
LOUGHTON TOWN COUNCIL
ANNUAL COUNCIL MEETING**Minutes of the Annual Council Meeting held on Wednesday 12th May 2010 at 7.45 p.m. at 1 Buckingham Court**

Present: K E Angold-Stephens (in the Chair for min no 147)
 D J Wixley (in the Chair from min no 148)

J W Angold-Stephens	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
C P Pond	P Richardson	R Thomson

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

Cllr K Angold-Stephens thanked the councillors and officers for their support during his term of office. Councillors thanked him for his hard work over the past year and the dedication and integrity he had shown in carrying out his duties.

147 Election of the Town Mayor for 2010/11

Cllr D J Wixley was proposed and seconded and, there being no other nominations, Cllr Wixley 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 K E Angold-Stephens for his work during his term of office as Town Mayor and presented him with the Past Town Mayor's badge.

148 Appointment of the Deputy Town Mayor of the Council for 2010/11

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

Cllr Wixley took the opportunity to thank members for his appointment as Town Mayor and looked forward to the year ahead with Cllr C P Pond as his deputy. He also announced that he would be using his original vote on any motions during the meeting.

149 Apologies for Absence

Apologies for absence were received from Cllr C Davies.

150 Confirmation of Minutes

The minutes of the meeting held on Wednesday 28th April 2010 amended from those circulated at minute no 139, Town Mayor's Engagements and Announcements, fourth line, to read: "the Loughton Youth Music Festival" were CONFIRMED as a correct record and signed by the Chairman.

151 Declarations of Interest

No Declarations of Interest were made.

152 Appointment of Members, and Election of Chairman and Vice Chairman of Council Committees for 2010/11

The following appointments were confirmed, but would be subject to review at the first council meeting to follow the filling of the current vacancy, at which time the proportional representation would be revisited.

152.1 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.

152.2 Recreation Committee

Cllrs J Angold-Stephens, Chalk, Harper, Law, Murray, Nicholson, Thomson and Wixley were nominated and appointed to the Recreation Committee. Cllr Harper was elected Chairman and Cllr Wixley Vice Chairman. One other member would be appointed at a later date.

152.3 Environment and Heritage Committee

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

152.4 Resources and General Services Committee

Cllrs J Angold-Stephens, Brookes, Copland, Glassman, House, Pewsey, Richardson and were nominated and appointed to the Resources and General Services Committee together with Cllrs C P Pond and Wixley who were ex officio members of this Committee. Cllr Pewsey was elected Chairman and Cllr J Angold-Stephens Vice Chairman.

152.5 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
Cllrs Law and Richardson

153 Nomination of Council Representatives for 2010/11**153.1** The Council representatives on outside bodies for 2010/11 were agreed as below:

Organisation	2010/11 representative(s)
Staples Road County Infant School	Cllr S M Harper (4 years to 2012)
The White Bridge County Junior School	Cllr D J Wixley (4 years to Oct 2012)
Lopping Endowment	Cllr S Pewsey
Loughton Parochial Charities	D Rhodes (3 years to 23.6.2013) Vacancy**
City of London Forest Forum	Cllr S Pewsey (Cllr A Copland as substitute)
Essex Association of Local Councils (EALC) – Epping Forest Branch	Cllrs C C Pond and P Richardson
Local Councils' Liaison Committee	Cllrs C C Pond and P Richardson
EALC - Larger Local Councils Forum	Cllr K E Angold-Stephens
Epping Forest Countrycare Liaison Group	Cllr K E Angold-Stephens

