
LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

MINUTES of the Annual Meeting of Council held on Wednesday 17th May 2000 at 7.30 p.m. at Loughton Library.

Present:

Councillors: J P Woodman (in the Chair for Minute nos. 1-3)

S W Murray (in the Chair from Minute no. 4)

J M Barnett

E V Boatman

J Davis

K F Ellis

L M Ford

S M Harper

L J Harris

M D Hogan

M W Juniper

A T Lee

P Meadows

T G Owen

C C Pond

B R Sagers

M G Sellears

M E Taylor

M W Wardle

R J Wilmot

V Wisenfeld

Officers: L R Fuller (Town Clerk)

I Sampson (Administrative Assistant)

Also: Six members of the public

1 Chairman's Introduction

The Chairman opened the meeting by extending a warm welcome to the four new members of the Council and congratulating all those who had been re-elected.

2 Apologies for Absence

An apology for absence was received from Cllr R E Pearce.

3 Election of the Chairman of the Council for 2000/2001

Cllr S W Murray was proposed and seconded and, there being no other nominations, Cllr Murray was elected Chairman. He duly executed the Declaration of Acceptance of Office and took the Chair, expressing his thanks to the Council for his appointment and declaring his intention to be a voting chairman.

4 Appointment of Vice-Chairman of the Council for 2000/2001

Cllr S M Harper was proposed and seconded and, there being no other nominations, Cllr Harper was appointed Vice-Chairman.

5 Public Questions

No questions had been received.

6 Confirmation of Minutes

The Minutes of the meeting held on Wednesday 26th April 2000 were CONFIRMED as a correct record and signed by the Chairman, subject to the following amendments. Minute no. 212.3 – (Cllr Boatman declared a non-pecuniary interest in the Roding Road Allotment and Leisure Gardens Association and a pecuniary interest in the Roding Road Allotment site and left the room during discussion of this item.) The second and third sentences should be reworded as follows:

"With regard to Min. nos. E195 and E200, Cllr Pond reported on the current status of discussions between the Town Council and the Roding Road Allotment and Leisure Gardens Association (RRA&LGA). He hoped that the new Council would reach an agreement with the RRA&LGA quickly."

Minute no. 216 – The last sentence should have the following clause added:

"...; it would be one of the ward councillors for that ward."

7 Questions without Discussion

No questions had been received.

8 Appointment of Members, and Election of Chairman and Vice-Chairman, of Council Committees for 2000/2001

8.1 Planning Committee

Cllrs Ellis, Hogan, Lee, Owen, Siggers, Taylor and Wilmot were nominated and appointed to the Planning Committee. Cllr Hogan was elected Chairman and Cllr Lee Vice-Chairman. A vote of thanks to Cllr Wilmot for his chairmanship of the Planning Committee during the Council's first term was proposed and unanimously carried.

8.2 Community Committee

Cllrs Barnett, Ellis, Lee, Meadows, Taylor, Wardle and Wisenfeld were nominated and appointed to the Community Committee. Cllr Meadows was elected Chairman and Cllr Taylor Vice-Chairman.

8.3 Environment, Heritage and Leisure Committee

Cllrs Barnett, Ford, Owen, Pond, Sellaars, Wilmot and Woodman were nominated and appointed to the Environment, Heritage and Leisure Committee. Cllr Pond was elected Chairman and Cllr Barnett Vice-Chairman.

8.4 Finance and General Policy Committee

Cllrs Murray and Harper were automatically appointed to the Committee.

Cllrs Boatman, Ellis, Harris, Hogan and Juniper were nominated and appointed to the Finance and General Policy Committee. Cllr Juniper was elected Chairman and Cllr Harris Vice-Chairman.

9 Nomination of Council Representatives to Outside Bodies for 2000/2001

9.1 The Council representatives on outside bodies for 2000 were AGREED as below:

Alderton County Infant School	Cllr S W Murray (4 years to 2003)
Alderton County Junior School	Cllr S W Murray (4 years to 2003)
The Hereward County Primary (Single School)	S Barnes (4 years to 25.7.2002)
Staples Road County Infant School	Cllr S M Harper (4 years to 19.10.2003)
Staples Road County Junior School	Cllr S M Harper (4 years to 19.10.2003)
The White Bridge County Infant School	Cllr P Lavin (4 years to 2003)
The White Bridge County Junior School	Cllr P Lavin (4 years to 2003)
St John Fisher RC Primary School	Cllr M D Hogan (4 years to 11.1.2004)
Loughton Lopping Endowment Fund	Cllr C C Pond
Loughton Parochial Charities	Lord Murray of Epping Forest (4 years 20.5.2000 to 19.5.2004) E J Retter (indefinitely)
Essex Association of Local Councils - Epping Forest Branch	Cllrs L M Ford & M W Juniper
Local Councils Liaison Committee	Cllrs L M Ford & M W Juniper

Continued/...

