

**LOUGHTON TOWN COUNCIL**  
**COMMUNITY COMMITTEE**

**Minutes of the Meeting held on Wednesday 30<sup>th</sup> May 2001 at 7.30 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** A T Lee (in the Chair)  
L M Ford      B R Saggars

**Also in attendance:**

**Councillors:** S M Harper  
M G Sellears  
**Officers:** L R Fuller (Town Clerk)  
J F Hall (Committee Clerk)

**C39 Apologies for Absence**

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

In the absence of the Chairman and Vice Chairman Cllr Lee was appointed as Chairman of the meeting.

**C40 Confirmation of Minutes**

The Minutes of the meeting held on 14<sup>th</sup> March 2001 were CONFIRMED as a correct record and signed by the Chairman.

**C41 Matters for Report**

There were no matters for report.

**C42 Current Financial Position**

The Committee NOTED that the end of year figures for 2000/01 are not yet completed, and that the Committee had had virtually no expenditure to date in the current year.

**C43 Public Transport Timetables**

The Committee DECIDED it would like to pursue the project but gave it low priority.

**C44 Public Transport Grants**

The Committee would like to develop a scheme and to explore the possibility of setting up a scheme jointly with other parishes. The project was given medium priority, as the money may only be available for a limited period.

**C45 Bus travel from Loughton to hospitals in Epping and Harlow**

The Committee had the following comments to make on the items listed:

- Detailed route proposal:
  - Roding Valley Station
  - Buckhurst Hill Station
  - Valley Hill
  - Roding Road
  - Loughton Station

Cont/d.....

Loughton High Road  
 Borders Lane  
 The Broadway  
 Rectory Lane  
 Goldings Hill  
 Epping Station  
 St Margaret's Hospital  
 Princess Alexandra Hospital  
 Harlow Bus Station

- Days of Operation  
Seven days per week
- Time of Operation  
8 a.m. to 8 p.m.; reduced at weekends to cover visiting times.
- Frequency  
2 hourly
- Any financial support available  
The Committee could not offer financial support at present but is investigating other possible sources of funding.
- Estimated patronage  
Outpatients and visitors to St Margaret's Hospital and Princess Alexandra Hospital; cannot give a firm estimate of numbers.

Local residents could be made aware of the service by an advertisement in "Think Loughton".

#### **C46 "Think Loughton"**

The Committee DECIDED that a meeting should be held between the Editor of the newsletter, the Chairman and Vice-Chairman of Community Committee and the newsletter designer to consider and decide the best way forward for the newsletter; and that town councillors should have greater input by submitting articles for inclusion and by endeavouring to elicit articles from local organisations.

#### **C47 Emergency Planning Seminar**

Cllrs Meadows and Wisenfeld were nominated as delegates. Cllrs Ford and Lee were nominated as extra delegates should space allow.

#### **C48 Hetton House**

The Committee NOTED that the Clerk had heard nothing further regarding arrangements for the proposed meeting.

#### **C49 Youth Provision in Loughton**

The Committee DECIDED it wished to facilitate a meeting to focus on working for youth provision in Loughton and to set up this up with relevant groups. The project was given high priority after the Millennium Grove.

#### **C50 Litter**

The Committee thought a sponsored litter pick was a good idea, although probably not a poster competition. It agreed to take no further action pending the possible review of committee responsibilities.

**C51 Accounts for Payment**

The following Accounts for Payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
951	Peter Batt	Newsletter Design		450.00
952	Acumen Wages Service	Payroll Service – May	1.75	11.75
953	AtoZ Supplies	Office Supplies	16.63	111.63
954	British Telecommunications Plc	Cemetery	8.76	58.84
955	K A Allen	Stationery Design	11.38	76.38
956	Arwin Services	Kingsley Hall Cleaning Services	63.00	423.00
957	Pretlove's Removal & Storage Service	Removal Fees	94.86	636.86
958	Intercounty Office Furniture	Office Supplies	27.83	186.83
959	NALC	Conference Fees	19.95	129.95
960	Cash	Petty Cash Imprest		172.86
Transfer	No. 2 account	Reimburse Imprest		8624.58

**Signed .....****Date** 25<sup>th</sup> July 2001.

**LOUGHTON TOWN COUNCIL**  
**COMMUNITY COMMITTEE**

**Minutes of the Meeting held on Wednesday 25<sup>th</sup> July 2001 at 7.30 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** P Meadows (in the Chair)

A T Lee      S M Harper    B R Saggars    M E Taylor  
V Wisenfeld

**Also in attendance:**

**Councillors:** L J Harris

M G Sellears

**Officers:** L R Fuller (Town Clerk)

J F Hall (Committee Clerk)

**C52 Apologies for Absence**

Apologies for absence had been received from Cllr Wardle.