ECC Parish Passenger Transport Meeting	Cllrs C C Pond and A Copland
Tree Wardens	Cllrs A Copland, R Thomson and D J Wixley Mrs J Davis and Mr C Mackenzie
Loughton High Road Town Centre Partnership	Cllrs S Pewsey and R Thomson (Cllr K E Angold-Stephens as substitute)
Loughton Broadway Town Centre Partnership	Cllrs R E Brookes and T G Owen (P Richardson as substitute)
Citizens' Advice Bureau Management Committee	Cllr J W Angold-Stephens
Debden Police Neighbourhood Action Panel	Cllr T G Owen (D J Wixley as substitute)
Loughton Police Neighbourhood Action Panel	Cllr L Howe (Cllr M Chalk as substitute)
Loughton Brook Project (formerly Roding Project Steering Group)	Cllr K E Angold-Stephens
Roding Valley Nature Reserve Management Committee	Cllr M R M Chalk
Loughton Waste Stakeholders Management Group	P House, R Law, C P Pond and D J Wixley
Debden Tenants' Panel Meeting Alderton, Broadway and Fairmead Ward Councillors	Cllrs R E Brookes, A Copland, C Davies, T Frankland, B Glassman, R Law, K Nicholson, T G Owen, P Richardson
Local Highways Panel	Cllr K Angold-Stephens (nomination to be confirmed by the Epping Forest Branch of the EALC)

** The Council received the resignation of Mr Jim Retter, former trustee and Council appointee with the Loughton Parochial Charities. It was AGREED to seek more information on the Parochial Charities and invite Mr Retter's nominee, Mr Jan Boucek, to make a presentation on his suitability for the role to the Resources and General Services Committee. The appointment of the second trustee would be considered at the next Council meeting.

153.2 Cllr House was APPOINTED a third member to sit on the Grievance Hearing Panel, and Cllr K Angold-Stephens to sit on the Disciplinary Appeal Panel.

154 Membership of internal council groups

154.1 Strategy and Staff Group

Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee and Cllrs Frankland, Glassman and Owen as representatives from the minority groups.

154.2 Willingale Road Playing Field Management Committee

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

154.3 Community Centre Working Group

Membership: Cllrs J Angold-Stephens, Brookes, Chalk, Harper, Thomson and Wixley

154.4 Town Future Group

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

154.5 Council Accommodation Working Group

Membership: Strategy and Staff Group

154.6 Implementation Panel

Membership: Strategy and Staff Group

154.7 Cemetery Regulations Working Party

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

Signed.....
Date: **30th June 2010**

LOUGHTON TOWN COUNCIL
COUNCIL MEETING**Minutes of Council Meeting on Wednesday 30th June 2010 at 7.45 p.m. at 1 Buckingham Court**

Present: D J Wixley (in the Chair)
 K E Angold-Stephens J W Angold-Stephens
 R E Brookes (from Min no 150) M R M Chalk A Copland
 T Frankland B Glassman P J C House (until Min no 153)
 L J Howe (until Min no 154) R T Law S W Murray
 K Nicholson T G Owen S Pewsey
 C C Pond C P Pond T Thomas (from Min no 154)
 R Thomson

Also in attendance:

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

3 applicants for agenda item 10
 2 members of the public

147 Apologies for Absence

Apologies for absence were received from Cllrs Davies, Harper and Richardson.

148 Confirmation of Minutes

The minutes of the meeting of the Council held on 12th May 2010 were CONFIRMED as a correct record and signed by the Chairman.

149 Public Representations

None were received

Cllr Brookes joined the meeting during the following item.

150 Declarations of Interest

Cllrs K Angold-Stephens, J Angold-Stephens, Brookes, Chalk, House, Howe, Nicholson, C C Pond, C P Pond, Pewsey, Thomson and Wixley declared a personal but non-prejudicial interest in Agenda item 10, Co-option of Councillor, as Tracey Thomas, one of the applicants, was a member of the Loughton Residents Association.

Cllrs K Angold-Stephens, K Nicholson, C P Pond and C C Pond also declared a personal but non-prejudicial interest in Agenda item 10, Co-option of Councillor regarding applicant Luke Lowrie, as he was an acquaintance.

Cllr Glassman declared a personal but non-prejudicial interest in Agenda item 10, Co-option of Councillor regarding applicant Iqbal Kalkat, as he was known to him.

