Meeting and AGREED to refer the parking issues in Oakwood Hill to the Environment and Heritage Committee.

**146 Emergency Planning**

The Council nominated Cllr Copland to be the Town Council's representative at the Community Resilience Consultation Workshop at the Civic Offices in Epping on Wednesday 26<sup>th</sup> May 2010. Cllr Copland was asked to prepare a report.

Signed.....

Date: 12<sup>th</sup> May 2010