
LOUGHTON TOWN COUNCIL
COMMUNITY COMMITTEE

Minutes of the Meeting held on Monday 11th August 1997 at 7.30pm at Kingsley Hall.

Present:

Councillors: Mrs P Meadows (in the Chair)

Mrs J M Barnett	M D Hogan	S W Murray
R E Pearce	M W Wardle	

Also in attendance:

Councillors: M W Juniper L J Harris

Officer: L R Fuller (Town Clerk)

C1 Apologies for absence

Apologies for absence were received from Councillor Mrs Taylor. Councillor Meadows pointed out that she had now chaired the meeting of the Community Committee on four successive occasions.

C2 Confirmation of Minutes

The minutes of the meeting held on 12th May 1997 were confirmed as a correct record, subject to the addition of "The Clerk was asked to write to London Underground about the state of the station forecourt" after "resolved" in minute number 442.2, and were then signed by the Chairman.

C3 Matters for Report

3.1 Public Transport in Loughton

The Committee NOTED the bus maps provided by Essex County Council and London Transport; the maps would be more useful if different routes were identified by different colours. The last Council meeting had confirmed that a meeting would be held with the County Council about public transport.

3.2 St. Margaret's Hospital/Rectory Lane Clinic

The Committee noted the facilities available at the Clinic. The Clerk was requested to write to the health authority to suggest that a Pathology facility should be provided, and also to express the Council's disappointment that there was no Minor Injuries Unit.

The Committee also wished to bring the attention of the new Secretary of State for Health to the closure of St. Margaret's Hospital which had been a thriving unit, now to be replaced by lesser facilities, and to request support for improving this situation. A copy of the letter should go to the Essex and Herts Health Authority.

3.3 Loughton Station Yard

This did not appear to have been tidied. It was in need of regular cleaning, not just an occasional effort, and could constitute a potential safety hazard.

C4 Finance

The Committee noted that it had been allocated £5,000 for discretionary expenditure in the current year, and DECIDED to maintain it as one fund rather than allocate it to specific budget headings.

C5 Community Newsletter**5.1 Content**

A number of items were considered and decisions made on the nature of the content of the newsletter. Committee chairmen would be asked to report on the activities of their committees. The names, addresses and phone numbers of all local councillors would be included; also other useful local information. The newsletter will be titled "Think Loughton". The response to the first edition will shape future editions.

5.2 Distribution

Costs for methods of distribution were considered. It was AGREED to use the Royal Mail, as this was the most reliable method of delivery, and was not significantly more expensive than the other ways considered.

The Committee would REVIEW the newsletter after the first and second editions and consider then if it wished to publish more often.

C6 Community Forum

The proposed Community Forum was discussed and a number of details of venue, participants, publicity etc. were agreed. The date of 29th October was set as the date, provided the Chairman of the Council was free to chair the Forum.

The members of the Forum will eventually decide the content of the agenda. A standing item on safety will be included; other suggestions included youth matters, senior citizens, Millennium. The precise agenda for the first meeting, and any other arrangements, will be set at the next meeting of the Committee.

C7 Emergency Plan

The Committee considered the invitation to participate in an Emergency Planning Exercise, but DECIDED to respond that the Council was not in a position to participate as it was not yet set up to assist in an emergency situation.

The Emergency Planning Officer would be invited to address the committee at a future meeting to explain how the Town Council fitted into the District Council's Emergency Response Plan.

C8 Review of Standing Orders

The Committee RECOMMENDED that the quorum of a committee should be one-third (Standing Order 38). The issues of Terms of Reference and aims and objectives were referred to the next meeting of the Committee.

C9 Accounts for Payment

The following accounts for payment were AGREED.

Cheque no.	Payee	Purpose	Amount
119	London Electricity plc	Roding Valley Rec.	434.96
120	Essex County Council	Supplies	265.11
121	L R Fuller	Mileage (July)	11.75
122	Select Business Equipment	Photocopying cost	18.49
123	E I Ltd	Bulbs at Kingsley Hall	41.21
124	SMP (Playgrounds) Ltd	Equipment at Roding Valley Rec.	7898.46
125	Zurich Municipal	Additional insurance premium	39.42
126	Royal Mail	Postage	100.00

127	Essex Playing Fields and Children's Play Assoc.	Subscription	12.50
Transfer	Payroll Account	Reimburse imprest	3172.06
Total			11993.96

Signed

Date

LOUGHTON TOWN COUNCIL**COMMUNITY COMMITTEE**

Minutes of the Meeting held on Wednesday, 10th September 1997 at 7.30pm at Kingsley Hall.

