

LOUGHTON TOWN COUNCIL
COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday 26th July 2000 at 7.30pm at Kingsley Hall.

Present:

Councillors: P Meadows (in the Chair)

K F Ellis

A T Lee

M E Taylor

M W Wardle

V Wisenfeld

Also in attendance:

Councillors: M W Juniper

Officers: L R Fuller (Town Clerk)

I Sampson (Committee Clerk)

R Ali (Young Persons' Officer, EFDC)

The Chairman opened the meeting by welcoming the new members of the Committee and Mr Ali.

C1 Apologies for absence

There were no apologies for absence.

C2 Confirmation of Minutes

The Minutes of the meeting held on 15th March 2000 were CONFIRMED as a correct record and signed by the Chairman.

C3 Youth Council

Rashid Ali, Young Persons' Officer of Epping Forest District Council, spoke to the Committee about his role as co-ordinator of facilities for young people in the district. He listed the different ways in which youth councils manifested themselves locally and offered some ideas as to how the Town Council could support the establishment and ongoing business of a youth council in Loughton.

It was AGREED to consider the feasibility of a youth council at the next meeting.

C4 Matters for Report

4.1 Christmas Events

It was CONFIRMED that it had already been agreed that a Christmas Card Competition and a Decorated Window Competition would be arranged again this year.

4.2 Millennium Remembrance Grove – Min. no. C125.3

It was CONFIRMED that it had previously been agreed that individual trees would not be planted in memory of particular people or groups.

It was further AGREED that all subscriptions would be recorded in a Book of Dedications, to be kept in the Town Council office, and that a storyboard would be erected in the Millennium Remembrance Grove with information on the featured tree species and the theme of the planting.

C5 Financial Position

The end-of-year financial position for 1999/2000 and the current financial position for 2000/01 were NOTED.

C6 Community Forum

The following draft agenda for the next Community Forum on Thursday 23rd November 2000 was AGREED:

1. Essex Police, featuring one of the local ward officers (to be arranged)
2. Tea Break
3. The new Headteacher of Roding Valley High School, incorporating his views on a youth council
4. Open Forum

It was AGREED that Essex Police would be asked to do a regular slot in the Community Forum, and that each of the local ward police officers would be featured in rotation at subsequent meetings of the Community Forum. It was further AGREED that all noticeboards should contain the telephone number of Loughton Police Station and the names of the ward police officers appropriate to the location of each noticeboard.

C7 "Think Loughton"

The Committee NOTED the report but DECIDED not to undertake an audit of delivery.

C8 Domestic Houses – Christmas Illuminations Competition

It was AGREED not to proceed with a Christmas Illuminations Competition.

C9 Emergency Planning Seminar

The Committee NOMINATED Cllrs Meadows and Wisenfeld, and, if numbers permitted, Cllrs Ellis and Lee, to attend Epping Forest District Council's "Community Focus" seminar at 7.15 p.m. on Wednesday 8th November.

C10 Social Inclusion Strategy

It was NOTED that a copy of Epping Forest District Council's Social Inclusion Strategy document was available in the Town Council office, and Cllr Meadows submitted some written comments, to be supplemented by comments from Cllr Lee.

C11 Future of the Community Committee

The Chairman asked the Committee to think about its future directions, and it was AGREED to bring this item forward for discussion at the next meeting.

C12 Accounts for Payment

12.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
754	Epping Forest District Council	Donation to all-terrain wheelchair		300.00
755	Essex County Council	Hall hire and stationery		162.00
756	London Electricity	Kings Green and Cemetery	1.94	40.66
757	LWC Engineering	Playground repairs	14.88	99.88
758	SITA	Refuse at Kingsley Hall and Cemetery	43.22	290.22
759	AtoZ Supplies Ltd	Kingsley Hall	12.06	80.95
760	Acumen Wages Service	Payroll (July)	1.75	11.75
761	Abbey Forge	Repair to pump	7.00	40.00
Transfer	No. 2 account	Reimburse imprest		5925.35

12.2 The following cheque issued on the No. 2 account was NOTED:

141	EALC	Course fee	7.50
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Signed

Date

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday 18th October 2000 at 7.30pm at Kingsley Hall.

Present:

Councillors: P Meadows (in the Chair)
K F Ellis A T Lee M W Wardle
V Wisenfeld (from min.no. C17)

Also in attendance:

Councillor: M G Sellears
Officers: L R Fuller (Town Clerk)
J F Hall (Committee Clerk)

C13 Apologies for absence

There were no apologies for absence but the Chairman told the meeting that Cllr Wisenfeld would be late and asked that Item 6 be deferred until Cllr Wisenfeld arrived.