**C53 Confirmation of Minutes**

The Minutes of the meeting held on 30<sup>th</sup> May 2001 were CONFIRMED as a correct record and signed by the Chairman.

**C54 Matters for Report**

**C54.1 Public Transport Grants – Min. no. C43**

The Committee NOTED the current position with regard to grants.

**C54.2 Bus travel from Loughton to hospitals in Epping & Harlow – Min. no. C45**

The Clerk reported that Imperial Bus Company was planning to start a bus service between Loughton and Harlow on a trial basis. The service will be Monday to Friday only beginning on 3<sup>rd</sup> September 2001. There would be an article promoting the new service in "Think Loughton" and timetables and route information displayed on all Town Council noticeboards. As the first bus each day is planned to leave Loughton at 9.00 a.m., the Committee asked the Clerk to write to the Imperial Bus company and ask if they would consider starting the service earlier in the day to enable Loughton residents to attend early appointments at St Margaret's and Princess Alexandra Hospitals.

**C54.3 "Think Loughton" – Min. no. C47**

Cllr Meadows told the Committee some of the ideas for items that could be included in "Think Loughton" which had come out of the meeting.

**C54.4 Youth Provision in Loughton – Min. no. C49**

The Committee NOTED the date of the proposed meeting which would be co-chaired by the Chairman of the Town Centre Partnership and Chairman of the Community Committee. Members expressed concern that it did not appear that any young people, school headteachers or youth workers were going to be invited, although it was thought that the list of invitees was not definitive.

Cont'd/.....

The Committee asked the Clerk to write to the Chairman of the Town Centre Partnership, with copies to council representatives on the Town Centre Partnership, informing him that members of the Community Committee and Vice Chairman of the Council may also be present at the meeting and also asking him to extend the list of invitees to include those mentioned above. The Committee AGREED unanimously to support the Town Centre Partnership by co-facilitating this meeting.

#### **C54.5 Open Day**

The Committee RESOLVED to hold the Open Day at the new premises on Saturday 6<sup>th</sup> October 2001 from 10.30 a.m. – 3.00 p.m. The day would be informal and Councillors would be on hand to show visitors around. Light refreshments would be served and the Committee asked the Clerk to employ caterers for the day. A budget of £300 was set.

#### **C54.6 Community Forum**

The Committee DECIDED that as it wished to present the prizes for the Christmas Card competition at the Forum it should be held in November in the evening. A speaker from the list previously agreed would be invited. The afternoon Forum would be held in March 2002.

#### **C54.7 Project Administrator**

The Clerk told the meeting that the newly appointed Project Administrator, Paul Roden, would be starting work on 6<sup>th</sup> August 2001.

#### **C54.8 New Premises**

Cllr Taylor felt that the lift at the new premises was inappropriate as the button has to be held in all the time the lift is moving and she thought this could be very difficult for some disabled visitors.

### **C55 Current Financial Position**

The Committee NOTED the end of year report for 2000/01 and the current financial position.

### **C56 Civic Awards**

Cllr Harper suggested starting a Civic Awards scheme. In view of projects already committed, it was DECIDED to defer the item to the next meeting of the Committee on 24th October 2001.

### **C57 Accounts for Payment**

The following Accounts for Payment were APPROVED.

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
1007	Arwin Services	Kingsley Hall & Buckingham Crt cleaning	112.00	752.00
1008	AtoZ Supplies	KH Supplies, Office Stationery	13.13	88.17
1009	EALC	Training		10.00
1010	EFDC	Buckingham Court Rates-		1008.82
1011	Essex Security Services Ltd	Buckingham Court Security	143.32	962.32
1012	Essex Specialist Services Ltd	Buckingham Court Security	134.05	900.05

Cont'd/.....

