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**LOUGHTON TOWN COUNCIL**

**COMMUNITY COMMITTEE**

**MINUTES of the Meeting held on Wednesday 21<sup>st</sup> July 2004 at 7.30 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
R E Brookes                      E C Murphy                      W T Lattimore  
P S Sheen                          D J Wixley

**Also in Attendance:**

**Councillors:** J Benjamin  
R E Pearce  
**Officers:** L R Fuller (Town Clerk)  
P S Roden (Committee Clerk)

2 Members of the public

**C1 Apologies for Absence**

Apologies for absence had been received from Cllr R W Sheen.

**C2 Confirmation of Minutes**

The minutes of the meeting held on 17<sup>th</sup> March 2004 were CONFIRMED as a correct record and signed by the Chairman.

**C3 Declarations of Interest**

Cllr Harper declared a personal but non prejudicial interest in Agenda Item 6 (regular Sunday market).

**C4 Matters for Report**

**C4.1 Community and Youth Centre**

Cllr Harper advised the Committee of the background and the current position with regard to the planned meeting with the architects.

**C5 Current Financial Position**

The Committee NOTED the end of year report and the current financial position.

**C6 Regular Sunday Market – Min. no C171.2**

It was AGREED that Councillors Murphy and P S Sheen would meet with the traders and report back to the Committee.

**C7 Emergency Plan**

The Committee made amendments to the plan and requested that the Town Clerk ask all Councillors to review the details of the plan, via the Digest, and to advise the office of their comments.

**C8 Draft Essex School Organisation Plan 2004-2009**

The Committee NOTED the plan.

**C9 Kingsley Hall Hirers' Public Liability Insurance**

The Committee AGREED to increase the level of cover to £5m with effect from 1<sup>st</sup> September 2004, with the consequent increase in cost being borne by the hirers.

**C10 Community Forum**

The Committee AGREED that in future Community Forums would be held as and when there is a specific subject to discuss, rather than on a regular basis as in the past.

**C11 Approval of members' attendance**

The Committee APPROVED the attendance of Cllr Brookes on the EALC course on 14<sup>th</sup> July 2004.

**Signed .....**  
**Date 20<sup>th</sup> October 2004**

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**LOUGHTON TOWN COUNCIL**

**COMMUNITY COMMITTEE**

**MINUTES of the Meeting held on Wednesday 20<sup>th</sup> October 2004 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
R E Brookes                      W T Lattimore                      P S Sheen  
R W Sheen                      D J Wixley

**Also in attendance:**

**Councillors:** R E Pearce  
S Pewsey  
M W Wardle  
J L Woods

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

**C12 Apologies for Absence**

No apologies for absence had been received.

**C13 Confirmation of Minutes**

The minutes of the meeting held on 21<sup>st</sup> July 2004 were CONFIRMED as a correct record and signed by the Chairman.

**C14 Declarations of Interest**

Cllr Harper declared a personal but non prejudicial interest in Agenda Item 7 (regular Sunday market).

Cllr Brookes declared a prejudicial interest in Agenda item 7 (regular Sunday market).

**C15 Matters for Report**

There were no matters for report.

**C16 Current Financial Position**

The current financial position was NOTED.

**C17 Loughton Community and Youth Centre**

Cllr Harper reported back to the Committee on the public consultation exercise that took place on 14<sup>th</sup> October 2004. A number of useful comments had been made and would be taken into account. The majority of people attending were broadly in support of the project. Members of the public could ask to see the detailed analysis. It was AGREED that the Scheme and Estimate be accepted and the project proceed to planning permission, tenders for construction and completion.

Councillor Brookes withdrew from the meeting.

**C18 Regular Sunday Market**

Cllr P Sheen reported back to the Committee on the meeting with the market traders. The Committee felt that a consultation exercise should be conducted with local shops and residents. The Committee AGREED to set up a small working party to progress this; Cllrs P Sheen and E Murphy (in her absence) were nominated with Cllr W Lattimore as a reserve if Cllr Murphy did not wish to be in the group.

Councillor Brookes rejoined the meeting

**C19 Providers of Services for Young People**

Cllr Harper reported back to the Committee on a meeting organised by Loughton Residents' Association. The Committee RECOMMENDED that the Environment, Heritage and Leisure Committee look at the provision of teen shelters.

**C20 Think Loughton**

The report on Think Loughton was NOTED. Suggestions for future articles were made. It was confirmed that contributions from councillors are always welcomed although the role of editor should remain with the Town Clerk.

The Committee considered a suggestion that a small consultative group be formed to advise on the content of Think Loughton. The Committee AGREED to think about this idea.

**C21 Road Safety – Goldings Hill**

The Committee felt that the speed indication device could be deployed usefully at a number of locations. It was AGREED to request the speed indication device at the following locations: Goldings Hill, Church Hill and Valley Hill.

