
LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday 5th June 2002 at 7.30 p.m. at 1 Buckingham Court.

Present:

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

Also in attendance:

Councillors: L J Harris
 R E Pearce
 M G Sellears
Officers: L R Fuller (Town Clerk)
 J F Hall (Committee Clerk)
Also: Monica Needs, Community Developer Worker, Epping Forest District Council

C83 Apologies for Absence

No apologies for absence had been received.

C84 Confirmation of Minutes

The Minutes of the meeting held on 20th March 2001 were CONFIRMED as a correct record and signed by the Chairman.

C85 Monica Needs, Community Development Worker, EFDC

Monica Needs told the Committee about her work which involves liaising with voluntary organisations and individuals to identify gaps in community facilities which the District Council could assist in filling. All age groups are targetted and Ms Needs told the Committee that she is able to give help and support as well as limited funding. She invited the Town Council to let her know about any groups it felt would benefit by being in touch with the District Council. Ms Needs agreed to send some written details about her work for possible inclusion in "Think Loughton".

C86 Matters for Report

86.1 Millennium Remembrance Grove

The Committee NOTED that there had been some vandalism but not recently. Paul Roden was currently obtaining quotes for Story Boards and when all subscriptions were in a Book of Dedication would be started.

86.2 Debden Day

The Committee NOTED that Debden Day had been a success and although there had not been any volunteers to transport and man the stands for the Council's display, the stands were now available for use on other occasions.

C87 Current Financial Position

The Committee NOTED the end of year report for 2001/02 and the current financial position.

C88 Community Forum

The Committee discussed the future of the Community Forum. It was DECIDED to hold a Forum in November at the Methodist Church at 8 p.m. and to invite a speaker to talk about the decriminalisation of parking. A decision on whether to have any further Forums would be taken after the November Forum.

C89 "Think Loughton"

The Committee NOTED the "commended" award given to the newsletter. There was some discussion about the layout and it was AGREED to investigate this.

C90 Committee Priorities

The Committee considered its priorities, noted the completed items and DECIDED as follows:

| Function | Revised Priority |
|--|---|
| Millennium Remembrance Grove | High |
| Markets e.g. regional, farmers', craft, art etc | Medium |
| Emergency Plan | Review again Spring 2003 |
| Public Transport Grants | Low |
| Open Day and groups of school children round Council offices | Low |
| Sponsored litter pick | Hold in abeyance until review of the terms of reference of each Committee |

C91 Accounts for Payment

C91.1 The following accounts for payment were APPROVED:

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|------------|--------------------------------|--------------------------|-------|--------------|
| 1371 | Epping Forest District Council | K/Hall, Buck Court Rates | | 935.00 |
| 1372 | Acumen Wages Service | Payroll Service | 2.80 | 18.80 |
| 1373 | Shaw & Sons Limited | Forms | 2.65 | 17.78 |
| 1374 | Orion Media Marketing Ltd | Stationery | 13.95 | 93.64 |
| 1375 | Newsbox | Guardian | | 27.46 |

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| | | | | |
|--|--|-----------------------------|-----------|------------|
| 1376 | Epping Forest District Council | Maintenance Contract | 16,182.46 | 108,653.65 |
| 1377 | British Telecommunications Plc | Buck Court/Cemetery | 78.07 | 524.21 |
| 1378 | Thames Water | Buck Court/ Kingsley Hall | | 138.91 |
| 1379 | Corporate Document Services | Stationery | 20.48 | 137.48 |
| 1380 | Mr Leslie Hall | Gravedigging | | 935.00 |
| 1381 | Arwin Services | Kingsley Hall Cleaning | 63.00 | 423.00 |
| 1382 | Peter Batt | Newsletter Design Summer 02 | | 472.50 |
| 1383 | East of England Local Government Conference | Annual Subscription | 16.63 | 111.63 |
| 1384 | SITA | Refuse – Kingsley Hall | 11.54 | 77.52 |
| 1385 | Abbey Fire | Annual Service | 6.13 | 41.13 |
| 1386 | Essex Playing Fields and Children's Play Association | Annual Subscription | | 25.00 |
| DD | Compuserve | May Subscription | 21.00 | 21.00 |
| 1387 | Signs of the Times | War Memorial Plaques | 248.50 | 1,668.50 |
| Tfr | No. 2 account | Reimburse imprest | | 12,769.25 |
| 91.2 To NOTE the following cheque drawn as a matter of urgency between meetings | | | | |
| 228 | Rural Community Council of Essex | Training | | £20.00 |

