

**Loughton Town Council
Agenda**

- 1 Apologies**
To RECEIVE any apologies for absence.
- 2 Confirmation of Minutes**
To CONFIRM the minutes of the meeting held on 3rd September 2008.
- 3 Public Representations**
To adjourn the meeting to hear any representations from members of the public who have registered a request to address the committee in accordance with no. 5, Appendix C, of the Standing Orders.
- 4 Declarations of Interest**
For Councillors to declare any personal and/or prejudicial interest in any items on the Agenda.
- 5 Loughton Festival 2009**
The Festival is described as an annual celebration of the town's literary and artistic heritage. Ms Sue Taylor, the Festival's Director, has been invited to address the Committee regarding the plans for the 2009 Festival.
* See attached report (page 3).
- 6 Matters for Report**
To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.
 - 6.1 Town Centre Enhancement – Min no EH107.4**
Details of the timetable for the commencement of the second phase of the Broadway Town Centre Enhancement Scheme have been received from Epping Forest District Council. Works will be suspended during the Christmas trading period. The completion of the project is scheduled for 31st July 2009. Full details have been circulated to all members.
 - 6.2 Salt/grit bins – Min no EH18.3**
Installation of the six new bins is due to take place during the week commencing 3rd November 2008.
 - 6.3 Flower baskets – Min no EH18.4**
Approaches have been made to various businesses inviting their sponsorship of additional flower baskets on lamp columns in order to extend the scheme southwards as far as the Union Church and along Old Station Road towards the railway station. A further update will be given at the meeting.
 - 6.4 Heritage Plaques – Min no EH18.5**
On Tuesday 28th October 2008, Sir Trevor Brooking unveiled the heritage plaque on 22 Brooklyn Avenue commemorating Ron Greenwood, the former England and West Ham football manager. The ceremony was attended by the Town Mayor and several other councillors and officers.
 - 6.5 Litter Awareness Day – Min no EH18.6**
Due to the June 2009 elections, the date of the Litter Awareness Day has been brought forward to 25th April 2009.
 - 6.6 Search and Repair – Min no EH20**
Two meetings with Highways Inspectors have now taken place and it is hoped that in future there will be better communication between our authorities. The officers will respond in detail to the dossier of problems presented to them in September 2008. In addition to routine highway maintenance work, a RAMI

(Responsive Accelerated Management) scheme has started operation in Loughton. This is supported by new funding and is intended to provide an improved first-time fix solution for potholes.

6.7 Allotments – Min no EH22

Costings for new fencing and entrance gates have been received. A meeting with an officer from Leisure Services at Epping Forest District Council has been arranged on 5th November 2008 to discuss the opportunities for a community project at the site.

6.8 Registration of Village Greens – Min no EH23

For information, the Chairman, Cllr Wixley and the Town Clerk attended a conference on Greens and Commons on 24th October 2008. This dealt with the legal aspects of land registration, common land and village greens.

This project has been added to the Committee's list of priorities.

6.9 Cleaning of Milestones

Saturday 22nd November 2008 has been identified as the preferred date for cleaning of milestones in the town.

6.10 Vehicle Activated Signs (VAS) and Speed Indicator Devices (SIDs) – Min no EH27

* See attached report (page 4).

6.11 Tree initiative – Min no EH28

Countryside Manager, Mr Hewitt, is keen to work with the council to advise on tree planting schemes in the town. He will be meeting with the Town Clerk on Thursday 20th November 2008 to visit Lady Whitakers Mead.

6.12 Future work of the Committee – Min no EH30

Cllr Pewsey has prepared a draft Environment and Sustainability Policy. However, as this has implications for other committees it will be considered by the Strategy and Staff Group at its next meeting.

7 Current Financial Position

* See attached report (page 5).

8 Community Toilet Scheme

* See attached report (page 6).

9 Priorities

As part of its overall plan and to complement the budget-making process, the Committee is asked to review its priority list.

* The attached priorities were agreed in November 2007. (see page 7).

10 Estimates 2009/10

* See attached report (pages 8 - 9).

11 Members' Expenses

To agree for the purpose of paying expenses the attendance of Cllr D J Wixley at the Councillor Training course in Dunmow on 5th November 2008.

12 Future Work of the Committee

The opportunity for members to suggest topics to be considered by the Committee at a future meeting, subject to the Committee's agreement.

