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

**Minutes of the Meeting held on Wednesday 9<sup>th</sup> June 1999 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** Mrs M Taylor (in the Chair)

Mrs J M Barnett	Mrs S M Harper	M W Juniper
Mrs P Meadows	S W Murray	M W Wardle

**Also in attendance:**

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

**C89 Apologies for absence**

There were no apologies for absence.

**C90 Confirmation of Minutes**

The Minutes of the meeting held on 24<sup>th</sup> March 1999 were CONFIRMED as a correct record and signed by the Chairman.

**C91 Matters for Report**

**C91.1 Oakwood Hill/Roding Road Junction – Min No. 84.1**

Cllr Juniper informed the Committee that he had received a letter from the SHAW group complaining that the District Council had not yet implemented the traffic calming measures which the County Council promised would be carried out quickly. It was thought that the District Council were waiting until the new traffic lights at the junction were completed before carrying out a traffic survey in Alderton Way and Stonards Hill. The Committee AGREED that the Town Clerk would write to the District Council to ask them to speed up the traffic light installation scheme and the survey of the traffic flow around Alderton Way and Stonards Hill.

**C91.2 Community Forum**

The Committee NOTED the agenda for the Community Forum and publicity arrangements. It was AGREED that the item on safety should be removed from the Community Forum Agenda in future as safety issues can be discussed under the item "Open Forum".

**C92 Financial Position for 1998/9**

The Committee's position at the end of the financial year 1998/9 was NOTED.

**C93 Community Newsletter**

The Committee noted the information about the cost of the newsletter with a new designer, and AGREED to change to a new designer. The colour of the newsletter would reflect the seasons:

Spring	Green
Summer	Red
Autumn	Orange
Winter	Blue

It was AGREED that the new newsletter should continue to contain 16 pages if possible, but 12 would be acceptable if necessary.

#### **C94 Local Transport for Essex**

Cllr Wardle agreed to read the Local Transport for Essex plan drawn up by Essex County Council, and make written comments before circulating it to other committee members for their comments. The Committee was asked to bear in mind the fairly tight timescale for this to be completed

#### **C95 Community Involvement in Christmas Events**

##### **C95.1 Christmas Card Competition**

The Committee was keen to involve the local community in designing the Town Council's Christmas card. As the Finance and General Policy Committee is responsible for making such a decision, this Committee drew up the basis of a scheme which would be put to the Finance and General Policy Committee for a decision.

##### **C95.2 Christmas Tree Lights**

The Committee would like to make the switching on of the lights more of a community event and asked the Clerk to write to the Debden Traders' Association and Loughton Town Centre Partnership suggesting some ways to move towards this end. Cllr Taylor would ascertain if one of the local shops would be willing to donate sweets to be handed out to children attending.

##### **C95.3 Decorated Window Competition**

Cllr Murray asked the Committee to congratulate the Town Clerk on her work on this item and the Committee AGREED the scheme as detailed below.

#### **1 Eligibility**

All shops and businesses within the Town Council's boundaries may enter the competition.

#### **2 Classes of entry**

Entrants will be split into two classes:

- (i) Local/independent businesses
- (ii) Multiples/chain stores (three or more branches)

All entries must be on the Council's official entry form (photocopies are acceptable). The closing date for entries is Friday 26<sup>th</sup> November 1999. Window displays must be in place for judging by Monday 6<sup>th</sup> December.

#### **3 Judging**

Judging will be carried out by a panel consisting of the Chairman and Vice Chairman of the Community Committee and Chairman of the Council (or substitutes if circumstances dictate).

Judging will take place during the period Monday 6<sup>th</sup> December to Sunday 19<sup>th</sup> December. Results will be announced the following week.

The judges' decision is final and no correspondence will be entered into.

#### **4 Theme**

Entrants may base the window display on any Christmas theme.

**5 Judging Criteria**

The window displays will be judged on a range of criteria, including

- Overall impression/visual impact
- Creativity/ideas
- Artistic merit
- Inventive use of materials
- Effort

Window displays relying primarily on considerable expenditure to achieve their impact will not be favoured in the judging.

There is no maximum or minimum size for the display.

**6 Prizes**

All entrants will receive a certificate indicating their participation in the competition.

The first prize-winner in each class will receive an engraved cup to retain for eleven months (to be awarded again the following year) and a certificate to keep; also a donation of £100 to be made to the charity of their choice.

The runner-up and highly commended entries in each class will be awarded a certificate.