Cllr Murray declared a personal but non-prejudicial interest in Agenda item 9.4, minutes of the Resources and General Services Committee held on the 23rd June 2010, concerning the financial assistance application for the Alzheimer's Society, as his mother was President of the Society.

151 Questions Without Discussion

No questions had been received.

The Council AGREED to bring forward agenda item 10, Co-option of Councillor to immediately after item 6 as Cllr Law may have needed to leave the meeting early due to work commitments.

152 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting he had attended the Sainsbury's presentation of a cheque in support of Debden Day to the Loughton Broadway Town Centre Partnership, Debden Day events and in particular the senior citizens' lunches, met with Brian Mooney, a long-distance walker undertaking the trip from Coggeshall to Rome, attended the Essex Savers Credit Union opening at Debden Library, the Forest Creative Writers event at the National Jazz Archives, Waltham Abbey Town Council Civic Service and an Art Exhibition at Epping Forest College.

153 Co-option of Councillor

The Town Mayor, in accordance with Standing Order no 10.2, declared his intention to vote on this item.

153.1 The Council NOTED the procedure for co-option ratified by the Resources and General Services Committee on 27th September 2006 but AGREED that the Strategy and Staff Group should now be asked to review the document and prepare recommendations for consideration by this Committee.

153.2 The Council welcomed the three applicants and NOTED their applications and eligibility to stand as a councillor.

153.3 Presentations from the three applicants were received.

153.4 The Council RESOLVED to suspend the first sentence of Standing Order no 10 and to conduct the vote by signed ballot, for this agenda item only.

153.5 Following the signed ballot, the Chairman announced that Mrs Tracey Thomas had been co-opted to the Council by a clear majority of the votes cast. He thanked the other applicants for their interest in the vacancy.

153.6 The Council asked for the number of votes for each of the applicants to be confirmed and the Town Mayor announced the following:

- | | | |
|-------|---------------|----------|
| (i) | Iqbal Kalkat | 3 votes |
| (ii) | Luke Lowrie | 3 votes |
| (iii) | Tracey Thomas | 11 votes |

One councillor had abstained from voting.

153.7 Mrs Tracey Thomas was invited and accepted the opportunity to sign the Declaration of Acceptance of Office and took her place at the table for the remainder of the meeting.

Cllr House left the meeting.

154 Matters for Report**154.1 Nomination of Council Representatives for 2010/11 – Min no 153.1**

Further to the recommendation from the Resources and General Services Committee the Council RESOLVED to appoint Mr Jan Boucek as the Council's representative on the Loughton Parochial Charities.

Cllr Howe left the meeting and Cllr Chalk left the room.

155 Reports from Members on Outside Organisations

155.1 The reports from the Parish Passenger Transport meeting, the Tree Wardens, Loughton Waste Management Stakeholders Group, West Essex Area Forum, Epping Forest Branch of the Essex Association of Local Councils and the EALC Larger Local Council Forum presented in the Agenda were NOTED.

Cllr Chalk returned to the meeting.

155.2 Cllr K Angold-Stephens gave a verbal report on the meeting of the Local Highways Panel on 22nd June 2010.

155.3 Cllr Wixley presented a written report on the Debden Tenants' Panel meeting on 10th May 2010 and gave a verbal report of the Debden NAP meeting held on 28th June 2010.

156 Reports from Committees**156.1 Planning and Licensing**

The reports from the meetings held on 19th April, 4th and 24th May and 7th June 2010 were NOTED.

156.2 Recreation

The report from the meeting held on 19th May 2010 was NOTED. Members welcomed the appointment of the Assistant Park Warden.

156.3 Environment and Heritage

The report from the meeting held on 9th June 2010 was NOTED.

Cllr C C Pond declared a personal but non-prejudicial interest in Min no EH124.2 as a member of Essex County Council.