C14 Confirmation of Minutes

The Minutes of the meeting held on 26th July 2000 were CONFIRMED as a correct record and signed by the Chairman.

C15 Matters for Report

C15.1 Printing of "Think Loughton"

The Clerk reported that there had been no response from the printing firm to her letter regarding the price rise. The Chairman thanked the Clerk for negotiating the requested increase down to 7.5%.

C15.2 Community Forum

The Chairman thanked the Clerk for arranging for Mr Wincott to speak at the Forum. The Clerk reported that Sgt Allison Campbell of Essex Police Community Policing Team had now agreed to come the Forum along with one of her Community Beat Officers. It was DECIDED that the order of the meeting should be - Sgt Campbell's presentation, the coffee break, then Mr Wincott's talk.

C15.3 North Essex Health Authority Proposed Changes to Cancer Services

Cllr Ellis reported that the Health Authority is to hold a public meeting on 16th November 2000 at the Methodist Church Hall at 7 p.m. It was AGREED that posters advertising the meeting should be displayed on Town Council noticeboards.

C15.4 Christmas Card Competition Posters

Cllr Sellears asked if brighter, bolder posters advertising the competition could be provided for the noticeboards. It was AGREED that the posters should be printed on brightly coloured A3 paper and distributed to the Councillors concerned to put into the noticeboards.

C16 Current Financial Position

The current financial position was NOTED.

Cllr Wisenfeld joined the meeting.

C17 Christmas Events**C17.1 Christmas Card Competition**

It was DECIDED that the Chairman of the Council and the Chairman of the Community Committee should judge the Christmas Card Competition entries and that Mrs Strevens should be asked to act as the third judge. It was AGREED that the prizes should be presented to the winners by the Chairman of the Council or Chairman of Community Committee at the Community Forum on 23rd November. A photographer from the Guardian would be asked to attend the presentation.

C17.2 Best Dressed Window Competition

It was DECIDED that the Chairman and Vice Chairman of the Community Committee and the Chairman of Council should judge the entries on a date to be agreed, preferably a Saturday or Sunday. Shops would be notified that their display had been judged. Councillors offered to distribute entry forms. The Chairman of the Council, or the Vice Chairman if he was unavailable, would present the prizes.

C18 Youth Council

The Committee discussed various ways of determining whether young people in Loughton would wish to be involved in a Youth Council. These included a drama presentation, inviting members of Epping Youth Council and Epping Town Council to speak at a meeting, and asking Epping Forest District Council's Young Persons Officer and Essex County Council's Epping Locality Youth Worker together with representatives from the three secondary schools in Loughton and Town Council members, to get together to explore the possibilities. After a lengthy discussion it was DECIDED that although having a Youth Council is a desirable goal, it should be deferred until next year when some current projects had been completed.

C19 Reference from Finance & General Policy Committee

The Committee CONSIDERED its current projects and prioritised the list as follows:

High Priority	Medium Priority	Low Priority
<ul style="list-style-type: none"> • Committee agendas and minutes; writing, research, attending meetings, follow up actions. • Finance; drawing up estimates, budgets, dealing with all financial matters arising from Committee's activities. • General community queries in the office; answering when possible, referring to other agencies, acting as "Directory Enquiry" point. • "Think Loughton"; booking delivery dates, writing and gathering copy, liaising with designer and printer, proof reading, investigating non-delivery, distribution to libraries etc. • Millennium Remembrance Grove; publicity, subscriptions, specification for the scheme (holes, tree type and size, accessories etc.) obtaining prices, organising contractors, volunteers, liaison with local bodies, arrangements for Book of Dedications. 	<ul style="list-style-type: none"> • Community Forum; booking venues, arranging speakers, mailings, publicity, refreshments, notes, follow up actions. • Card Competition; publicity, entry forms, liaison with schools, record keeping, arrangements for judging, contact with winners, presentation, prizes, printing of card. (Currently high priority). • Best Dressed Windows competition; publicity, entry forms, record keeping, arrangements for judging including points sheets and judging slips, engraving of cups, certificates, presentation. (Currently high priority). • Millennium mugs; comparing suppliers, choosing, ordering, arrangements for presentations, sale of mugs – this took a lot of time but the majority of the work is now completed with some loose ends to tie up 	<ul style="list-style-type: none"> • Emergency Plan; gathering information, completing the Plan. • Other issues which arise within the Committee's Terms of Reference (unless emergency demands higher priority). • Youth Council; research, arranging speaker. • Consultation documents on many different subjects.