Signed

Date 31st July 2002

LOUGHTON TOWN COUNCIL**COMMUNITY COMMITTEE**

Minutes of the Meeting held on Wednesday 31st July 2002 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: M E Taylor (in the Chair)
S M Harper M W Juniper A T Lee
P Meadows B R Saggars

Also in attendance:

Councillor: R E Pearce

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

C92 Apologies for Absence

Apologies for absence had been received from Cllr Wisenfeld.

C93 Confirmation of Minutes

An amendment was made to the date of the previous meeting in C84 so that it read "20th March 2002". The Minutes of the meeting held on 5th June 2002 were then CONFIRMED as a correct record and signed by the Chairman.

C94 Declarations of Interest

No declarations of interest were made.

C95 Matters for Report**C95.1 Millennium Remembrance Grove – Min. no. C86.1**

Following a discussion on various ways of trying to prevent vandalism at the Grove, it was DECIDED to issue a further press release explaining the purpose of the Grove and to put notices to the same effect in the Council's noticeboards at Pyrles Lane, outside Homebase and outside Woolworth's. It was hoped that this would deter potential vandals. It was also DECIDED that as the British Legion has an interest in the Grove, Mike Rockett should be made aware of the situation and the Committee asked the Clerk to write to him. Cllr Juniper would also mention it at the next British Legion meeting.

The Committee also hoped that the planned Story Boards for the Grove would have a deterrent effect on vandalism and asked that the Committee be consulted on the wording to be used for the Story Boards when they are ready for printing.

The Clerk told the Committee that the maintenance contract did not cover vandalism.

C95.2 Community Forum – Min. no C88

The Committee NOTED that Epping Forest District Councillor Robert Glozier, the portfolio holder with responsibility for the decriminalisation of parking, had agreed to speak at the Community Forum in November.

C95.3 Reference from Council - Christmas Event

The Committee decided unanimously AGAINST holding a Domestic House Illuminations competition.

C95.4 Christmas Card competition

The Clerk asked the Committee to nominate representatives to take application forms into schools where the Council did not have representatives and promote the competition. It was DECIDED to ask the following people:

| | |
|----------------------------|--|
| Thomas Willingale School | Colin Finn, Chairman of Board of Governors |
| Oak View School | Cllr Mike Wardle, Governor |
| Roding Valley High School | Chris Harper |
| Debden Park High School | Cllr Joan Davis, Governor |
| Davenant Foundation School | Cllr Harper |

C96 Current Financial Position

The Committee NOTED the current financial position.

C97 Draft Essex School Organisation Plan 2002-2007

Cllr Meadows reported that she had briefly read the draft plan and had only two comments to make on what she had read.

1. Class sizes in the plan were to be maintained at 30 and Cllr Meadows would have liked to have seen this brought down to 25.

2. Cllr Meadows noted that Essex County Council had taken into account the extra children coming from future new housing estates when producing its plan and she hoped subsequent Government plans for extra building around North Weald would be taken into account when the plan was formalised.

Cllr Lee took the Plan home to read and would report back to the Chairman and Vice-Chairman of the Committee, with the response returned to the Clerk by the end of August.

C98 Emergency Planning Seminar 'Focus on Flooding'

Cllrs Pearce and Sellears were nominated to represent the Council at the seminar. Cllr Lee was nominated as substitute as Cllr Pearce may be unable to attend.