It was confirmed that funding through the Safer Journeys to School scheme would be explored in order to progress road safety improvements at the Borders Lane/Traps Hill/Sparelease Hill/Church Lane/Alderton Hill and Alderton Hall Lane junctions.

156.4 Resources and General Services

The report from the meeting held on 23rd June 2010 was NOTED.

157 Consultations**157.1 Draft Community Strategy**

The Council AGREED to delegate responsibility for preparing the Council's response to the draft Community Strategy to the Environment and Heritage Committee at its meeting on 21st July 2010. All councillors were invited to submit their comments on this document to the Town Clerk for collation prior to that meeting.

Signed.....

Date: 15th September 2010

LOUGHTON TOWN COUNCIL
COUNCIL MEETING**Minutes of Council Meeting on Wednesday 15th September 2010 at 7.45 p.m. at 1 Buckingham Court**

Present: D J Wixley (in the Chair)
 J W Angold-Stephens K E Angold-Stephens R E Brookes
 T Frankland B Glassman S M Harper
 L J Howe R T Law S W Murray
 K Nicholson T G Owen S Pewsey
 C C Pond C P Pond P Richardson (from Min no 163)
 T Thomas

Also in attendance:

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

1 member of the public

158 Apologies for Absence

Apologies for absence were received from Cllrs M Chalk, C Davies, P House and R Thomson.

159 Confirmation of Minutes

The minutes of the meeting of the Council held on 30th June 2010 were CONFIRMED as a correct record and signed by the Chairman.

160 Public Representations

None were received

161 Declarations of Interest

No Declarations of Interest were made.

162 Questions Without Discussion

No questions had been received.

Cllr P Richardson joined the meeting.

163 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting he had attended the College Learner Awards ceremony at Epping Forest College, Loughton Club's 100th anniversary, Howzat Festival, Epping Forest District Museum (Sporting Heroes exhibition), Loughton Film Society (An Education), Ladies' Day – City of London, White Bridge Junior School – presentation of Certificates, Best Allotment short listing, High Beech Church – Licensing of Revd Jill Hopkins, judging of Best Allotment by Ken Crowther, Abbeyfield (Rider House) AGM, Debden Horticultural & Allotment Society, National Scout Conservation Project and the presentation of Best Allotment prizes prior to the Resources and General Services Committee meeting. Further details can also be viewed on the Town Mayor's Notes on the Council's website.

164 Matters for Report**164.1 Nomination of Council Representatives for 2010/11 – Min no 154.1**

The Council NOTED that Cllr Harper had submitted her resignation as governor at Staples Road Infants School with effect from 31st August 2010.

165 Reports from Members on Outside Organisations

165.1 The reports from the Trustee Board meeting of Epping Forest CAB held on Tuesday 27th July 2010 at Loughton and the Debden Tenants' Panel meeting on 9th August 2010 presented in the Agenda were NOTED.

165.2 Cllr Brookes reported on a meeting she had attended of the Broadway Town Centre Partnership at which Cllr Owen had also been present. Topics discussed at that meeting included inadequate signage of the Broadway including parking, the proposed Langston Road development and the promotion of The Broadway to a wider public.

165.3 Cllr C C Pond reported on a meeting he had attended of the West Essex Area Forum held on 14th September 2010 at which he had raised concerns about the proposed change of policy for the installation and filling of salt/grit bins.

166 Reports from Committees**166.1 Planning and Licensing**

The reports from the meetings held on 21st June, 5th and 19th July, 2nd and 23rd August 2010 were NOTED.

166.2 Recreation

The report from the meeting held on 14th July 2010 was NOTED.

166.3 Environment and Heritage

The report from the meeting held on 21st July 2010 was NOTED.

Cllr C P Pond reported that the Committee had agreed to order six additional salt/grit bins but this would now have to be put on hold in view of the report given at Min No RG165.3. The Town Clerk had written a letter expressing concern to the Cabinet member for Highways and Transportation asking for the reinstatement of the former salt/grit bin policy.