Cllr Murray suggested that the competition could be extended to local residents' external displays at some future time.

**C96 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>
476	E.I.Electrical	Electrical works: Kingsley Hall and Roding Valley Changing Rooms	13.52	90.85
477	Associated Glass	Works: Kingsley Hall	6.12	41.12
478	Trio Building Services	Works: Council Office, Traps Hill	0.00	482.00
479	Select Business Equipment	Stationery	2.18	14.63
480	British Telecom	Telephone bills: office and cemetery	61.34	411.94
481	Loughton Review	Advert for the Annual Town Meeting	4.38	29.38
482	Loughton Methodist Church	Hire of hall for Annual Town Meeting	0.00	29.00
483	Essex County Council	Office equipment maintenance	7.18	48.18
484	Acumen Wages Service	Payroll service	3.50	23.50
485	Service Publications Ltd	Newsletter	0.00	1200.00
486	Royal Mail	Postage	0.00	250.00

**Signed** .....

**Date** .....

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**LOUGHTON TOWN COUNCIL**

**COMMUNITY COMMITTEE**

**Minutes of the Meeting held on Wednesday 8<sup>th</sup> September 1999 at 7.30pm at Kingsley Hall.**

**Present:**

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

**Also in attendance:**

**Officers:** L R Fuller (Town Clerk)  
 I Sampson (Committee Clerk)

**C97 Apologies for absence**

An apology for absence was received from Cllr Mrs J Barnett, who was recovering from an accident. The Committee sent her its best wishes.

**C98 Confirmation of Minutes**

The Minutes of the meeting held on 9<sup>th</sup> June 1999 were CONFIRMED as a correct record and signed by the Chairman.

**C99 Matters for Report**

**99.1 Christmas Cards**

The Committee NOTED Finance and General Policy Committee's approval of a competition to design the Town Council's Christmas card, with prizes (amounting to £100) to come from Community Committee's budget.

**99.2 Best Dressed Window**

The Committee NOTED arrangements for advertising the competition. It was AGREED that application forms should be delivered personally to all businesses, and Committee members volunteered to undertake this task.

**99.3 Christmas Lights**

It was NOTED that the Town Centre Partnership for the High Road had proposed a joint working party with The Broadway to discuss the Christmas lights for both shopping centres, with representatives from the Town Council. The Clerk suggested that Community Committee and Environment, Heritage and Leisure Committee should each nominate a representative and the Chairman was nominated from the Community Committee.

**99.4 Community Transport**

The Clerk reported a public meeting to be held by the Epping Forest Council for Voluntary Services on 27<sup>th</sup> September at 8.00 p.m. in the Methodist Church Hall to discuss community transport.

**C100 Current Financial Position**

The Committee's current financial position was NOTED.

**C101 Community Forum**

It was AGREED that the next meeting of the Community Forum should feature presentations on the proposed skateboard park and Millennium Grove, and that the District Council's Arboricultural Officer, Chris Neilan, should be invited to talk about the plans for the Millennium Grove.

**C102 Reference from Annual Town Meeting**

It was AGREED that while the boundary changes were being implemented it was not a good time to discuss Parish Constables.

**C103 Epping Forest District Council Economic Development Plan 1999/2003**

It was AGREED that comments on the Plan should be submitted to the Town Clerk in the near future.

**C104 Millennium Grove**

An additional briefing note was circulated at the meeting.

It was AGREED that the community should be involved by inviting volunteers to help with the planting of the trees. A turf maze and human sundial were suggested and it was AGREED to refer these ideas to the Arboricultural Officer.

A suggestion that the grove should be called "The Millennium Remembrance Grove", in memory of the war dead of the Twentieth Century, was APPROVED.

**C105 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>
543	L Hall	Grave digging	0.00	450.00
544	Signs of the Times	Heritage plaques	50.58	339.58
545	J McLintock & Sons Ltd	Building Maintenance – Recreation Ground Changing Rooms	159.91	1073.76
546	Pinnacle Cleaning Services	Cleaning at Changing Rooms and Kingsley Hall	0.00	374.79
547	Ryan Leisure Activities	Kingsley Hall – Hall floor refurbishment	121.62	816.62
548	Epping Forest District Council	Kingsley Hall – Rates	0.00	115.00
549	Cash	Petty Cash imprest	0.00	94.13
550	E.I. Electrical Ltd	Kingsley Hall – Electrical maintenance	5.06	34.01
551	Essex County Council	Kingsley Hall – Refrigerator	22.40	150.40
Direct debit	Compuserve	July and August subscriptions	0.00	12.30

**Signed** .....

**Date** .....

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

**Minutes of the Meeting held on Wednesday 3<sup>rd</sup> November 1999 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** Mrs M Taylor (in the Chair)  
Mrs S M Harper      M W Juniper      Mrs P Meadows  
M W Wardle

**Also in attendance:**

**Councillor:** A T Lee  
**Officers:** L R Fuller (Town Clerk)  
J F Hall (Committee Clerk)

**C106 Apologies for absence**

An apology for absence was received from Cllr S W Murray.

