
LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

**Minutes of the Meeting held on Wednesday 11th June 2003 at 7.30 p.m. at
1 Buckingham Court**

Present:

Councillors: S M Harper (in the Chair)
 M W Juniper A T Lee P Meadows
 M Taylor V Wisenfeld (from minute no. C127)

Also in attendance:

Councillors: S W Murray
 R E Pearce
Officers: L R Fuller (Town Clerk)
 J Innis (Administrative Assistant)

One member of the public

C124 Apologies for Absence

Apologies for absence were received from Cllr B R Saggars.

C125 Confirmation of Minutes

The minutes of the meeting held on 29th January 2003 were CONFIRMED as a correct record and signed by the Chairman.

C126 Declarations of Interest

No declarations of interest were made.

The Chairman proposed Agenda item 6 should be taken next and this was agreed.

C127 Senior Citizens' Forum

Mr Jack Atkin was welcomed to the meeting.

He wanted to establish a Senior Citizens' Forum for Loughton as he considers the elderly have a valuable contribution to make in local affairs and asked the Committee for support for setting up a Loughton Forum.

Cllr Wisenfeld joined the meeting.

Members were supportive of the idea in principle although the Town Council could not set it up and run it.

Cllr Ellis reported that Old People's Advisory Groups are to be set up nationally, with local area groups feeding into district wide groups, and so on up to national level. A Loughton Senior Citizens' Forum could act as the local area group. It was agreed the two concepts should work in co-operation, not competition.

It was AGREED that the Town Council would support the initial meeting by providing free use of the Council Chamber, advertising through its normal channels and administrative support in sending out invitations to attend. This event would take

the place of the next Community Forum. Cllr Ellis would obtain information as to the person to contact at CVS to co-ordinate activities.

Mr Atkin was asked to draft a proposed letter of invitation and supply a database of organisations to be circulated.

The Chairman thanked Mr Atkin for his presentation.

C128 Matters for Report

128.1 Community Forum – Min. no. C119

This item was NOTED.

128.2 Millennium Remembrance Grove ceremony

The Chairman commended this event. Members agreed it was a wonderful occasion and enjoyed by the public. Thanks were expressed to Mrs Pearce for helping with the refreshments and the officers for their hard work in organising the event.

128.3 Think Loughton

Several members had not received the latest edition and a list of the roads affected will be reported to the post office.

C129 Current Financial Position

The Committee NOTED the current financial position.

The Clerk reported that, depending on the Council's overall position at the end of the financial year 2002/03, Finance and General Policy Committee could be asked to transfer some of the significant underspend under the Community Centre Revenue heading, which had arisen mostly due to the timing of the loan repayments, to the earmarked reserve for the Community Committee.

She also pointed out the notional amount of interest which had been transferred to the Community Committee reserves. The interest had been earned on the loans received, prior to completion of the purchase of the site.

C130 Emergency Plan

The Committee noted the report and the members would inform the officers of any amendments.

C131 Community and Youth Centre

The Clerk reported on progress so far. The legal process was slow and the members discussed ways of progressing the matter and would approach the County Council representatives for their support.

C132 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1763	Newsquest (London) Ltd	Advertising	77.53	520.53
1764	Payne Bros UK Ltd	Equipment	39.70	266.58
1765	Wicksteed Leisure Ltd	Felstead Road Playground Equipment	4,518.68	30,339.68
1766	Thames Water Utilities Ltd	Water – Cemetery, Willingale Rd Changing Rms, Buckingham Court, Kingsley Hall		253.57

1767	Whizzywig	Newsletter Design – Summer	82.69	555.19
1768	British Telecommunications Plc	Buckingham Court, Cemetery	77.74	522.06
1769	Essex Association of Local Councils	Staff Training		63.00
1770	Abbey Fire	Buck Court Extinguisher Check	6.56	44.06
1771	Able Glaze UK	Community Centre Repairs	41.30	277.30
1772	Tom Moya Tree Services	Willingale Rd Playing Fields Tree Inspection Works	17.50	117.50
1773	DBJ (Woodford) Ltd	Community Centre Works	52.33	351.33
1774	Service Publications	Newsletter Printing		900.00
1775	Arwin Services	Buckingham Court Cleaning	46.38	311.38
1776	Action Risk Ltd	Book		19.95
1777	Guardian Newspapers	Copy Photograph		5.50
1778	Boreham Consulting Engineers Ltd	Lady Whitakers Mead Access Report	95.84	643.52
1779	TBS Hygiene	Litter bins and emptying	3.15	21.15
1780	Zurich Insurance Co	Contractual Disputes Policy		222.76
1781	Index Business Supplies Ltd	Stationery	2.07	13.89
1782	Essex County Council	Grounds Maintenance April	44.84	301.09
1783	George Andrews	Heritage Plaque Fitting	10.50	70.50
1784	AtoZ Accord	Stationery & Supplies	25.86	173.61
1785	Cash	Reimburse Petty Cash Imprest		140.09
dd	Compuserve	May		18.51