166.4 Resources and General Services

The report from the meeting held on 1st September 2010 was NOTED.

167 Notice of Motion

The Town Mayor, in accordance with Standing Order no 10.2, declared his intention to use his original vote on this item.

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

i) Co-option

Council notes the misinformation given in June 2010 in relation to Tracey Thomas' service with the parish council where she previously resided together with the explanation and apology given by the Loughton Residents Association group about this, which was circulated by the Town Clerk in July 2010, and reaffirms the co-option of Mrs Tracey Thomas made at the Council meeting on 30th June 2010.

Cllr Thomas addressed the Council and then left the meeting.

The Town Mayor, in accordance with Standing Order 5.4, agreed that for expedience, this and the subsequent motion could be dealt with at this meeting.

After due consideration, a vote was taken and the motion carried.

Cllr Owen voted against the motion.

Cllr Thomas rejoined the meeting.

ii) Council Committees 2010-11

Cllr C C Pond proposed the following motion, which was seconded by Cllr Harper:

Following the undertaking made at the Annual Council Meeting, Council reaffirms the allocation made then of members to Committees with the following exception:

Recreation Committee: Cllr Thomas be allocated to the vacant place.

A vote was taken and the motion carried.

Signed.....

Date: 15th December 2010

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of Council Meeting on Wednesday 15th December 2010 at 7.45 p.m. at 1 Buckingham Court

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

Also in attendance:

Officers: E K Walsh (Town Clerk)
 S Haynes (Deputy Town Clerk)

1 member of the public (until Min no 182)

Members stood for a minute's silence in memory of Councillor Roy Thomson who had passed away on 25th November 2010.

The Town Mayor paid tribute to Cllr Thomson who had joined the Council following the elections held in May 2008 and in particular for his work with the Planning & Licensing and Recreation Committees. Cllr C C Pond added that Cllr Thomson had been a keen and dedicated member of the Planning Committee whose expertise on buildings and the interpretation of plans would be greatly missed.

The Town Mayor informed members that the Notice of Vacancy in St Mary's ward would be advertised for the period 20th December 2010 to 11th January 2011.

168 Apologies for Absence

Apologies for absence were received from Cllrs Davies, Law and Thomas.

169 Confirmation of Minutes

The minutes of the meeting of the Council held on 15th September 2010 were CONFIRMED as a correct record and signed by the Chairman.

Further to Min no 164.1, Councillors took the opportunity to thank Cllr Harper for her long service as a school governor at Staples Road School from her original appointment in September 1996.

170 Public Representations

None were received.

171 Declarations of Interest

Cllrs K Angold-Stephens, Brookes, Murray, C P Pond, Richardson and Wixley declared a personal but non-prejudicial interest in Agenda items 7.1 and 16 as members of Epping Forest District Council.

172 Questions Without Discussion

No questions had been received.

173 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting he had attended an exhibition at the Epping Forest District Museum, a Gala Dinner at St Mary's hosted by "ignite", Loughton Youth Project and the Grace Academy, an Essex on Tour performance at the Murray Hall, two unveiling ceremonies for heritage plaques, the St Clare Hospice AGM, a District Council emergency planning event, the Broxbourne Civic Service, the opening of a hearing aid shop in the High Road, a Positive Introductions football tournament, the Debt of Honour ceremony at the Murray Hall, the Armistice Day and Remembrance Day ceremonies at the War Memorial, a Children in Need Tea Party, the switching on of the Christmas Lights in the High Road and the Broadway, the Light up a Life ceremony and the Christmas Party of the Forest Creative Writers. He had also judged the Christmas Card and Christmas Best Dressed Windows competitions and presented the awards to the winners.

Further details were available in the Town Mayor's Notes on the Council's website.