1013	Select Business Equipment Ltd	Stationery	17.33	116.33
1014	EFDC	Kingsley Hall Rates		109.00
1015	Zurich Insurance Company Ltd	Local Council Advisory Service renewal	21.00	141.00
1016	Neopost	Franking machine check & slogan block	23.84	160.05
1017	Acumen Wages Service	Payroll – July	1.75	11.75
1018	Signs of the Times	Plaque – Arthur Morrison	28.67	192.47
1019	Glenny	Buckingham Court Half Yearly Mgt Fees		209.34
1020	Mrs Waggott	Kingsley Hall Rental Refund		15.96
1021	Mr L Hall	Gravedigging		170.00
1022	Essex County Council	Printing	64.58	433.58
1023	Orion Media Marketing	Stationery	9.29	62.34
1024	SITA	Refuse - Kingsley Hall	5.32	35.74
1025	George Andrews	Kingsley Hall Fittings	11.73	78.75
Trf	No. 2 account	Reimburse Imprest		9223.10
dd	Compuserve	May Subscription		29.50

**Signed** .....

**Date** 24<sup>th</sup> October 2001.

---

**LOUGHTON TOWN COUNCIL**

**COMMUNITY COMMITTEE**

**Minutes of the Meeting held on Wednesday 24<sup>th</sup> October 2001 at 7.30 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** P Meadows (in the Chair)  
 A T Lee            S M Harper    B R Saggars  
 M W Wardle    V Wisenfeld

**Also in attendance:**

**Councillors:** S W Murray  
 M G Sellears

**Officers:** L R Fuller (Town Clerk)  
 J F Hall (Committee Clerk)  
 Paul Roden (Project Administrator)

**C58 Apologies for Absence**

Apologies for absence had been received from Cllr Taylor.

**C59 Confirmation of Minutes**

The Minutes of the meeting held on 25<sup>th</sup> July 2001 were CONFIRMED as a correct record and signed by the Chairman.

**C60 Matters for Report**

**C60.1 Youth Provision in Loughton – Min. no. C54.4**

As all members of the Council had received copies of the notes of the meeting that had been produced by the Loughton High Road Town Centre Partnership, the Chairman did not report further. There was discussion about the possible use of the United Reformed Church for youth provision.

**C60.2 Open Day – Min. no. C54.5**

The Chairman thanked members and officers for their hard work which had helped to make the Open Day a success.

**C60.3 Community Forum – Min. no. C54.6**

The Committee NOTED the time, date and format of the Community Forum on 22<sup>nd</sup> November, and also that the prizes for the Christmas card competition would be presented at the beginning of the evening.

**C60.4 Premises – Min No. C54.8**

The Committee NOTED the information that the Town Clerk had obtained about the lift operation buttons.

**C60.5 Millennium Remembrance Grove**

Paul Roden, Project Administrator, told the meeting that work on the Millennium Remembrance Grove was progressing and that he had been in contact with suppliers and contractors. It was planned to involve local schoolchildren in groups of about 30 at a time to help with the planting. Ben Sanderson of Countrycare would be able to supply the tools for children to use and helpers to look after the children. He would also give talks to the children about the environment and the importance of trees. It was hoped that planting could start fairly soon as the planting season is coming to an end.

**C61 Current Financial Position**

There was a question about the budget for the Open Day; Community Committee had paid for the buffet but all other expenses (approximately £300) had been borne by Finance and General Policy Committee. The Committee NOTED the revised end of year report for 2000/01 and the current financial position.

**C62 Civic Awards**

The Committee DECIDED that as other projects were still ongoing it would be better not to go ahead with a Civic Award scheme at present.

**C63 Christmas Competitions 2001****C63.1 Cards**

It was DECIDED that entries would be judged at Buckingham Court at 2 p.m. on Friday 2<sup>nd</sup> November 2001.

**C63.2 Best Dressed Windows**

Members of the Committee offered to distribute entry forms to shops in The Broadway, Borders Lane, Valley Hill, Lower Road and Pyrles Lane. Cllr Harper offered to liaise with Cllrs Taylor and Meadows to set a date for judging entries and to inform the office of that date.

**C64 Message in a Bottle**

The Committee NOTED that the Council now held a supply of bottles.

**C65 Emergency Plan**

The Chairman reported on the Emergency Planning Seminar she had attended with Cllrs Lee and Wisenfeld where a discussion had taken place about the issues that had arisen out of the aircraft crash at Stansted. After some discussion, it was DECIDED that the Council's Emergency Plan should be updated annually, mobile telephone numbers should be added where possible, all members of the Council should hold copies and copies should be lodged not only with the District Council but also the County Council.

**C66 Modernising the Health Service**

The Chairman reported on the document outlining the proposed establishment of new Health Authorities that she had read. She was concerned about funding, the extra workload which would be put on practitioners, and the effect of the changes on Loughton. She asked the Clerk to submit the Council's response to the document to the Department of Health.