EALC - Larger Local Councils Forum	Cllr L J Harris
EFDC Cycling Forum	Cllrs B R Saggars & J P Woodman
Epping Forest Countrycare Liaison Group	Cllr J P Woodman
ECC Parish Passenger Transport Forum	Cllrs B R Saggars and C C Pond
Tree Wardens	Cllrs S M Harper and J P Woodman
Town Centre Partnership Steering Group (High Road, Loughton)	Cllrs B R Saggars and A T Lee
Town Centre Partnership Steering Group (The Broadway, Loughton)	Cllrs M W Juniper and R J Wilmot
Citizens' Advice Bureau Management Committee	Cllr M W Juniper
Community Health	Cllr M D Hogan*
Chigwell Old People's Welfare Committee	Cllr M W Wardle
Town Centre Enhancement Focus Group (High Road)	Cllrs A T Lee, T G Owen & M W Wardle
Town Centre Enhancement Focus Group (The Broadway)	Cllrs J Davis, T G Owen and R J Wilmot
Local Parishes Working Group on Police Boundary Changes	Cllrs Mrs J M Barnett & M W Juniper
Epping Forest Safer Communities Partnership – Debden Green and Broadway Action Group	Cllr M W Juniper
Under 11s Action Group	Cllr J Davis

* It was AGREED that if it were found to be feasible to have two representatives under the heading of Community Health, Cllr Meadows would share this position with Cllr Hogan.

9.2 Cllr Taylor was APPOINTED as a third member to sit on the Grievance Hearing Panel.

9.3 The following councillors were APPOINTED to assume responsibility for the new noticeboards:

- (a) Cllr Lee for the High Road near Woolworths
- (b) Cllr Lee for the High Road by Brook Path
- (c) Cllr Sellears for Pyrles Lane
- (d) Cllr Wilmot for outside Homebase car park
- (e) Cllr Davis for Torrington Drive by the bus terminal (and existing noticeboards at the Housing Office in The Broadway and Debden Library)
- (f) Cllr Murray for the Roding Road/Oakwood Hill intersection.

10 Accounts for Payment

10.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
708	L Hall	Gravedigging	0.00	470.00
709	Impact	Subscription	0.00	50.00
710	DBJ (Woodford) Ltd	Kingsley Hall: Works	8.61	57.81
711	Chubb Fire Ltd	Cemetery: Fire safety equipment maintenance	55.39	371.89
712	Greenside Landscapes	Roding Valley Recreation ground: Works	21.87	146.87

Continued/..

713	EFDC	Kingsley Hall: Rates	0.00	111.00
714	Select Business Equipment	Photocopying	12.13	81.46
715	British Gas Trading Ltd	Kingsley Hall: Gas	77.95	523.40
716	Essex County Council	Kingsley Hall: Supplies	7.14	65.81
717	Essex Association of Local Councils	EALC/NALC subscription	0.00	968.43
718	EFDC	Grounds, Playgrounds & Nursery Maintenance for 1999/200	15748.60	105740.60
719	Cash	Petty cash imprest	0.00	70.48
Direct debit	Compuserve	Subscription: April	0.00	8.57

11 Reports from Town Clerk

11.1 Correspondence received

The Clerk reported on the following documents recently received and available for viewing:

- (a) Communication from Epping Forest District Council concerning Footpath 1 opposite Debden House
- (b) North Essex NHS Consultation Feedback
- (c) Essex County Council Local Transport Plan Consultation Paper.

11.2 Cllr Colin Robinson

The Council was informed of the recent death of Buckhurst Hill District and Parish Councillor Colin Robinson and noted that his funeral would take place at St. John's Church Buckhurst Hill at 10.00 a.m. on 23rd May 2000. Cllr Murray would write a letter of condolence on behalf of the Council.

Signed.....

Date.....

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of the Special Council Meeting held on 31st May 2000 at 7.30 p.m. at Kingsley Hall.

Present:**Councillors:** S W Murray (in the Chair)

E V Boatman	J Davis	K F Ellis
L M Ford	S M Harper	M W Juniper
A T Lee	T G Owen	R E Pearce
C C Pond	B R Saggars	M G Sellears
M E Taylor	R J Wilmot	V Wisenfeld
J P Woodman		

Officers: L R Fuller (Town Clerk)
 A Storah (Principal Planning Officer, Epping Forest District Council)
 S Carpenter (Planning Officer, Epping Forest District Council)

Also: Approximately 20 member of the public

12 Apologies for Absence

Apologies for absence had been received from Cllrs Harris, Hogan, Meadows and Wardle.