The Committee AGREED to review the Christmas Card and Best Dressed Window Competitions at the first meeting next year, and to review the Community Forums when the current programme was finished (i.e. after February Forum).

C20 Town Manager

The meeting heard that Loughton Residents' Association had invited a Town Manager from Havering and Romford to give a presentation at its AGM. The Committee DECIDED that although it would like to hear a similar presentation, the acquisition of a Town Manager was very low on the list of priorities and should not therefore be considered for the time being.

C21 Estimates for 2001/02

The estimates for 2001/02 were agreed as follows:

	Income	Expenditure
Forum		300
Newsletter		8,200
Millennium		
Christmas competitions		400
Youth Council		500
General Expenses		100
Contingency		1,000
Administration recharge		t.b.n
Total	0	10,500
		+ admin.

C22 Accounts for Payment

The following Accounts for Payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
792	A-Z Supplies Ltd	Stationery	8.46	56.81
793	L Hall	Gravedigging		1155.00
794	London Electricity	Electricity - RVRec/Kingsley Hall/Cemetery	10.61	155.58
795	Arwin Services	Cleaning Services at Kingsley Hall	63.00	423.00
796	Foskett Marr Gadsby & Head	Legal Services	70.00	518.00
797	Loughton Branch British Legion	Remembrance day donation for poppy wreath		40.00
798	BLISS	Replacement Cheque for Charity Donation from 1999 Prize - Best Dressed Window Competition		£100.00
799	Zurich Insurance Company	Kingsley Hall		216.92

Signed

Date

LOUGHTON TOWN COUNCIL
COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday 17th January 2001 at 7.30 p.m. at Kingsley Hall.

Present:

Councillors: P Meadows (in the Chair)
K F Ellis A T Lee M E Taylor
V Wisenfeld

Also in attendance:

Officers: L R Fuller (Town Clerk)
J F Hall (Committee Clerk)

C23 Apologies for absence

An apology for absence had been received from Cllr Wardle. The Committee ASKED that a replacement for Cllr Barnett, who has been granted leave of absence, be sought at the next Council meeting.

C24 Confirmation of Minutes

The Minutes of the meeting held on 18th October 2000 were CONFIRMED as a correct record and signed by the Chairman.

C25 Matters for Report

C25.1 Think Loughton

The Town Clerk asked for items for the newsletter to be submitted by 26th January 2001.

C26 Current Financial Position

The current financial position was NOTED.

C27 Epping Forest Community Transport

The Committee applauded the demand-responsive public passenger service which Epping Forest Community Transport hope to start and IDENTIFIED the following places which it felt would be suitable as community "bus stops":

- Debden Green
- The Broadway
- Safeways
- Homebase
- High Beach
- Loughton Station
- Hillyfields

C28 Epping Forest District Council Draft Affordable Housing Manual

Cllr Wisenfeld had read the manual and gave a resumé to the Committee. Concerns were expressed regarding the size of the proposed dwellings and whether there would be adequate parking provided. Cllrs Lee and Meadows agreed to read the manual and they, together with Cllr Wisenfeld, would submit their comments to the Town Clerk by Friday 2nd February 2001. Members requested to see copies of these comments.

C29 Review of Christmas Competitions**C29.1 Card Competition**

The Committee DECIDED that it would continue with the competition and retain the current format. It would review the competition again after Christmas 2001.

C29.2 Best Dressed Window Competition

The Committee DECIDED to continue with the competition and retain the current format. It was suggested that free editorial/advertisement in Think Loughton could be offered to the winners as additional prizes. The Committee agreed to review the competition again after Christmas 2001.

C30 Community Forum

The Committee CONFIRMED the order of the agenda as for previous forums. As Ms L Higgs from Social Services had not yet replied to the invitation to speak it was agreed that Julian Turner, CT Development Officer at Epping Forest Community Transport, should be invited as an alternative speaker. The Committee NOTED that the future of the forums would be discussed at its next meeting and that no more dates would be booked until after that discussion.

C31 Accounts for Payment

9.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
854	Employers' Organisation	Book purchase		10.00
855	Guardian Newspapers	Copy of photograph		4.49
856	London Electricity	Kingsley Hall, RV Rec, Cemetery	133.02	1025.24
857	Essex County Council	Repairs at RVRec	104.65	702.65
858	AtoZ Supplies	Computer supplies	7.09	47.59
859	Arwin Services	Kingsley Hall Cleaning	63.00	423.00
DD	Compuserve	Subscription (November)		7.11
860	Essex Playing Fields and Children's Play Association	Subscription		25.00
861	Select Business Equipment	Stationery	5.51	37.01
862	Acumen Wages Service	Payroll – December	1.75	11.75
863	Greenside Landscapes	Repairs to Kings Green	50.75	340.75
864	Epping Forest District Council	Rates – Kingsley Hall		111.00
865	Eastern Contracting Ltd	Kings Green Xmas Lights	55.83	374.83
866	SLCC	Subscription, Conference Fee		272.00
867	Cash	Petty Cash		111.06
868	Essex Heritage Trust	Subscription		15.00
Transfer	No 2 account	Reimburse imprest		8473.90

Continued/.....