Note: No substantive discussion may take place under this item as the required statutory notice of the topics will not have been given.

**Enid K Walsh
TOWN CLERK**

Agenda item 5

Loughton Festival 2009

The next Loughton Festival will take place in April and May 2009. This will be the third festival and we hope it will become an annual event. The Festival started as a way of celebrating Loughton's local history and heritage. It continues to do so, using talks about literature and art to tell the story of the people who once lived in the area. Its other aim is to encourage local residents to develop their own writing and artistic talents, by offering free workshops, which will be held at St Mary's Church.

The 2009 Loughton Festival is being planned now. Two talks have been commissioned, the first about Churchill the local MP, and the second about Arthur Morrison's collection of Japanese prints. These were displayed at his house in Loughton. We also would like to run a half day local history / family history programme on 25 April, to encourage people to research their own locality and their family's roots.

Children are important members of our community and we want them to participate in festival activities. However, it has proved difficult to encourage infant and junior schools to get involved and some even failed to submit entries in the annual writing competition.

However, Debden Park and Roding Valley Schools in Loughton have both been involved with the festival since its inception. In 2008, they were joined by West Hatch School in Chigwell, and West Hatch will be the venue of the 2009 Loughton Festival talent competition. There will also be the annual writing competition for younger children, a poster competition on the theme of St George's Day, and a youth festival comprising art-based workshops at Roding Valley School from 6 April. Also in the pipeline is a St George's Day celebration party for under-7s. Epping Forest College has been asked if they will sponsor the festival by allowing us to hold the party on their premises and Loughton Club are offering their clubhouse for a showcase of local organisations and a charity fundraiser in the evening.

Unfortunately, sponsorship has been very difficult to find, particularly in the current economic climate. We were badly let down by two sponsors last year, which led to our applying for an emergency loan from Epping Forest District Council. Haslers, who paid for our publicity materials, are unsure if they can continue to sponsor us again in 2009, although we hope they will.

How the Town Council might be able to help:

- Councillors could use their own networks and contacts to encourage local groups to participate in the festival by organising their own associated festival events.
- LTC could donate £100 towards the prize money for two children's competitions.
- Councillors who are school governors or those visiting schools might wish to encourage head teachers to circulate information about festival events.
- A full programme could be included in the spring edition of Think Loughton as a centre page insert containing programme notes.
- Banners and other publicity could be displayed on our behalf in the High Road, the Broadway and across the Roding Valley School Bridge to give the festival more prominence.
- A contribution towards our insurance costs and speaker costs.
- The new town manager could work on our behalf to encourage businesses to sponsor the festival or to provide goods in kind.
- LTC could sponsor the festival by allowing us to use the Murray Hall either free or at a reduced rate.

I will be applying for financial support from LTC in due course.

Sue Taylor
Festival Director

Agenda item

Vehicle Activated Signs (VAS) & Speed Indicator Devices (SIDS) – Min. no. EH27

The following roads have been submitted by Cllr Wixley for consideration by the committee:

Hillyfields and Chester Road

Hillyfields and Chester Road effectively form one continuous road. Earlier this year a child was seriously injured in Chester Road which resulted in local people signing a petition requesting that measures be taken to make this road safer. It does not appear that any improvements are being made as a result of this petition.

The injured child was in collision with a bus and more recently there have been complaints of buses speeding in Hillyfields. It is unlikely that buses are the only vehicles speeding in Hillyfields so it is suggested this road should also be under consideration.

Ideally a minimum of two VAS/SIDS should be installed to cover both Hillyfields and Chester Road with suitable locations identified by highway engineers but preferably with VAS/SIDS on opposite sides of the road(s) to warn traffic travelling in either direction.

Report by Cllr D J Wixley

Town Clerk's note: The current criteria for VAS/SID have not yet been received from the West Area Highways Services at Essex County Council.