Present:

Councillors: Mrs P Meadows (in the Chair for Items 1 and 2)
Mrs M Taylor (in the Chair for Items 3 – 9)
Mrs J M Barnett S W Murray M W Wardle

Also in attendance:

Councillors: M W Juniper Mrs B R Siggers

Officer: L R Fuller (Town Clerk)

C10 Apologies for absence

Apologies for absence were received from Councillor Pearce.

C11 Confirmation of Minutes

The Minutes of the meeting held on 11 August 1997 were confirmed as a correct record and signed by the Chairman.

C12 Matters for Report**12.1 Public Transport in Loughton**

As the provisional date for the meeting with Essex County Council would cause a serious clash for a number of participants, the Clerk was asked to seek an alternative if possible.

At 7.35 p.m. Cllr Mrs Taylor joined the meeting and assumed the Chair. She thanked the Vice-Chairman, Cllr Mrs Meadows, and the other members of the Committee for their patience during her absence through illness, and expected that she would now be able to participate fully. The Vice-Chairman welcomed her and offered any assistance she could give.

C13 Community Newsletter

The Clerk reported that Royal Mail were unable to offer delivery to all of postcode IG10 until the end of January 1998. The Committee DECIDED that, rather than distribute the first issue by two different methods, it would be deferred to this date. The next issue should be published at the end of June.

C14 Community Forum

The date for the Forum has been set for 29th October. The Meeting Room in the Library has been booked.

Topics for the agenda of the first meeting will be as suggested at the last Committee. The Forum will be asked to suggest future items.

C15 Review of Standing Orders

It was AGREED that Public Transport should be added to the Committee's Terms of Reference. Tourism would be more appropriate under the Environment Heritage and Leisure Committee.

C16 EFDC Housing

The Committee felt that, as a new Council, it was difficult to have a view yet, but experience to date was that no major difficulties had presented themselves. Copies of the scheme were requested for Committee members.

C17 Estimates

The Committee NOTED the request to begin considering budget requirements for 1998/9. Members were asked for concrete suggestions, including development of future activities, to be included in the Committee's estimates which would be agreed at the next meeting.

Figures for actual and forecast expenditure for this year will be supplied to the next meeting.

The Clerk was requested to INCLUDE an item in the Newsletter, explaining the parish precept and the former Chigwell Special Expenses.

C18 Accounts for Payment

The following accounts for payment were AGREED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
128	Essex County Council	Supplies	38.29	257.01
129	NALC	Course fee	9.63	64.63
130	L R Fuller	Mileage (August)	0.00	19.14
131	J Davis	Expenses	0.00	4.35
132	Index Business Supplies Ltd	Stationery	2.74	18.41
133	Shaw and Sons Ltd	Publication	0.00	29.95
134	Select Business Equipment Ltd	Franking machine	157.50	900.00
135	Thames Water Utilities Ltd	Kingsley Hall	0.00	91.22
136	A F Woodward & Sons	Shower service at RV Rec.	86.45	580.45
137	Cash	Petty cash	0.00	70.40
Transfer	Payroll account	Reimburse imprest	0.00	4111.00
Total				6146.56

Signed

Date

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday, 5th November 1997 at 7.30pm at Kingsley Hall.

Present:

Councillors: Mrs M Taylor (in the Chair)

Mrs J M Barnett	Mrs P Meadows	S W Murray
R E Pearce	M W Wardle	

Also in attendance:

Councillors: Mrs J Davis L J Harris M W Juniper
Mrs B R Sagers

Officer: L R Fuller (Town Clerk)

C19 Apologies for absence

Apologies for absence were received from Councillor Hogan.

C20 Confirmation of Minutes

The Minutes of the meeting held on 10th September 1997 were CONFIRMED as a correct record and signed by the Chairman. The Clerk reported that there was an error in the list of cheques approved; the cheque to Select Business Equipment was for £1,057.50.

C21 Matters for Report

21.1 St. Margaret's Hospital/Rectory Lane Clinic – Minute no. C3.2

The letters from Essex and Herts Community NHS Trust were NOTED. The Clerk was asked to write again pointing out that a minor injuries unit would reduce pressure on the Accident and Emergency Department. A full pathology unit would still be desirable.

21.2 Loughton Station Yard – Minute no. C3.3

The Committee was pleased to NOTE the intention to clean the site on a regular basis. London Underground would be asked to clean the underpass.

21.3 Emergency Plan – Minute no. C7

The Committee NOTED that the Emergency Planning Officer would be asked to a future meeting.