**C22 Christmas Competitions**

**22.1 Best Dressed Windows**

The Committee provided a list of councillors willing to deliver the entry forms, which were available from the office, and AGREED that the Town Mayor and the Chairman and Vice Chairman of the Committee would themselves arrange a date for the judging, between 1<sup>st</sup> and 14<sup>th</sup> December 2004. It was further AGREED that the Town Mayor would present the prizes.

The Committee AGREED to suspend Standing Order number 1.4. and AGREED to conclude the meeting by 9.45pm.

**22.2 Christmas Cards**

The arrangements for the Christmas Card Competition were CONFIRMED.

**C23 Committee Priorities**

The Committee reviewed its priorities and AGREED on the list shown below:

Current Priority	Revised Priority	Main Function	Greater Detail
<b>On-going activities</b>			
	High	Running the committee	Agenda, reports, research, minutes, finance, admin
	High	Christmas competitions	Admin and arrangements
	High	"Think Loughton" newsletter	Editorial, printing, distribution
	High	Kingsley Hall	Bookings, admin, finance, maintenance and works
	High	Millennium Remembrance Grove	Tree replacements and maintenance
	High	Community Forum	Arrangements & admin
	High	Emergency Plan	Amendments and circulation
	High	Responding to consultations	Variable

	High	Any other matters within the committee's terms of reference	
<b>Current activities</b>			
	High	Community and Youth Centre	Design, construction, management and operation
	Medium	(Possible) Sunday market	

**C24 Draft Budget for 2005/6**

It was AGREED that the Christmas Card Competition Prize in each class would be increased to £25 from Christmas 2005.

The Committee AGREED to budget an additional amount of £45,000 of new money in 2005/06 towards the costs of the new Community Centre. It was also AGREED that any surplus from the revenue budget in 2004/05 be transferred to the earmarked reserve for the project.

It was AGREED that the charge for hiring Kingsley Hall would be increased by the rate of inflation (3.1%).

The draft budget for 2005/2006 was AGREED as below:

	Income	Expenditure	Transfer from earmarked reserves
Forum		200	
Newsletter		8,900	
Millennium		600	
Christmas competitions		600	
Kingsley Hall	13,500	15,000	
Comm Centre Capital		642,000	597,000
Comm Centre Revenue		74,000	
General Expenses		200	
Contingency		2,000	
Service Charge		TBC	
<b>Total</b>	<b>13,500</b>	<b>743,500</b>	<b>597,000</b>

Signed.....  
Date 12<sup>th</sup> January 2005

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**LOUGHTON TOWN COUNCIL**

**COMMUNITY COMMITTEE**

**MINUTES of the Meeting held on Wednesday 12<sup>th</sup> January 2005 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)

R E Brookes

E C Murphy

W T Lattimore

P S Sheen

R W Sheen

D J Wixley

**Also in attendance:**

**Councillor:** R E Pearce

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

P S Roden (Committee Clerk)

1 member of the Press

**C25 Apologies for Absence**

No apologies for absence had been received.

**C26 Confirmation of Minutes**

The minutes of the meeting held on 20<sup>th</sup> October 2005 were CONFIRMED as a correct record and signed by the Chairman.

**C27 Declarations of Interest**

Cllr Harper declared a personal but non prejudicial interest in Agenda Item 7 (regular Sunday market) due to her position as the Loughton Residents Association co-ordinator for the existing Sunday farmers' market.

Cllr Brookes declared a personal but non prejudicial interest in Agenda item 7 (regular Sunday market) due to her Loughton Residents Association connection with the existing Sunday farmers' market.

**C28 Matters for Report**

There were no matters for report.

**C29 Current Financial Position**

The current financial position was NOTED. A report of the status of the trees on the Millennium Remembrance Grove was requested for the next meeting of the Committee.

**C30 Loughton Community and Youth Centre**

Cllr Murphy declared a personal and prejudicial interest in this item as she intended to speak, as a member of the public, against the planning application for the community centre at the relevant Epping Forest District Council Area Plans Sub-Committee "A".

Councillor Murphy withdrew from the meeting.

Cllr Harper reported on progress towards deciding on a preferred contractor for the construction of the centre, and on meetings to consider the finishing details of each room. Removal of the fly tipped rubbish had begun. The planning application for the project had been submitted and will go to a future meeting of Epping Forest District Council Area Plans Sub-Committee "A", although no date has yet been given. It was AGREED that a representative of WPP Architects should represent the council and address the Area Plans Sub-Committee "A". Negotiation of the lease was proceeding.

Councillor Murphy rejoined the meeting.

### **C31 Regular Sunday Market**

The Committee discussed the report and AGREED to add an additional stage into the process. The local Charter market authorities are to be informed of the council's consideration of a Loughton Sunday market and their comments invited.

### **C32 Road Safety**

Members of the Committee were invited to observe the mobile Speed Indicator Device in operation at various locations on 20<sup>th</sup> January 2005.