The Chairman also reported that the Commission for Health Improvement is currently assessing the services of Princess Alexandra Hospital and is holding a meeting over three days in November. Members are invited to go along and give their views. The Chairman asked that a copy of the invitation be sent to all members.

**C67 Bus Timetables**

It was DECIDED not to proceed with the provision of Bus Timetables as the cost of production and delivery was prohibitive especially as frequent changes to timetables by operators would render the publication out of date very quickly. There was a discussion about the trial H1 bus service. It was AGREED that the County Council should be asked to ensure that the timetable for the service is widely available on bus stops.

**C68 Estimates for 2002/03**

There was discussion about budgets for the possible purchase of the United Reformed Church. The Committee AGREED the estimates for 2002/03

**C69 Accounts for Payment**

**C69.1** The following Accounts for Payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
1185	Gladleys	Open Day Buffet		300.00
1186	Valley Hill Builders Merchants	Cemetery Supplies	5.95	39.95
1187	National Society of Allotment & Leisure Gardeners Ltd	Subscription	6.13	41.23
1188	Mr L Hall	Gravedigging		600.00
1189	SITA	Refuse Collection, Cemetery and Kingsley Hall	15.42	103.57
1190	London Electricity	Buckingham Court	8.24	173.02
1191	Acumen Wages Service	Payroll (October)	1.75	10.00
1192	AJS Blinds	Buckingham Court	227.33	1526.33
1193	British Gas	Buckingham Court	.89	18.74
1194	British Legion	Contribution to Poppy Wreath		40.00
1195	Guardian Newspapers	Photograph of Open Day		4.49
1196	IR Laidlaw	Keys for Buckingham Court	8.20	55.00
dd	Compuserve			13.16

**C69.2** The following cheque drawn on No. 2 Account was NOTED.

207	Vaughtons	Ribbon for Chairman's Badge of Office	2.87	19.28
-----	-----------	---------------------------------------	------	-------

**Signed** .....

**Date** 23<sup>rd</sup> January 2002

---

**LOUGHTON TOWN COUNCIL****COMMUNITY COMMITTEE****Minutes of the Meeting held on Wednesday 23<sup>rd</sup> January 2002 at 7.30 p.m. at  
1 Buckingham Court****Present:**

**Councillors:** P Meadows (in the Chair)  
S M Harper                      A T Lee  
M W Wardle                      V Wisenfeld

**Also in attendance:**

**Councillor:** M Sellaars  
**Officers:** L R Fuller (Town Clerk)  
J Innis (Administrative Assistant)

**C70 Apologies for Absence**

Apologies for absence had been received from Cllrs B Siggers and M Taylor.

**C71 Confirmation of Minutes**

The Minutes of the meeting held on 24<sup>th</sup> October 2001 were amended. A final sentence was added to C60.2 to read "There was discussion about exhibition boards." The minutes were confirmed as a correct record and signed by the Chairman.

**C72 Matters for Report****72.1 Display Boards**

Continuing the discussion about display boards and holding displays at events, it was agreed to refer this matter to the Finance and General Policy Committee.

**72.2 Think Loughton**

The contents of Think Loughton were discussed and the Chairman reminded councillors they were able to submit articles for consideration.

**72.3 List of Priorities**

The list of priorities for projects was noted, with new projects which had arisen since the list was drawn up.

**72.4 Millennium Remembrance Grove**

The Clerk reported that the arrangements had now been finalised and planting would commence shortly. Publicity was discussed.

**C73 Current Financial Position**

The current financial position was NOTED.

**C74 Christmas Events****74.1 Christmas Competitions****Christmas Card Competition**

Although the response to the competition was less this time the Committee AGREED to keep the same format for 2002. Councillors will be asked at the Council meeting for nominations to visit the various schools to promote the competition.

**Window Competition**

The response to the competition had increased this year and it was AGREED to run this again in 2002, with the possible co-operation of the newly-formed Traders Association.

**74.2 French Market**

Responses to a questionnaire about the French Market had been analysed by the Town Centre Partnership and consideration was being given by them to any future events.

The Committee supported the efforts of the Town Centre Partnership, but would not be running market events itself for the present.

The Christmas lighting up ceremony at King's Green was also discussed in conjunction with the arrangements being planned by the Town Centre partnership.

**C75 Community Forum**

The Committee NOTED the arrangements for the next Community Forum.