21.4 Community Newsletter

The Committee NOTED the distribution date for the Newsletter. It would be useful if bus timetables could be incorporated into the Newsletter.

C22 Public Transport in Loughton – Minute no. C12.1

The meeting on public transport had been held on 4th November. It was REPORTED to be a useful meeting with many topics aired. Loughton was relatively lucky as Essex County Council could regulate contract services but not private ones. The County Council is very limited generally in the control it can exercise.

C23 Rural/Urban Services

The Committee considered the question of whether the level of service provision in the rural part of the District was lacking compared to the urban part. Specific examples were required before a comment could be made.

C24 Rail Policy

As there is no British Rail service in Loughton, only the London Underground service, comments on the County Council's railways policy were not immediately relevant. The Committee STATED that there should be an integrated transport service, and that public transport should be improved to encourage a reduction in car use. To be a valid alternative, public transport needed to be efficient, reliable, interrelated and affordable.

C25 Health Services

The Council's representative on health matters could not attend the workshop on 6th November, so Cllr Murray agreed to attend. Cllr Meadows was attending in another capacity, and they would feed their comments back to the Clerk for transmission to the Health Authority. It was important to participate in major consultative exercises which could have an impact on the health services available.

C26 Community Forum

The first meeting of the Community Forum had taken place on 29th October and had been attended by about 60 people from various groups. The inaugural meeting was generally considered a good start, but it was important that the Forum should be more than a "talking shop". Future meetings may need a focus to encourage continued attendance, such as a speaker. There was a lack of young people attending; "youth matters" should be a standing item. The Library was a suitable venue. The next meeting would be on 18th February or 4th March.

Most issues were answered at the time, but one specific matter to be followed up was the general dissatisfaction in the community with the enforcement of parking restrictions.

C27 Old People's Welfare Committee

It was AGREED that the Annual Meeting of the Council would be asked to nominate a Town Council representative for this Committee.

C28 Estimates for 1998/9

The estimates for 1998/9 were AGREED as follows:

	£
Newsletters	2,500
Forum	300
Millennium Fund	1,000
Contingency	<u>1,200</u>
	5,000

Signed

Date

LOUGHTON TOWN COUNCIL

COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday, 28th January 1998 at 7.30pm at Kingsley Hall.

Present:

Councillors: Mrs M Taylor (in the Chair)

Mrs J M Barnett	Mrs P Meadows	S W Murray
R E Pearce	M D Hogan	

Also in attendance:

Councillors: Mrs B R Siggers

Officer: L R Fuller (Town Clerk)

C29 Apologies for absence

Apologies for absence were received from Cllr Wardle.

C30 Confirmation of Minutes

The Minutes of the meeting held on 5th November 1997 were CONFIRMED as a correct record and signed by the Chairman.

C31 Matters for Report

31.1 Emergency Plan – Min. no. C21

The Committee NOTED that the Emergency Planning Officer will attend the meeting on 25th March to give a presentation.

31.2 Community Newsletter – Min. no. C21.4

It was NOTED that the Newsletter will be distributed during the week beginning 9th February. The additional cost of printing and distributing the bus timetables is being investigated.

31.3 Public Transport in Loughton – Min. no. C22

The Committee was not satisfied with the response from Essex County Council and asked for a number of matters to be pursued. It was AGREED to hire a hall and hold a public meeting with the General Manager of the Central Line attending to explain the very poor service on the Line.

31.4 Health Services – Min. no. C25

The Clerk was requested to SEND a copy of the Council's comments on "Taking the Initiative" to the West Essex Community Health Council.

31.5 Road Safety – New Traffic Signals in High Road

The Committee noted that the Loughton Residents' Association had sent a petition to Essex County Council. Cllr Pearce REPORTED further that Essex County Council had already responded to some of the points made.

C32 Community Forum

The format for the next meeting, to be held at 8.00 p.m. on Wednesday 18th February at Loughton Union Church, was DISCUSSED. The Chairman of the Committee would chair the Forum. Special invitations to attend would be extended to the police and the youth service. The agenda would include Safety, the Millennium, Youth Matters, Community Newsletter and Public Transport.