Signed

Date 3rd September 2003

LOUGHTON TOWN COUNCIL**COMMUNITY COMMITTEE**

Minutes of the Meeting held on Wednesday 3rd September 2003 at 7.30 p.m. at 1 Buckingham Court.

Present:

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

Councillors: R E Pearce
 M G Sellears (during min. no. C141)

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

C132 Apologies for Absence

Apologies for absence had been received from Cllrs Taylor & Wisenfeld.

C133 Confirmation of Minutes

The minutes of the meeting held on 11th June 2003 were CONFIRMED as a correct record and signed by the Chairman.

C134 Declarations of Interest

No declarations of interest were made.

C135 Matters for Report**C135.1 Commission for Patient and Public Involvement in Health**

The Committee NOTED the report on the Whips Cross PPIF.

C135.2 Senior Citizens' Forum

The Committee NOTED that the Older Persons' Advisory Groups cannot meet as the Council's next meeting of the Community Forum but that the Council will help with publicity and has offered the use of its Council Chamber.

C136 Current Financial Position

The Committee NOTED the current financial position and the revised end of year report for 2002/03.

C137 Community Forum

The Committee reviewed the last Community Forum which was held at Buckingham Court. It was felt that by being at Buckingham Court the forum attracted less people than previous forums held at the Methodist Church. However it was decided that one more forum should be held this year. As forums have previously been used to present prizes to the winners of the Christmas card competition, it was decided that one should be held during the evening around the end of November at the Methodist Church hall (depending on availability) so that prizes could be presented there again this year. It was agreed to invite a speaker from Marks & Spencer to talk about the new development planned for the Lambs Garage site in the High Road.

C138 Christmas Card Competition

The Committee suggested names of representatives of all schools on the list who should be asked to take forms and posters to their schools and help to encourage entries.

C139 Kingsley Hall

The Committee noted a change in the hours of hiring which should have read 9 a.m. to 10.30 p.m. The Terms and Conditions of Hire were then AGREED by the Committee.

C140 Flooding Emergencies – sandbags

The Committee noted the report and AGREED that because of the difficulties of storage, transport and available workforce there would be no advantage in the Town Council having sandbags additional to those at Langston Road.

Cllr Sellears arrived during the next item.

C141 Community and Youth Centre

The Town Clerk and the Chairman reported on the progress currently being made and told the Committee that the VAT implications were somewhat convoluted and in view of this she would like to take professional advice and this was AGREED.

C142 “Think Loughton” newsletter

The Town Clerk told the Committee that both the newsletter and the Council’s website had won fourth prizes in the Local Council Review Newsletter and Website of the Year awards and the Chairman congratulated everyone involved.

The Committee noted that an annual contract exists between the Council and the printer and agreed that a similar contract should be drawn up between the Council and the designer, Peter Batt. Various alternatives to the current printing arrangements had been explored but not produced any better option.

The Committee AGREED the recommendation to continue with the current arrangements although a review of alternatives would be continued during the year.

C143 Accounts for Payment

C143.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1854	Accredited Locksmith Services Ltd	RVRec Ch Rm Supplies		114.56
1855	VPM Supplies	RVRec Ch Rm Supplies	6.00	40.30
1856	Lubbock Fine	Audit 2001/2002	262.50	1762.50
1857	SMP (Playgrounds) Ltd	RVRec Playground Equipment	58.53	393.02
1858	W Fayers & Sons	Cemetery Supplies	5.16	34.66
1859	Thames Water Utilities Ltd	Cemetery, RVRec Ch Rms		113.71
1860	British Telecommunications Plc	Cemetery, Buckingham Court	85.78	576.00
1861	Timpson Limited	RVRec Ch Rm Supplies	4.75	32.00
1862	DBJ (Woodford) Ltd	RVRec, Willingale Road, Kingsley Hall Building Mtce	119.19	800.25
1863	AtoZ Supplies	Stationery and Supplies	5.06	34.00