**C76 Accounts for Payment**

The following Accounts for Payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1260	AtoZ Supplies	Stationery & Supplies	16.72	113.90
1261	Index Business Supplies Ltd	Stationery & Equipment	53.94	362.17
1262	Zurich Insurance Company	Statutory Lift Inspection	10.32	69.27
1263	SITA	Refuse Kingsley Hall, Cemetery	15.42	103.57
1264	LWC Engineering	Kingsley Hall Radiator Covers	197.58	1326.58
1265	London Electricity	Changing Rms – RVRec, Buck Court, Kings Green, Cemetery	105.26	902.14
1266	Foskett Marr Gadsby Head	Legal Fees – Felstead Road	78.75	582.75
1267	J. McLintock & Sons	Kingsley Hall Leak Repairs	6.90	46.35
1268	Acumen Wages Service	Payroll – January	1.75	11.75
1269	Arwin Services	Cleaning Buckingham Crt	46.38	311.38
1270	Glenny	Service Charge Buckingham Crt	218.75	1468.75
1271	Jeff Pick	Copy Photograph		10.00
1272	Cash	Petty Cash Imprest		102.74
1273	LWC Engineering	Fence Repairs RVRec	30.98	207.98
1274	IDeA	Book		10.00
dd	NatWest	Bank Charge		7.00
TRF	No.2 account	Reimburse Imprest		10363.66

Signed .....  
Date 20<sup>th</sup> March 2002

---

**LOUGHTON TOWN COUNCIL**

**COMMUNITY COMMITTEE**

**Minutes of the Meeting held on Wednesday 20<sup>th</sup> March 2002 at 7.30 p.m. at  
1 Buckingham Court**

**Present:**

**Councillors:** P Meadows (in the Chair)  
A T Lee            B R Sagers  
M W Wardle

**Also in attendance:**

**Councillor:** M Sellars  
**Officers:** L R Fuller (Town Clerk)  
J Innis (Administrative Assistant)

**C77 Apologies for Absence**

Apologies for absence had been received from Cllrs Ford, Taylor and Wisenfeld.

**C78 Confirmation of Minutes**

The Minutes of the meeting held on 23<sup>rd</sup> January 2002 were confirmed as a correct record and signed by the Chairman.

**C79 Matters for Report**

**79.1 Think Loughton**

Members expressed their concerns that Think Loughton was not being delivered to all the households in Loughton. The Clerk was already discussing the non-delivery with Royal Mail, and would not be making the payment for the distribution of the Spring Edition for the time being.

**C80 Current Financial Position**

The current financial position was NOTED.

**C81 Millennium Remembrance Grove**

**81.1 Subscriptions**

The Committee noted the planting and maintenance costs and the arrangements for inviting subscriptions.

It was agreed to include tick boxes on the forms for £5, £15, £30, £50 and "other".

The Committee noted that adverse weather conditions had prevented local schools getting involved with the tree planting. Site visits and bulb planting involving local schools were discussed.

**81.2 Book of Dedication**

The Committee agreed a calligrapher should be appointed to make the entries in the Book of Dedication.

**81.3 Budget**

The Committee noted that there were no funds available for storyboards at present. Depending on prices, it might be possible to fund from contingencies or to put a figure in next year's budget.

**C82 Accounts for Payment**

The following Accounts for Payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1308	Royal Mail	Postage		250.00
1309	Valley Hill Builders Merchants	Cemetery supplies	7.00	47.00
1310	NALC	DIS subscription		87.00
1311	HAL Computers	Monitor	17.50	117.50
1312	Warriners	Refund		112.00
1313	Acumen Wages Service	Payroll service	1.75	11.75
1314	SITA	Refuse Kingsley Hall & cemetery	17.37	116.62
1315	Service Publications Ltd	Newsletter printing		860.00
1316	Signs of the Times	Heritage plaque (Finlaison)	28.67	192.47
1317	Tim Moya Tree Services	Tree works, cemetery and Hillyfields	55.13	370.13
1318	Cash	Reimburse imprest		79.44
1319	J McLintock & Sons Ltd	Kingsley Hall repairs	15.10	101.40
1320	Royal Mail	Newsletter delivery		590.84
1321	Chubb Fire Ltd.	Cemetery	4.20	28.20
1322	Arwin Services	Cleaning Buckingham Court	46.38	311.38
Tfr	No. 2 account	Top up account		11017.42
1323	A-Z Supplies	Portable Electrical Appliance testing	19.62	131.72
1324	Arwin Services	Cleaning – Kingsley Hall	63.00	423.00

**Signed** .....

**Date**

5<sup>th</sup> June 2002