C33 Accounts for Payment

The following accounts for payment were AGREED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
			£	£
175	Essex County Council	Library Meeting Room hire	0.47	72.15
176	Chubb Fire Ltd	Equipment service, Kingsley Hall	1.09	7.34
177	Royal Mail	Newsletter delivery	0.00	599.02
178	SITA (GB) Ltd	Cemetery waste bins	25.94	174.14
179	BT plc	Cemetery 'phone	2.14	14.39
180	Epping Forest District Council	Kingsley Hall rates	0.00	539.00
181	Fibrous Ltd	Cemetery supplies	29.58	198.58
182	Travis Perkins	Cemetery supplies	16.10	108.10
183	Thames Water	Cemetery	0.00	256.38
184	Royal Mail	Postage	0.00	150.00
185	Cash	Petty cash	0.00	46.84

The following general cheque drawn on the No. 2 account was NOTED:

34	Royal Mail	Postage	0.00	50.00
----	------------	---------	------	-------

Signed

Date

LOUGHTON TOWN COUNCIL
COMMUNITY COMMITTEE

Minutes of the Meeting held on Wednesday, 25th March 1998 at 7.30pm at Kingsley Hall.

Present:

Councillors: Mrs M Taylor (in the Chair)
Mrs P Meadows S W Murray
M W Wardle

Officers: L R Fuller (Town Clerk) J P Fox (Assistant Town Clerk Designate)

Also in attendance: Cllr Mrs S Harper Cllr Mrs J P Woodman
G Dickson (EFDC) B Griffiths (CTL)

C34 Apologies for absence

Apologies for absence were received from Cllrs Barnett, Hogan and Pearce.

C35 Confirmation of Minutes

The Minutes of the meeting held on 28th January 1998 were CONFIRMED as a correct record and signed by the Chairman.

C36 Presentation on Emergency Planning

Ms G Dickson, Emergency Planning Adviser, Epping Forest District Council, informed the Committee about how it could set up its own local emergency plan which would include a wide range of information about local facilities etc. The outline on which to base the plan was provided. It was important to keep the plan up to date. One person needed to be named as the main contact. Such a plan could aid a more immediate and local response.

It was AGREED to work on gathering the information.

C37 Matters for Report

The response to the consultations received on the health document "Taking the Initiative" was REPORTED.

C38 Current Financial Position

The Committee's current financial position was NOTED.

C39 Committee Aims and Objectives

It was AGREED that the Committee's aims would be "to promote civic pride and good citizenship, to ensure proper consultation and representation of the people, to communicate the Council's activities, and to promote safety and environmental health", and the objectives as in the Terms of Reference in Standing Orders.

C40 The Millennium

Barbara Griffiths of Churches Together in Loughton reported on their plans to mark the Millennium.

The Essex Millennium Festival encourages all event organisers to register information about dates etc. on the database kept in local libraries, to provide comprehensive information and prevent clashes of dates.

The Committee AGREED to investigate the possibility of road closures in the Broadway and High Road to enable street parties to be held.

C41 Community Newsletter

41.1 Suggestions were made for future issues of the Newsletter. Green or red colouring should be avoided.

41.2 The Committee did NOT AGREE to printing and distributing the bus timetables; this should be the responsibility of Essex County Council to make the information available.

41.3 It was AGREED that after the planned issue in June, the Committee would like to produce four issues a year, to be distributed by Royal Mail. The expenditure was within the budget set for 1998/9.

C42 Community Forum

The intention would be to hold three meetings of the Forum a year; the next to be in late June. David Stone from the Youth Service would be asked to address the meeting.

C43 Community Health Council

It was AGREED not to nominate co-optees to the Community Health Council for the time being.

C44 Epping Forest District Council Housing Strategy Statement 1999/2000

Cllr Murray would draw together comments from the Town Council to Epping Forest District Council on the Housing Strategy Statement.

C45 Accounts for Payment

The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
			£	£
213	Queensbury International Ltd	New bus shelter and refurbishment	532.18	3041.00
214	Chubb Fire Ltd	Fire extinguisher, Kingsley Hall	12.02	80.72
215	Index Business Supplies Ltd	Stationery	25.63	172.12
216	EI Ltd	Bulbs in Kingsley Hall	5.35	35.95
217	CPRE	Subscription	0.00	17.50
218	Stonepound Books	Book	0.00	10.50
219	NALC	Health & Safety Manual	0.00	15.00
220	Essex County Council	Supplies	34.15	229.22

Continued overleaf

C45 Accounts for Payment (continued)

221	Mr L Hall	Graves and litter bins	0.00	1460.00
222	Associated Glass	Kingsley Hall	4.15	27.89
223	Citizens Advice Bureau	Grant	0.00	300.00
224	Regional Employers' Organisation	Subscription	12.60	84.60
Transfer	No. 2 account	Reimburse imprest	0.00	4395.81

Signed**Date**