**Agenda item 6
Current Financial Position**

Environment & Heritage Committee Current Financial Position				
Cost centre		2007/08	2008/09	
		Actual*	Position at 31/10/08	Annual Budget*
Christmas BDW	Expenditure	343	0	450
Cemetery (Church Lane)	*Expenditure	42,812	20,835	48,600
	*Income	16,140	13,148	19,000
Lady W Mead/New cemetery	*Expenditure	7,500	0	7,500
Street Furniture	*Expenditure	8,229	4,206	16,820
	Income	2	0	
Allotments	Expenditure	1,000	0	1,000
	Income	87	90	90
Other services (EH)	*Expenditure	555	0	2,500
Service re-charge (EH)	Expenditure	65,000	40,308	69,100
Expenditure		117,939	65,349	145,970
Income		16,229	13,238	19,090
Net Expenditure over Income*		101,710	52,111	126,880

*Including transfers to/from earmarked reserves

Agenda item 8

Community Toilet Scheme

A Community Toilet Scheme, also known as a Community Comfort Scheme, aims to provide clean, safe and accessible public toilets in a variety of locations for residents and visitors in a town.

Under such schemes, businesses let members of the public use their toilet facilities free of charge during normal opening hours without any need to make a purchase. Ideally several of the premises would also offer wheelchair access and baby changing facilities.

Businesses taking part in the scheme are paid an annual fee by a council to open up their toilets for public use. This fee is usually dependent on the facilities offered by the organisation.

Participating premises would display a sticker in their window to advise members of the public of the facilities offered and the scheme could be promoted by the usual Council methods.

The Committee is asked whether it wishes to include an amount for this scheme in the budget for 2009/10.

**Agenda item 9
Priorities**

Revised Priority	Main Function	Greater Detail/Current Position
On-going activities		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Broadway toilet	Cleaning and maintenance
High	Cemetery (Church Lane)	Burials, administration, maintenance
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall Clock	Installation and maintenance
High	Allotments	Lettings, licences, admin.
High	Best Dressed Window	Admin and arrangements
High	Parish Paths Partnership	On-going
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	
Current activities		
High	Lady Whitaker's Mead	Development of new cemetery
High	Willingale Road allotments	New management appointment
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
Low	Seats (new)	Site surveys, permissions, purchase and installation
Medium	Salt/grit bins	Site surveys, permissions, and ordering
Medium	Christmas lights on Kings Green	Maintenance; upgrading should be effected Nov. 2007
Medium	Vehicle Activated Signs/Speed Indicator Device	No further action
High	Open House Weekend	This referred to 2007; no decision to repeat in future years has been taken
High	Tourist Brochures	No further action
Medium	Interpretation Boards	No further action
High	Street Museum	Permissions, installation, etc. see agenda report
Low	Clean Neighbourhoods and Environment Act	No further action
Medium	Hanging baskets	Permissions, contract, installation
Medium	War Memorial, Kings Green	Clean/renovation
Low	Community Lavatory Schemes	Research
High	Registration of Village Greens	Research and collation of evidence, prior to application

Agenda item 10
Estimates 2009/10

The draft budgets for 2008/09 are provided below together with the Committee's Rolling Programme for the ensuing five years.

Income

The Committee is asked to agree the increase to be applied to the following fees and charges:

- 1 Cemetery
- 2 Allotment rents
- 3 Licence for vehicle access to Roding Road allotment site

Radar keys for access to the Broadway toilet are sold at cost.

No fee is charged for licences for pedestrian access on to the Roding Road Allotments.

Note: The increase in RPI for September 2008, which is usually used as a basis for the increase in fees and charges, was 5%.

Expenditure

The Committee is asked to consider the attached estimates of expenditure for 2008/09 and the Rolling Programme.

Agenda item 10
Estimates for 2009/10

Cost centre		2008/09			2009/10	
		Annual Budget	Forecast / Committed	Transfer from Earmarked Reserves	Estimate 2009/10	Transfer from Earmarked Reserves
Christmas BDW competitions	Expenditure	450	450		450	
Cemetery-Church Lane	Expenditure	48,600	43,200		50,900	
	Income*	19,000	20,000		16,000	6,000
Street furniture	Expenditure	16,820	16,500	750	14,500	5,500
Allotments	Expenditure	1,000	1,000		1,000	
	Income	90	765		345	
Lady Whitakers Mead/new cemetery	Expenditure	7,500	7,500		10,000	
Other services	Expenditure	2,500	2,500		2,500	
Service Re-charge (EH)	Expenditure	69,100	69,100		TBC	
Expenditure		145,970	140,250	750	79,350	
Income		19,090	20,765	0	16,345	11,500
Net Expenditure over Income		126,880	119,485		63,005	
Net Expenditure over Income*			119,485		51,505	

*Including transfers from Earmarked Reserves