C99 Accounts for Payment

C99.1 The following accounts for payment were APPROVED:

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|-------------------|--------------------------------|---|------------|---------------------|
| 1428 | Epping Forest District Council | Rates – KHall, Buck Court | | 935.00 |
| 1429 | London Electricity | Buck Crt, KHall, Willingale Rd, Kings Green | 20.28 | 304.56 |
| 1430 | Playground Mgt Services | Playground Assessments | 120.75 | 810.75 |
| 1431 | VPM Supplies | Padlocks | 5.21 | 34.96 |
| 1432 | Valley Hill Builders Merchants | Cemetery Supplies | 11.90 | 79.90 |
| 1433 | LWC Engineering | Playground repairs | 88.03 | 591.03 |
| 1434 | AF Woodward & Sons | Maintenance RVRec Changing Rooms | 53.11 | 356.61 |

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|-------------------|-------------------------------|--|-------|------------|
| 1435 | AtoZ Supplies | Stationery, Supplies | 10.38 | 69.68 |
| 1436 | Greenside Landscapes | | 68.25 | 458.25 |
| 1437 | Foskett Marr Gadsby & Head | Legal Fees Roding Rd Allotments | 59.36 | 398.56 |
| 1438 | M Sellears | Mileage | | 5.34 |
| dd | Compuserve | July | | 20.30 |
| CHAPS transfer | Fosket Marr Gadsby & Head | Purchase of former United Reformed Church | | 861,136.07 |
| dd | NatWest Bank | CHAPS transfer fee | | 23.00 |

Signed

Date 23rd October 2002

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday 23rd October 2002 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: M E Taylor (in the Chair)
S M Harper M W Juniper A T Lee
P Meadows B R Saggars

Also in attendance:

Councillor: S W Murray
M W Wardle

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

C100 Apologies for Absence

Apologies for absence had been received from Cllr Wisenfeld.

C101 Confirmation of Minutes

The accounts for payment were amended to show that the Compuserve payment for July was £19.29 and the CHAPS transfer fee was £26.40. The minutes of the meeting of 31st July 2002 were then CONFIRMED as a correct record and signed by the Chairman.

C102 Declarations of Interest

No declarations of interest were made.

C103 Advertising Banner in High Road

The Chairman agreed to bring this item forward in order that Cllr Wardle, who was unable to stay for the duration of the meeting, could address the Committee.

The Committee discussed the implications of utilising the wire and raised a number of questions to most of which the answers were not known at present. It was AGREED that further investigation should take place and the results be reported back. Cllr Wardle would progress this. The project was not given a high priority.

Cllr Wardle left the meeting.

C104 Matters for Report

C104.1 Draft Essex School Organisation Plan (SOP) 2002-2007 – Min. no. C97

The Committee NOTED the reply received from Essex County Council's Learning Services.

C104.2 Crime and Disorder

The Committee NOTED the Council's obligations under the Crime and Disorder Act 1998 and would take them into account in its future deliberations.

C105 Current Financial Position

The Committee NOTED the current financial position.

C106 Christmas Competitions**C106.1 Best Dressed Windows**

Cllr Wardle had previously offered to distribute entry forms to shops in the High Road. Members of the Committee offered to distribute entry forms to shops in The Broadway, Borders Lane, Pyrles Lane, Valley Hill and Lower Road. It was AGREED that judging should take place on Wednesday 11th December 2002 at 3.30 p.m.

C106.2 Cards

It was AGREED that entries should be judged at Buckingham Court at 2.p.m on Wednesday 6th November 2002 at 2 p.m.

C107 Millennium Remembrance Grove

The price of storyboards and the lack of budgetary provision were discussed. Cllr Juniper suggested making provision in next year's budget for the highest priced board as this would cover whatever was finally chosen. It was noted that there was some money in contingency not yet spent and also the income from the subscriptions. It was DECIDED to request Finance and General Policy Committee to authorise up to £1300 from general reserves.

The Committee asked the Clerk to write an article about the storyboards for the Winter edition of "Think Loughton". The Committee DECIDED to hold an official opening ceremony on 7th June 2003 the details of which would be decided at a later date.

C108 Race Relations (Amendment) Act 200

The Committee confirmed its commitment to the Council's policy of promoting race equality and NOTED the action required of it. There was a discussion about how the Act could relate to lettings, hirings and staff. The Committee asked for a list of all committees' functions and policies to be presented to the next meeting so that they could be considered with regard to race relations.

C109 High Road Post Office

The Committee NOTED that the Post Office remains committed to providing a post office service in Loughton if possible.