**C107 Confirmation of Minutes**

The Minutes of the meeting held on 8<sup>th</sup> September 1999 were CONFIRMED as a correct record and signed by the Chairman.

**C108 Matters for Report**

**108.1 Christmas Cards - Min. no. C99.1**

The Committee NOTED that arrangements are in hand for the printing of the Council's official Christmas card and that prizes will be awarded to the competition winners at the Finance and General Policy Committee meeting on 1<sup>st</sup> December 1999.

**108.2 "Think Loughton"**

The Committee NOTED that the Christmas edition of the newsletter will be the first in the new design and that the colour will be red and also the continuing discussions with the printers regarding the use of shiny paper. The Clerk also reported that it is not possible to claim from Royal Mail for the cost of the printing of the copies not delivered but that negotiations were continuing regarding a refund of the delivery charges.

**C109 Current Financial Position**

The Committee's current financial position was NOTED.

**C110 Epping Forest Primary Care Group - Application for trust status**

The Committee SUPPORTED Epping Forest District Primary Care Group's application for trust status.

**C111 Estimates for 2000/2001**

The Committee AGREED the estimates for 2000/2001 as proposed, and NOTED that in future there would be an element for administration in the Committee's budget.

**C112 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>
581	National Assn of Local Councils	Conference	16.63	111.63
582	Pinnacle Cleaning Services	Works at Kingsley Hall	0.00	20.00
583	London Electricity plc	Electricity standing charge: War Memorial	-0.68	21.83
584	Orion Media Marketing Ltd	Stationery	4.91	32.94
585	Cash	Petty cash imprest	0.00	70.19
586	London Electricity plc	Electricity: Kingsley Hall	-1.13	80.29

**Signed** .....

**Date** .....

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

**Minutes of the Meeting held on Wednesday 19<sup>th</sup> January 2000 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** Mrs M Taylor (in the Chair)

Mrs S M Harper	M W Juniper	Mrs P Meadows
S M Murray	M W Wardle	

**Also in attendance:**

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

**C113 Apologies for absence**

An apology for absence was received from Cllr Mrs J M Barnett.

**C114 Confirmation of Minutes**

The Minutes of the meeting held on 3<sup>rd</sup> November 1999 were CONFIRMED as a correct record and signed by the Chairman.

**C115 Matters for Report**

**C115.1 Millennium Remembrance Grove**

The Committee NOTED that arrangements for the Grove are progressing and although there are no plans for a scented garden or human sundial at present these ideas could perhaps be decided upon at a later date.

**C115.2 Millennium Mugs**

The Committee NOTED that the first delivery of mugs had been received in December 1999 as MENCAP had requested early delivery in order give the mugs to its members in time for Christmas. The balance of the order of mugs will be delivered directly to schools. The junior schools will take delivery during the summer term and the senior schools during the Easter term. The Committee DECIDED that there should be a ceremonial handover of mugs at the schools by the Chairman and Vice Chairman of the Community Committee and the Council's representatives on the governing bodies.

**C116 Current Financial Position**

The Committee's current financial position was NOTED.

**C117 "Think Loughton"**

The Committee liked the re-designed newsletter and AGREED that the extra costs involved in printing on shiny paper are prohibitive and will not therefore be implemented.

**C118 Christmas Card Competition**

The Committee DECIDED to run a Christmas card competition for Christmas 2000 and to promote the competition more actively in schools in order to attract more entries.

**C119 Best Dressed Window Competition**

The Committee DECIDED to run a Best Dressed Window competition for businesses for Christmas 2000 and would like to extend the competition to private houses. Buckhurst Hill Parish Council would be asked about their competition and a report made to a future meeting of the Committee.

**C120 Concessionary Bus and Tube Passes**

The Committee AGREED to SUPPORT the campaign being conducted by a member of the public to persuade Epping Forest District Council to carry out a feasibility study into granting pensioners in the district free All London Tube and Bus Passes.