### **C33 Accounts for payment**

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
Tfr	No2 a/c (Dec 04)	Reimburse imprest		15,665.41
2374	A to Z Supplies	Kingsley Hall curtains	102.98	691.45
2375	Thames Water Utilities Ltd	RVRec changing rooms		53.32
2376	Arwin Services	Cleaning at Buck Crt & K/Hall	109.38	734.38
2377	J. McLintock & Sons Ltd	Repairs to water stopcock at cemetery	6.86	46.06
2378	ILS Electrical Installations Ltd	Lighting repairs at K/Hall	165.04	1108.10
2379	SLCC	Annual subscription		180.00
2380	Essex County Council	CRB check		58.00
2381	Staples	Stationery	7.67	51.52
2382	Select Business Equipment Ltd	Stationery	11.76	78.96
2383	Capel Manor College	Course fees		920.00
2384	Public Works Loans Account	Buckingham Court loan repayment		14,103.23
2385	Cash	Reimburse petty cash	12.98	98.82
2386	University of Gloucestershire	Training fees		140.00
2387	RBS Auditing Solutions	Internal audit fee 2003/4	56.00	376.00

**Signed.....**  
**Date 9<sup>th</sup> March 2005**

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

**MINUTES of the Meeting held on Wednesday 9<sup>th</sup> March 2005 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

**Councillors:** S M Harper (in the Chair)  
                   R E Brookes                   W T Lattimore                   P S Sheen  
                   R W Sheen                       D J Wixley

**Also in attendance:**

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

**C33 Apologies for Absence**

No apologies for absence had been received.

**C34 Confirmation of Minutes**

The minutes of the meeting held on 12<sup>th</sup> January 2005 were CONFIRMED as a correct record and signed by the Chairman.

**C35 Declarations of Interest**

No Declarations of Interest were made.

**C36 Matters for Report****36.1 Road Safety – Min. no. C32**

The Committee noted the report on the speed indicator device set up in various locations within Loughton on 20<sup>th</sup> January 2005. The Committee AGREED to investigate the options for installing permanent devices at these sites. The Committee would also like to arrange for another speed indicator device session at Westall Road.

**36.2 Millennium Remembrance Grove – Min. no. C29**

The status report on the trees was noted.

**36.3 Regular Sunday Market – Min. no. C31**

Cllr Harper declared a personal but non prejudicial interest due to her position as the Loughton Residents Association co-ordinator for the existing Sunday farmers' market.

A response from Epping Town Council as a local charter market authority had been received advising that it would oppose the establishment of a regular Sunday market. The Committee considered that the potential expense of fighting a legal challenge that it could not win would be prohibitive. The Committee therefore AGREED not to proceed with the regular Sunday market.

**C37 Current Financial Position**

The current financial position was noted.

**C38 Loughton Community and Youth Centre**

The Committee noted the report tabled at the meeting and AGREED to proceed. Expenditure on the building construction, including fees and surveys, was authorised up to the available finance identified in the report.

**C39 Emergency Plan**

The Committee ASKED for several amendments to be made and requested any further amendments to be communicated to the officers by 16<sup>th</sup> March 2005.

**C40 Litter**

The Committee discussed the problem of litter in the town. As litter can be seen in the context of an environmental or community issue, the Committee made the following proposals which would be referred to Environment Heritage and Leisure Committee for possible joint action.

(i) Contact London Underground Ltd and Epping Forest District Council to remind them to fulfil their obligations.

(ii) Investigate a "litter day".

The Committee also noted that a Clean Neighbourhood and Environment Bill was going through Parliament. This would give local councils greater power in dealing with litter.

**C41 Roding Valley High School Fun Day**

The Committee AGREED in principle to councillors running a stand at this event. Further information was requested as to the possibility of erecting the stand inside a building as the Town Council's noticeboards are not meant for outside use.

**C42 Accounts for payment**

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2431	Chubb Fire Ltd	Cemetery	3.57	23.97
2432	Public Works Loans Account	Land in North Loughton		5393.75
2433	H Fairhead Ltd	Trees for Millennium Grove	86.62	581.62
2434	Signs of the Times Ltd	Civilian war dead plaque	234.68	1575.68
2435	Harlow District Council	Cemetery training fees	41.56	279.06
2436	AtoZ Supplies	Laptop & projector	214.21	1438.21
2437	Arwin Services	Cleaning at K/Hall	63.00	423.00
2438	British Telecommunications Plc	Cemetery	7.65	51.38
2439	Epping Forest District Council	Loughton Community Centre Building Regulation fees	194.16	1303.63
2440	Mr P Street	Allotment key deposit refund		9.60
2441	Orion Media Marketing Ltd	Stationery	6.76	45.38
2442	A to Z Supplies	Electrical equipment testing	21.00	141.00
2443	St Michael's and All Angels Church	Hall hire for motorcycle meeting		44.00
2444	A R Burford Steeplejacks Ltd	Cemetery office roof works	497.00	3337.00
2445	Service Publications Ltd	Newsletter printing		990.00
2446	SLCC	Conference fees		295.00
2447	Essex County Council	WRPF grounds maintenance	120.20	807.03
2448	P F Ahern (London) Ltd	Fly tipping removal RV/Rec	21.00	141.00

Signed.....  
Date 25<sup>th</sup> May 2005