C110 Budget for 2003/04

The Committee AGREED to remove the figure for the Youth Council. The budget estimates for 2003/04 were then APPROVED as below:

| | Income | Expenditure | Trans. from contingency |
|--------------------------|---------------|--------------------|--------------------------------|
| Forum | | 300 | |
| Newsletter | | 8,500 | |
| Millennium | | 0 | |
| Christmas competitions | | 450 | |
| Kingsley Hall | 11,000 | 13,650 | |
| Community Centre capital | | 42,000 | 42,000 |
| Community Centre revenue | | 80,800 | |
| General expenses | | 300 | |
| Contingency | | 2,000 | |
| Service charge | | tba | |
| Total | 11,000 | 148,000 | 42,000 |

+ service charge

There was a discussion regarding the desirability of charging a commercial rate to profit making hirers of Kingsley Hall and a lower rate for charitable and self-help groups. It was DECIDED that the Chairman and the Town Clerk should meet to discuss this and for the coming year a standard fee should be charged. A motion that the fee be raised to £8 per hour was moved and seconded. A vote was taken; 3 for and 3 against. The Chairman had the casting vote and the motion was CARRIED.

C111 Accounts for Payment

C111.1 The following accounts for payment were APPROVED:

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|------------|-----------------------------|--|--------|--------------|
| 1505 | Acumen Wages Service | Payroll October | 2.54 | 17.04 |
| 1506 | British Gas | Kingsley Hall | 0.29 | 6.11 |
| 1507 | Mr Les Hall | Gravedigging | | 740.00 |
| 1508 | London Electricity | Buckingham Court, Kings Green, Kingsley Hall | 12.33 | 258.92 |
| 1509 | EFDC | Roding Valley Rec Works | | 370.74 |
| 1510 | Essex County Council | Willingale Road Playing Field Grounds Maintenance | 50.24 | 337.34 |
| 1511 | NSALG | Membership Fees | 8.75 | 58.75 |
| 1512 | Parker Merchanting | Roding Valley Rec Supplies | 1.93 | 12.93 |
| 1513 | SITA | Kingsley Hall, Cemetery Refuse Collection | 18.30 | 122.90 |
| 1514 | Index Business Supplies Ltd | Stationery | 0.89 | 5.99 |
| 1515 | Arwin Services | Willingale Road Changing Room – Cleaning | 14.00 | 94.00 |
| 1516 | DBJ (Woodford) Ltd | Willingale Road Building Maintenance | 134.79 | 904.99 |
| 1517 | Greenside Landscapes | Millennium Grove 2 nd Quarter Maintenance | 78.75 | 528.75 |
| 1518 | AtoZ Supplies Ltd | Stationery | 5.23 | 35.10 |
| 1519 | EALC | Training | | 136.00 |
| 1520 | W Fayers & Sons | Cemetery Supplies | 5.16 | 34.66 |
| 1521 | Orion Media Marketing Ltd | Stationery | 10.36 | 69.51 |
| TRF | No. 2 Account | Reimburse Imprest | | 11,873.94 |

Signed

Date 29th January 2003

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday 29th January 2003 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: M E Taylor (in the Chair)
S M Harper M W Juniper A T Lee
P Meadows V Wisenfeld (from Min. no. C114)

Also in attendance:

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

C112 Apologies for Absence

No apologies for absence had been received.

C113 Confirmation of Minutes

The minutes of the meeting held on 23rd October 2002, amended at minute no. C110 from those circulated, were CONFIRMED as a correct record and signed by the Chairman.

C114 Declarations of Interest

No declarations of interest were made.

C115 Matters for Report

C115.1 High Road Post Office – Min No. C109

The Committee NOTED that the Post Office had reopened on 27th January 2003 in new premises at Hutchin's Chemist, 197 High Road.

C115.2 Budget for 2003/04 – Min. No. C110

The Committee NOTED that from April 1st the hire rates for Kingsley Hall will rise by the rate of inflation resulting in a new rate £7.65 per hour. Public liability insurance will rise to 0.81p per hour.

C116 Current Financial Position

The Committee NOTED the current financial position.

C117 Christmas Competitions – Min. no. C106

C117.1 Cards

The Committee DECIDED to carry on with the Christmas Card competition in its present form for Christmas 2003 and to review it again in 2004.

C117.2 Best Dressed Windows

The Committee DECIDED to continue with the competition and to ask the two Town Centre Partnerships and Traders' Associations for their help in encouraging entries.