174 Matters for Report**174.1 Nomination of Council Representatives for 2010/11 – Min no 153****Roding Valley Management Committee**

The Council NOTED the addendum which clarified that dual-hatted members could serve on this new committee but "*may only represent the interests of the Council which appointed them*".

The Council AGREED the four Town Council representatives to the Roding Valley Management Committee as Cllrs J Angold-Stephens, Harper, Thomas and Wixley.

175 Reports from Members on Outside Organisations

175.1 The reports from the meetings of the Essex Association of Local Councils Larger Local Council Forum held on Tuesday 19th October, the Epping Forest Branch of the Essex Association of Local Councils held on 20th October 2010, the Local Council Liaison Committee held on 10th November 2010, the Tree Wardens Open Meeting held on 29th October 2010 and the 15th Epping Forest District Council Tree Warden AGM held on 16th November 2010 as presented in the Agenda were NOTED.

175.2 Cllr Wixley presented written reports on the Debden NAP meetings held on 27th September and 22nd November 2010, the Waste Management Stakeholders meeting on 26th October 2010, and the Debden Tenants' Panel meeting on 22nd November 2010.

175.3 Cllr Brookes reported on a meeting she had attended of the Broadway Town Centre Partnership.

176 Reports from Committees**176.1 Planning and Licensing**

The reports from the meetings held on 6th and 20th September, 4th and 18th October, 1st, 15th and 29th November were NOTED.

176.2 Recreation

The report from the meeting held on 29th September 2010 was NOTED.

176.3 Environment and Heritage

The report from the meeting held on 13th October was NOTED.

176.4 Resources and General Services

The reports from the meetings held on 3rd and 24th November 2010 were NOTED.

177 Notice of Motion

The Town Mayor, in accordance with Standing Order no 10.2, declared his intention to use his original vote on this item.

Cllr C C Pond proposed the following motion, which was seconded by Cllr Brookes:

ii) Planning and Licensing Committee

That Cllr Thomas be appointed to the Planning and Licensing Committee in place of the late Cllr Roy Thomson, with immediate effect.

The Town Mayor, in accordance with Standing Order 5.4, agreed that for expedience, this motion could be dealt with at this meeting.

A vote was taken and the motion carried.

178 Committee Membership 2010/11

The Council AGREED that Cllr Frankland would fill the vacancy on the Resources and General Services Committee.

It was noted that the other vacancy resulting from the death of Cllr Thomson would be addressed at the Annual Council meeting on 11th May 2011 as part of the annual committee appointments.

179 Council Precept 2011/12

The Chairman of Resources and General Services Committee presented the Committee's recommendations for the precept for 2011/12. He informed councillors that the recommendation represented a zero percent inflation increase for council tax payers in Loughton.

Cllr Pewsey thanked all the committees and in particular 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	300	177,300
Environment and Heritage	15,348	165,175
Recreation	78,870	555,550
Planning and Licensing	0	41,500
Total	94,518	939,475
Interest	15,000	
Use from earmarked reserves		
Resource and General Services	6,000	
Environment & Heritage	20,700	
Recreation	51,640	
Planning and Licensing	15,000	
Use from general reserves	95,417	
Total	188,757	
Total income	298,275	
Council Precept		£641,200

The Council unanimously RESOLVED to set the precept for 2011/12 at £641,200.

180 Queen Elizabeth Playing Fields Challenge

The Council AGREED to take part in this initiative and instructed the Recreation Committee to consider the proposal in more detail at its next meeting.

181 One Epping Forest Annual Stakeholder Conference – Meeting the challenge of the Big Society

The Council AGREED that the Town Mayor, Cllr David Wixley should represent the Council at the Annual Community Stakeholder Conference on 4th February 2011 at Epping Forest College.

182 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 asset management.

183 Asset Management

The Council NOTED the report and authorised the Town Clerk to hold further discussions with representatives from Epping Forest District Council.