1864	Arwin Services	Buckingham Court Cleaning	46.38	311.38
1865	Cash	Reimburse Petty Cash		95.19
1866	EFDC	Rates; Buckingham Court, Willingale Rd Ch Rms, RVRec Ch Rms, URC House, K Hall		1231.00
TRF	No 2 Account	Reimburse Imprest		7665.04

Signed

Date 29th October 2003

LOUGHTON TOWN COUNCIL**COMMUNITY COMMITTEE**

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

Present:

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

Councillors: R E Pearce
 M G Sellears

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

Members of the Public: 2

C144 Apologies for Absence

No apologies for absence had been received.

C145 Confirmation of Minutes

The minutes of the meeting held on 3rd September 2003 were CONFIRMED as a correct record and signed by the Chairman.

C146 Declarations of Interest

No declarations of interest were made.

C147 Matters for Report**C147.1 Community Forum**

The Committee NOTED the date and speaker for the next Community Forum.

C148 Current Financial Position

The Committee NOTED the current financial position.

C149 Regular Sunday market in Loughton

The Committee DECIDED that the best way forward would be to arrange a meeting with the group of traders who had suggested holding the market for further discussions.

C150 Christmas Competitions**C150.1 Best Dressed Windows**

Members of the Committee offered to distribute entry forms to shops in the High Road, The Broadway, Pyrles Lane, Borders Lane, Lower Road and Valley Hill. The Chairman of the Council and Chairman and Vice Chairman of the Committee agreed to decide on a date for judging after the meeting.

The Committee AGREED to review the competition at its next meeting.

150.2 Cards

The Chairman of the Council and Chairman of the Committee agreed to decide on a date for judging the competition after the meeting.

C151 Community and Youth Centre

The Town Clerk reported on the current position in the negotiations with Essex County Council. The County Council has stated that its commitment to the project is still strong and the Committee AGREED that a meeting with the County Council's Chief Executive, Mr S Ashurst, should be urgently arranged to try to move things along.

The Committee NOTED the proposal for lifting the restrictive covenant, the agreement to purchase the electricity transformer station for £10,250 and the council tax position on the Manse.

C152 Reference from Council – Loughton Hall

It was AGREED that a meeting be set up between this Council, Epping Forest College, Epping Forest District Council, Essex County Council and Debden Community Association in order to try to work out a way forward and this was AGREED. Environment, Heritage and Leisure Committee would be informed of the decision.

C153 Millennium Remembrance Grove

The Committee NOTED the report regarding the loss of trees on the Grove and DECIDED that the most suitable option for replacing the trees would be to do so on a rolling programme, thus spreading the cost and saving the cost of using contractors to carry out the work. It was NOTED that a figure for this course of action had been included in the estimates for 2004/05.

C154 Estimates for 2004/05

The Committee discussed the possibility of extra costs arising from delays in building the Community Centre and AGREED to include a further £50,000 in the estimates for 2004/05.

The budget estimates for 2004/05 were then AGREED as follows:

	Income	Expenditure	Transfer from earmarked reserves
Forum		200	
Newsletter		8,500	
Millennium		600	
Christmas competitions		450	
Kingsley Hall	12,000	17,000	
Community Centre capital		92,000	42,000
Community Centre revenue		81,000	
General expenses		300	
Contingency		2,000	
Service charge		tba	
Total	12,000	202,050	42,000

The Committee DECIDED that from 1st April 2004 the hire rates for Kingsley Hall will rise by 3%.