C118 Millennium Remembrance Grove

C118.1 The Committee NOTED that Finance and General Policy Committee had agreed to allow funds up to £1,300 to be taken from General Reserves to cover the shortfall in finance available for the story boards.

C118.2 It was AGREED to hold the opening ceremony for the Grove on 7th June 2003 at 2 p.m. The Chairman of the Council will perform the opening ceremony and the Royal British Legion will be asked if it can provide a band for the occasion. Cllr Taylor offered to prepare and serve refreshments for guests at Buckingham Court after the ceremony. The Clerk will draw up the guest list and co-ordinate the event.

C119 Community Forum

The Committee DECIDED that it would hold a Community Forum in early July in the evening, the date to be arranged. There was a discussion about the desirability of the Forum being held at Buckingham Court; maximum capacity there is 34. There were difficulties and safety issues involved in the provision of refreshments from the small ground floor kitchen.

It was formally proposed to hold the Forum at Buckingham Court and the motion was carried. It was AGREED to invite somebody from Lifewalks to speak at the Forum and that on this occasion the Forum should be advertised in local doctors' surgeries.

C120 Race Relations (Amendment) Act 2000 – Min. No. C108

The Committee confirmed the Council's commitment to its duty to promote race equality. A list of the Council's functions and policies was considered and it was decided that most were covered by the overall policy and the way they were carried out did not require specific changes to meet the duty.

Functions which did require specific consideration will be referred to the relevant committees. Functions specific to this committee which did require special consideration were:

i) Letting of Council halls – the Council would not discriminate in letting these facilities.

The Council would not hire to anyone whom it considered would practice racial discrimination or promote bad race relations.

Hirers must not discriminate in allowing access to their function, or whatever the purpose of the hiring, and must not permit activities detrimental to good race relations.

ii) Newsletter – articles or advertisements detrimental to good race relations will not be accepted.

C121 Local Charter

The Committee NOTED the revised Local Charter but had no comments to make.

C122 Community and Youth Centre

The Clerk reported on progress so far. Essex County Council wished to get some of the legal matters for the lease and joint use agreement agreed between the two parties before the clients' brief was sent out to architects. The Council's agent had been asked to assist in the negotiations.

Nigel Varnam had now taken over from Mark Hughes at Essex County Council's Youth Service.

C123 Accounts for Payment

C123.1 The following accounts for payment were APPROVED:

| Cheque no. | Payee | Purpose | VAT | Gross Amount |
|-------------------|----------------------------------|---|------------|---------------------|
| 1640 | Alfred McAlpine Utility Services | Kings Green Xmas Lights Checks | 59.85 | 401.85 |
| 1641 | Greenside Landscapes | Kings Green Repairs, Millennium Remembrance Grove 3 rd quarter maintenance | 89.25 | 599.25 |
| 1642 | DBJ (Woodford) Ltd | Kingsley Hall Repairs | 11.38 | 76.38 |
| 1643 | Arwin Services | K Hall, Buck Crt Cleaning | 109.38 | 734.38 |
| 1644 | J McLintock & Sons Ltd | Kingsley Hall Repairs | 17.10 | 114.82 |
| 1645 | Epping Forest District Council | Rates URC House, Willingale Rd Ch Rms, RVRec Ch Rms | | 1579.25 |
| 1646 | London Electricity | RVRec Ch Rms, Buck Court, Cemetery, Kings Green | 176.53 | 1404.34 |
| 1647 | Acumen Wages Service | Payroll | 2.54 | 17.04 |
| 1648 | Royal Mail | Newsletter Delivery | | 590.84 |
| 1649 | Mr Les Hall | Gravedigging | | 560.00 |
| 1650 | Essex County Council | Grounds Mtce Willingale Rd | 103.03 | 691.80 |
| 1651 | AtoZ Supplies | Stationery, Supplies Buck Crt, Cemetery, KHall | 14.33 | 96.19 |
| 1652 | Cash | Reimburse Petty Cash Imprest | | 126.45 |
| 1653 | SITA | Refuse – Cemetery | 12.31 | 82.68 |
| 1654 | Rural Community Council | Training | | 24.00 |
| TRF | No. 2 account | Reimburse the imprest | | 11,847.56 |

Signed

Date 26th March 2003