Signed.....
Date: **2nd March 2011**

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

Minutes of Council Meeting on Wednesday 2nd March 2011 at 7.45 p.m. at 1 Buckingham Court

Present: D J Wixley (in the Chair)
 K E Angold-Stephens R E Brookes A Copland
 T Frankland B Glassman S M Harper
 L J Howe R T Law K Nicholson (from Min no 186)
 T G Owen C C Pond C P Pond
 P Richardson T Thomas

Also in attendance:

Officer: E K Walsh (Town Clerk)

1 member of the public

184 Apologies for Absence

Apologies for absence were received from Cllrs J Angold-Stephens, House, Murray and Pewsey.

185 Confirmation of Minutes

The minutes of the meeting of the Council held on 15th December 2010 were CONFIRMED as a correct record and signed by the Chairman.

186 Public Representations

None were received.

Cllr Nicholson joined the meeting.

187 Declarations of Interest

No Declarations of Interest were made.

188 Questions Without Discussion

No questions had been received.

189 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting he had attended the funeral of Cllr Roy Thomson, Buckhurst Hill Parish Council's carol service, a 100th birthday celebration, an exhibition at the Epping Forest District Museum, the Watoto children's choir at St Mary's Church, Papa John's, Light up a Life at Haven House, the Rotary Club of Redbridge's Bollywood evening and the Council's Civic Service. He reported that £320 had been raised at the Civic Service for the charity Water Aid and thanked council staff for organising this event.

The Deputy Town Mayor, Cllr C P Pond, reported that on behalf of the Town Mayor she had attended an event at Little Oaks Children's Centre.

Further details were available in the Town Mayor's Notes on the Council's website.

Cllr Wixley invited members to support the Town Mayor's charity fun run on Sunday 10th April 2011 and confirmed that for non-entrants, donations to the Dream Factory could be made in memory of Cllr Thomson.

190 Matters for Report

190.1 One Epping Forest Annual Stakeholder Conference – Meeting the challenge of the Big Society – Min no 181

The report was NOTED.

191 Reports from Members on Outside Organisations

191.1 The reports from the meetings of the Epping Branch of the Essex Association of Local Councils, the Essex Association of Local Councils Larger Local Council Forum, the Debden NAP and the Waste Management Stakeholders Management as presented in the Agenda were noted.

191.2 Cllr Wixley gave a verbal report on the Debden Tenants Panel meeting held on 28th February also attended by Cllrs Davies, Frankland and Richardson. Cllr Wixley also clarified that the next meeting of the Waste Management Stakeholders Management would be held on 26th April 2011.

192 Reports from Committees

192.1 Planning and Licensing

The reports from the meetings held on 13th December 2010, 10th and 24th January and 7th February 2011 were NOTED.

192.2 Recreation

The report from the meeting held on 19th January 2011 was NOTED.

192.3 Environment and Heritage

The report from the meeting held on 2nd February 2011 was NOTED.

192.4 Resources and General Services

The report from the meeting held on 16th February 2011 was NOTED. With reference to Min no RG251 – Banking and Investments, the Council recorded its thanks to the Town Clerk and Deputy Town Clerk for their work in securing an advantageous interest rate for the council's main investment.

193 Casual Vacancy

It was NOTED that as there had been no call for a by-election in St Mary's ward, the notice of Casual Vacancy had been displayed throughout the town from 24th February with a closing date of 31st March 2011 and that any applications received would be considered at the next Council meeting on 27th April 2011.

Signed.....

Date: 27th April 2011

THESE MINUTES NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

Minutes of Council Meeting on Wednesday 27th April 2011 at 7.45 p.m. at 1 Buckingham Court

Present: D J Wixley (in the Chair)
 R E Brookes (from Min no 195) M R M Chalk
 T Frankland B Glassman (from Min no 195)
 S M Harper R T Law S W Murray (from Min no 195)
 T G Owen S Pewsey C C Pond
 C P Pond P Richardson T Thomas

Also in attendance:

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

1 applicant for Agenda item 10

194 Apologies for Absence

Apologies for absence were received from Cllrs J W Angold-Stephens, K E Angold-Stephens, Davies, House, Howe and Nicholson.