C155 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1901	London Energy Plc	Kingsley Hall, Cemetery, Buck Court, Kings Green, Community Centre, RVRec	23.34	489.79
1902	Essex County Council	Willingale Playing Fields Grounds Maintenance	80.79	542.46
1903	AtoZ Supplies	Stationery	6.47	43.42
1904	George Andrews	Heritage Plagues Installation	21.00	141.00
1905	Irvine Martin International Ltd	Xmas Light Bulbs	15.79	106.02
1906	Central Books	Reference Book		12.00
1907	Mr M G Sellears	Expenses		6.79
1908	British Gas	Kingsley Hall	1.09	23.05
1909	Arwin Services	Cleaning, Buck Ct	49.00	329.00
1910	RBS Auditing Solutions	Internal Audit Fee 2002/03	28.00	188.00
TRF	No 2 account	Reimburse Imprest		13,480.79

Signed
Date 21st January 2004

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday 21st January 2004 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: S M Harper (in the Chair)	M W Juniper
A T Lee (from Min. no. C159)	B R Sagers
M E Taylor	V Wisenfeld

Councillors: R E Pearce (from Min. no. C159)
M G Sellears

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

The Chairman asked the members present to join her in thanking the committee clerk, Joan Hall, who is leaving the Council, for her services to the committee.

C156 Apologies for Absence

Apologies for absence had been received from Cllr Meadows and from Sue Taylor who was invited to speak about the Community Groups Network

C157 Confirmation of Minutes

The minutes of the meeting held on 29th October 2003 were CONFIRMED as a correct record and signed by the Chairman.

C158 Declarations of Interest

Cllr Harper declared a personal but non prejudicial interest in Agenda Item 4.1 (Regular Sunday market).

C159 Community Groups Network

Mr David Stevenson attended the meeting on behalf of his wife, Sue Taylor, who was unwell. The Chairman agreed to bring the item forward.

Mr Stevenson explained to the committee that he and his wife were hoping to set up a Community Groups Network. The Network could compile a register of community groups and a diary of their activities

Mr Stevenson would like to set up a Community Groups Network to share information, compile a register of community groups and maintain a common diary. This would require quite a lot of resources to set up. He would like the register to be sent out with Think Loughton.

Cllr Lee joined the meeting.

The Committee was generally supportive of the idea, although there were significant cost implications in sending a booklet out with Think Loughton. It could be possible to include contact details of community groups in an issue of the newsletter. The next Community Forum could be used to launch the network and seek volunteers.

Cllr Pearce joined the meeting.

The Council had a list of contacts for the Community Forum mailing, and these could receive details of the launch. Mr Stevenson would be informed of the date of the next Community Forum. He was advised of possible sources of grants.

C160 Matters for Report

C160.1 Regular Sunday market – Min. no. C149

Cllrs Harper and Juniper agreed to meet with the traders.

C161 Current Financial Position

The Committee NOTED the current financial position.

C162 Christmas Competitions

C162.1 Cards

The Committee DECIDED to continue with the competition and award a ‘runner-up’ in each category.

C162.2 Best Dressed Windows

The Committee DECIDED to continue with the competition this year and to add in a ‘Charity’ category. Another cup would need to be purchased and provision made for another £100 charity donation. The Committee’s contingency fund would be used for these items.

C163 Community Forum – Min. no. C137

The Committee agreed to continue with two meetings of the Community Forum a year, interspersed with the Annual Town Meeting. One would usually be in July and one in September, but with the election date this year in June, the next one would be in May.

C164 Emergency Planning

C164.1 Parish Emergency Exercise

Cllr Sellears agreed to attend and the Committee asked the Town Clerk to include the item in the January Information Digest.

C164.2 Town Council Emergency Plan

Members AGREED to inform the office of any amendments they may have before the plan is reviewed. Cllr Sellears offered some information about properties at risk of flooding.

C165 Community and Youth Centre

The report was noted.

The Chairman told the Committee that progress was now being made and that the selection process to find an architect for the project would begin with interviews on Monday 2nd February. A new outline programme had been issued.

C166 Community Projects

The Chairman informed the meeting of suggestions which had been put forward. It was suggested that Epping Forest Youth for Christ should be consulted.

C167 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1983	EFDC	Bin emptying	26.15	175.65
1984	Newbury Internet Services	Website domain name	21.00	141.00
1985	S Harper	Expenses		26.68
1986	London Energy plc	Electricity RVRec & WRPF	-39.74	215.79
1987	H Fairhead Ltd	Shrubs, K Hall	13.18	88.51
1988	Select Business Equipment Ltd	Photocopier repairs	31.79	213.43
1989	Rolamvale Ltd	Window repairs, K Hall	22.98	154.31
1990	Arwin Services	Cleaning, Buck Ct	46.38	311.38
1991	Essex County Council	WRPF Gds maint	116.71	783.63
1992	Cash	Reimburse petty cash		120.54
1993	DMH Solutions Ltd	Software	7.87	56.06
1994	Tim Moya Tree Services	Tree works	15.75	105.75
Tfr	No. 2 account	Reimburse imprest		11231.64

Signed
Date 17th March 2004

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday 17th March 2004 at 7.30 p.m. at 1 Buckingham Court.