**C121 Reference from Council**

The Committee considered the possibility of a Youth Council. Anecdotal evidence from other authorities was that they varied in their success. As it had only been inaugurated in 1996, this Council was quite young to consider such a step. It was AGREED that further information would be gathered for the new Council to consider early in its term of office.

**C122 Accounts for Payment**

**C122.1** The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
624	Essex County Council	Supplies for Kingsley Hall and Stationery for office.	15.59	104.70
625	L Hall	Remedial work at Cemetery	0.00	50.00
626	Index Business Supplies	Stationery	2.97	19.96
627	Tim Moya Tree Services	Report on works at Cemetery	40.25	270.25
628	The Yards	Millennium mugs (half instalment)	336.04	2256.28
629	Bridport Leisure & Industrial Products Ltd	Mini Soccer Goals	38.15	256.15
Transfer	No.2 account	Reimburse imprest (January)	0.00	7069.44

**Signed** .....

**Date** .....

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

**Minutes of the Meeting held on Wednesday 15<sup>th</sup> March 2000 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** Mrs M Taylor (in the Chair)

Mrs S M Harper	M W Juniper	Mrs P Meadows
S M Murray	M W Wardle	

**Also in attendance:**

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

**C123 Apologies for absence**

An apology for absence was received from Cllr Mrs J M Barnet.

**C124 Confirmation of Minutes**

The Minutes of the meeting held on 19th January 2000 were agreed subject to the addition of "maze" after "garden". The minutes were then CONFIRMED as a correct record and signed by the Chairman.

**C125 Matters for Report**

**C125.1 Community Transport Report**

The Town Clerk REPORTED the launch at Upshire on 16<sup>th</sup> March 2000 of Epping Forest CVS Community Transport Report.

**C125.2 Epping Forest District Council Local Transport Strategy**

The Clerk had received the draft Local Transport Strategy from Epping Forest District Council. A copy can be seen in the office and comments are invited before the end of March.

**C125.3 Millennium Remembrance Grove – Min.no. C115.1**

Cllr Harper REPORTED that Eastern Arts Board has given grants for human sundials in the past under the "Awards for All" scheme. It was agreed that Cllr Harper should obtain more information about the grants. In answer to a question, the Town Clerk confirmed that donations would not be for a specific tree, and in order to make subscriptions available as widely as possible, no specific amount would be set. The plans proposed for the Grove from the outset have included a "Book of Remembrance" in which names of subscribers would be recorded, along with the person(s) to be remembered, if appropriate. The plans had not included a board of names on site. There was some confusion surrounding this and the Clerk agreed to check the records.

**C125.4 Epping Forest District Council's External Funding Officer**

The Committee RESOLVED to invite the District Council's External Funding Officer to address the next meeting of the Committee.

**C125.5 Millennium Mugs – Min. no. C115.2**

The Committee NOTED the difficulties experienced in making arrangements for the presentation of mugs at the secondary schools. In order to avoid such difficulties with the primary schools, the Town Council governors (plus Cllr Wardle for Oak View School, Cllr Taylor for Thomas Willingale schools) would be asked to liaise with the schools themselves if they wished for a formal presentation to take place.

**C125.6 Concessionary Bus Passes – Min. no. C120**

The Committee NOTED that the District Council is negotiating access for concessionary fares into Greater London but that there is no point in a feasibility study into the free London Concessionary Fares Scheme as this scheme is restricted by legislation to residents of Greater London.

**C126 Current Financial Position**

The Committee's current financial position was NOTED.

**C127 Domestic Houses – Christmas Illuminations Competition**

The Committee DECIDED that the idea of a Christmas Illumination competition for local residents should be referred to the first Community Committee of the next Council.

**C128 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>
653	Lloyd Williams	Insurance valuations	48.13	323.13
654	Regional Employers Organisation	Subscription	13.48	90.48
655	Epping Forest Community Church	Grant	0.00	500.00
656	Pinnacle Cleaning Services	Kingsley Hall: Window cleaning and polishing of hall floor	0.00	108.00
657	J McLintock & Sons Ltd	Roding Valley Changing Rooms: Building maintenance	7.00	47.00
658	P Batt	Newsletter design	0.00	500.00
659	Essex County Council	Stationery for office and supplies for Kingsley Hall	13.28	96.86
660	Epping Forest District Council	Stationery	1.75	11.75
661	EI Limited	Lighting in office	22.40	150.40
Transfer	No. 2 account	Reimburse imprest (February)	0.00	7101.41

Signed .....

Date .....