9.2 The following cheque and CHAPS transfer, signed as a matter of urgency between meetings, were NOTED.

157	Rural Community Council of Essex	Training	30.00
CHAPS Transfer	Barclays Bank	Deposit for purchase of Buckingham Court	39,500.00
Bank Charges	Barclays Bank	Fee for CHAPS transfer	23.00

Signed

Date

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday 14th March 2001 at 7.30 p.m. at Kingsley Hall.

Present:

Councillors: P Meadows (in the Chair)
K F Ellis A T Lee M E Taylor
B R Sagers

Also in attendance:

Officers: L R Fuller (Town Clerk)
J F Hall (Committee Clerk)

C32 Apologies for Absence

Apologies for absence had been received from Cllrs Wardle and Wisenfeld.

C33 Confirmation of Minutes

The Minutes of the meeting held on 17th January 2001 were CONFIRMED as a correct record and signed by the Chairman.

C34 Matters for Report

C34.1 Millennium Remembrance Grove

The Chairman asked The Town Clerk about the progress of the millennium grove. The Town Clerk told the meeting that it had been agreed by Strategy and Staff Group that when the Council had moved to its new premises, a Project Administrator would be appointed to progress such outstanding projects. Work on the project would be commenced prior to this if at all possible.

C35 Current Financial Position

The current financial position was NOTED.

C36 Epping Forest District Council Housing Services – Annual Review of Allocations Scheme

There were lengthy discussions on the Annual Review of the Housing Allocations Scheme. The Committee welcomed the proposed changes to the Additional Room Requirements for applicants with two children of the same sex and the proposed exclusion of former tenants who owe rechargeable debts for damage to Council's property. With regard to Section 3 (b) Tenants of the London Borough of Waltham Forest living in Epping, the Committee felt that transfers for tenants of London Borough of Waltham Forest into Epping Forest District Council accommodation should only be offered if nomination rights to the Waltham Forest properties are given in return. The Committee asked the clerk to write to the District Council with the Committee's comments.

C37 Community Forum

The Committee discussed the future of the Community Forum at length. It was agreed that the frequency of the Forums be reduced from 3 a year to 2, and that one Forum should be held in the afternoon. The afternoon Forum would be held in late September/early October and the evening Forum in late January/early February. The Methodist Church hall was the preferred venue for both events. It was suggested that when the open day is held at the new premises, it could be a "Forum Day" where residents could meet Councillors as well as seeing around the new building, although this would depend on the number of Councillors available to attend. The Committee also agreed that it would like to invite sixth form groups to the new premises where they could be shown round and hear a talk about local government. The format would be amended to have the speaker before the break and the Open Forum after. This part would include a police presence rather than an individual spot as hitherto. Various suggestions for future speakers for the Forum were made including:

Sharon Strutt of Epping Forest District Council's Care and Repair Service
The Director of E15 Acting School
The new Principal of Epping Forest College
A Councillor or Officer from Essex County Council

The Committee was also keen to approach previously invited speakers who had been unable to attend but had expressed a willingness to consider future invitations. These included:

Jeremy Wisenfeld, new Superintendent of Epping Forest
Lynn Higgs, Social Services Service Manager for Older People
Jennie Minihane, Director of Elderly Services, Epping Forest PCT

C38 Accounts for Payment

C38.1 The following Accounts for Payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
894	E & I Electrical Contractors	Electrical Inspection & Test, & remedial works for Kingsley Hall	99.57	668.57
895	Associated Glass Ltd	Kingsley Hall Repairs	10.51	70.57
896	AtoZ Supplies	Stationery	0.28	1.88
897	EALC	Training	0.00	30.00
898	Shaw & Sons Ltd	Book	0.00	10.75
899	Accredited Locksmith Services	Repairs to Kingsley Hall	0.00	96.40
900	Service Publications Ltd	Printing "Think Loughton" Spring Issue	0.00	860.00
901	Debden Traders Association	Xmas Lights	0.00	850.00

Signed

Date: 30th May 2001