Present:

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

Also in attendance:

Councillors: R E Pearce
 M G Sellears
 J Davis (from Min. no. C173.2)

Officers: L R Fuller (Town Clerk)
 P S Roden (Committee Clerk)

3 Members of the public

1 Member of the press

C168 Apologies for Absence

Apologies for absence had been received from Cllr Wisenfeld.

C169 Confirmation of Minutes

The minutes of the meeting held on 21st January 2004 were CONFIRMED as a correct record and signed by the Chairman.

C170 Declarations of Interest

Cllr Harper declared a personal but non prejudicial interest in Agenda Item 4.2 (regular Sunday market).

C171 Matters for Report

C171.1 Community Groups Network – Min. no. 159

Cllr Harper advised the Committee that the Community Groups Network would be launched at the Community Forum on Thursday 6th May 2004 at the Methodist Church.

C171.2 Regular Sunday Market – Min. nos. C149 & C160

The report about the cancellation of the meeting was NOTED.

It was AGREED that the proposal for a regular Sunday market should be deferred and put before the Committee following the elections in June 2004.

C171.3 Community Forum

The Committee NOTED the Forum had been arranged for Thursday 6th May 2004 in the Church Hall, Loughton Methodist Church, High Road.

C172 Current Financial Position

The Committee NOTED the current financial position.

C173 Community Centre**C173.1 Report on current position**

Cllr Harper reported that the architects had been interviewed and their fee bids had been submitted for evaluation. The evaluation had been completed and the contract would be awarded shortly. The next stage would be for the successful architects to hold a series of briefing meetings so that a scheme and estimate could then be produced. Cllr Harper explained that this process is a lengthy one. A discussion took place regarding the closure of Essex County Council's youth centres in the area.

C173.2 Petition

The Committee acknowledged the problems experienced by the local residents, and felt that the development of the site would help. There would be Youth Officers in place and a more constructive approach to the needs of the youth of the area must be beneficial.

Cllr Davis joined the meeting.

It was AGREED to write to the residents of The Spinney and to pass on details of their petition to officers of Essex County Council.

C174 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2032	M G Sellears	Members' Expenses		6.79
2033	Chubb Fire Ltd	Cemetery fire extinguisher inspection	3.97	26.67
2034	Lloyds TSB Commercial Finance Ltd	Notice board repairs	10.43	70.03
2035	Able Glaze UK	Boarding windows, former URC	11.90	79.90
2036	Thames Water Utilities Ltd	Roding Valley Rec		108.07
2037	Service Publications Ltd	Newsletter printing		950.00
2038	AtoZ Supplies	Stationery	6.87	46.15
2039	Arwin Services	Cleaning Buckingham Crt	46.38	311.38
D/D	Compuserve	Subscription (Feb)		16.24
2040	EALC	Training course		41.00
2041	Public Works Loans Acc	Community Centre Loan Repayment		18,295.62
2042	Royal Mail Group Plc	Newsletter delivery		620.73
2043	AtoZ Supplies	Electrical equipment testing	19.60	131.60
2044	Samaritans of Redbridge	Grant 2003/04		300.00
2045	A R Burford	Cemetery chapel roof	442.75	3372.75
2046	Buildex	K Hall works	169.40	1137.40
Tfr	No 2 account	Reimburse imprest		10,503.60
2047	Select Business Equipment	Photocopier	9.62	64.57
2048	Thames Water Utilities Ltd	Kingsley Hall		88.18
2049	Arwin Services	Cleaning Kingsley Hall	63.00	423.00
2050	Audit Commission	Training Course	7.00	47.00

2051	EFDC	Refuse collection Kingsley Hall	3.00	20.17
2052	LTSB Commercial Financial Ltd	Van livery	18.57	124.67
2053	Hagemeyer UK Ltd	Supplies	36.67	246.23
2054	Tim Moya Tree Services	Tree works Roding Valley Rec	17.50	117.50
2055	Cash	Reimburse petty cash	10.27	140.69

Signed
Date 21st July 2004