195 Confirmation of Minutes

The minutes of the meeting of the Council held on 2nd March 2011 were CONFIRMED as a correct record and signed by the Chairman.

196 Public Representations

None were received.

197 Declarations of Interest

Cllrs Brookes, Chalk, C C Pond, C P Pond, Pewsey, Thomas and Wixley declared a personal but non-prejudicial interest in Agenda item 10, Co-option of Councillor, as they were acquainted with Christopher Harper, the applicant, who was a member of the Loughton Residents Association.

Cllr Harper declared a personal and prejudicial interest in Agenda item 10, Co-option of Councillor as she was married to the applicant.

198 Questions Without Discussion

No questions had been received.

199 Town Mayor's Engagements and Announcements

The Town Mayor reported that since the last Council meeting he had attended the 34th Miner event at St Mary's Church (attended by Alf Cooper, Chaplain to the President of Chile), the Essex West Trefoil Guild Annual Review, the Loughton Youth Music Festival at Loughton Methodist Church, the Annual Town Meeting, the Redbridge Samaritans AGM and the Charity Fun Run.

200 Matters for Report

200.1 Queen Elizabeth II Fields Challenge – Min no RC174.4

The Council NOTED the decision of the Recreation Committee to add the nomination of the Hillyfields Open Space to those of the Roding Valley

Recreation Ground and Willingale Road Playing Field for designation as Queen Elizabeth II Fields.

201 Reports from Members on Outside Organisations

201.1 The reports from the Council's representatives on the Roding Valley Management Committee, the Loughton Parochial Charities, Citizens Advice Bureau, Essex Association of Local Councils – Larger Local Council Forum, the Local Highways Panel, Loughton Police Neighbourhood Action Panel, City of London Forest Forum, The Lopping Endowment, Loughton High Road Town Centre Partnership, Local Councils' Liaison Committee, West Area Forum and Brook Project presented in the Agenda were noted.

201.2 Cllr Chalk provided a written report on meetings of the Roding Valley Nature Reserve Management Committee.

201.3 Cllr Wixley provided written reports on the Tree Wardens Open Meeting held on 15th March 2011, the Debden NAP meetings held on 28th March and 19th April 2011 and the White Bridge Junior School report for 2010-11. Cllr Wixley gave a verbal report on the Loughton Waste Management Stakeholders meeting held on 26th April 2011.

202 Reports from Committees

202.1 Planning and Licensing

The reports from the meetings held on 21st February, 7th and 21st March, 4th April 2011 were NOTED.

202.2 Recreation

The report from the meeting held on 16th March 2011 was NOTED.

202.3 Environment and Heritage

The Council NOTED that the meeting scheduled for 30th March 2011 had been cancelled.

202.4 Resources and General Services

The report from the meeting held on 13th April 2011 was NOTED.

203 Co-option of Councillor

The Council welcomed the applicant and NOTED his application and eligibility to stand as a councillor.

The meeting was adjourned to receive a presentation by Mr Harper.

Cllr S Harper left the meeting.

The Town Mayor, in accordance with Standing Order no 10.2, declared his intention to vote on this item.

203.1 The Council AGREED it was willing to proceed to co-option.

203.2 The Council RESOLVED to suspend the first sentence of Standing Order no 10 and to conduct the vote by signed ballot, for this agenda item only.

203.3 The Town Mayor declared the result of the ballot for co-option as follows:

For	10
Against	1
Abstained	2

and announced that Mr Christopher Harper had been co-opted to the Council by a clear majority of the votes cast.

Cllr S Harper rejoined the meeting.

The Town Mayor congratulated Mr Harper on his appointment and Mr Harper was invited and accepted the opportunity to sign the Declaration of Acceptance of Office

Signed.....
Date: 11th May 2011