13 Public Questions

No questions had been received.

14 Confirmation of Minutes

The Minutes of the meeting held on Wednesday 17th May 2000 were CONFIRMED as a correct record and signed by the Chairman.

15 Questions without Discussion

No questions had been received.

16 Planning Application

Alan Storah, Principal Planning Officer of Epping Forest District Council, explained the role of the Town Council in considering and commenting on the planning application by Sainsbury's for a supermarket in Old Station Road. He also explained the likely events if the application is refused by Epping Forest District Council. The factors which would be taken into account in deciding the application would firstly be the Development Plan, which consists of the County Structure Plan and the District Council Local Plan. He identified several policies in the Local Plan which were likely to be significant in making the decision. The District Council would also take into account material considerations; these could include the integration of planning and transportation, need and sequential approach – these all came from government policy direction – and councillors may also be able to consider public opinion as a material consideration.

Members asked a number of questions and made points about the scheme. Mr Storah confirmed that if the Town Council had a strong view now, it was helpful to him in formulating his report to know that view, but that further information would be

available and the Town Council could come back in the future to modify or supplement its original comments. He also offered to return to a future meeting, after the traffic survey and retail reports were published, and to bring traffic experts who would be able to answer more detailed questions.

The Council RESOLVED to object strongly to the Sainsbury's application on the basis of the current information available. The grounds for the objection were:

- (a) The shop would result in an unacceptably large increase in traffic that the highway network of Loughton is incapable of absorbing.
- (b) The important public transport interchange of Loughton Station would be obstructed and impaired by the planned entrance to the car parks being close to the Station entrance.
- (c) The siting of a large supermarket on the edge of the town centre, in an area zoned other than for retail use in the Local Plan, is outwith current government planning guidance, especially as a site (Lambs) exists in the centre itself.
- (d) The siting of a supermarket in Old Station Road is likely to detract from the viability of retail enterprise elsewhere in Loughton, which the Council has been keen to promote, and the need for such a shop has not been established.
- (e) Road safety in the vicinity of a nursery and large secondary school would be jeopardised.
- (f) Noise and pollution would detract from the amenity of the adjoining residential district.
- (g) No proper provision is made for the safety and convenience of the main pedestrian flow from Loughton Station to the centre of the town near St. Mary's Church.
- (h) No provision is made for the continuation of the statutory right of way from the western part of the Station Yard to Algiers Road.
- (i) Listed building consent for demolition of the west wing of the Station should be withheld. This wing was an integral part of J. Murray Easton's design for the Station.

The Council agreed that, circumstances permitting, a larger hall would be preferable for a future Council meeting with this application on the agenda, and also that if the application did eventually go to appeal, the hearing should be held in Loughton.

17 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
720	Thames Water Utilities	Water: Kingsley Hall and Cemetery	0.00	192.99
721	Greenside Landscapes	Roding Valley Recreation ground: Works	10.50	70.50
722	Essex County Council	Stationery	12.93	86.79
723	British Telecommunications plc	Telecommunication: Office and Cemetery	72.75	488.50
724	Zurich Insurance Company	Insurance	0.00	185.30
725	Local Council Review	Subscription to magazine	0.00	35.96
726	Index Business Supplies	Stationery	3.03	20.32
727	L Hall	Gravedigging	0.00	585.00
728	The Methodist Church	Room hire	0.00	60.00
729	Loughton Lopping Hall	Hall hire	0.00	35.00
Transfer	No. 2 account	Reimburse imprest (May)	0.00	7472.39

The Chairman closed the meeting by thanking the Epping Forest District Council officers for their attendance and for listening so carefully to the points made.

Signed.....

Date.....

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of the Council Meeting held on 12th July 2000 at 7.30 p.m. at Kingsley Hall.

Present:**Councillors:** S W Murray (in the Chair)

J Davis	K F Ellis	L M Ford
S M Harper	M W Juniper	A T Lee
P Meadows	T G Owen	R E Pearce
C C Pond	B R Sagers	M G Sellears
M E Taylor	M W Wardle	R J Wilmot
V Wisenfeld	J P Woodman	

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

Also: 2 members of the public

18 Apologies for Absence

Apologies for absence had been received from Cllrs Barnett, Boatman, Harris and Hogan.

19 Public Questions

No questions had been received.

20 Confirmation of Minutes

The minutes of the meeting held on Wednesday 31st May 2000 were CONFIRMED as a correct record and signed by the Chairman.

21 Questions without Discussion

No questions had been received.

22 Chairman's Engagements

The Chairman reported that he had attended the opening of the Churches Together in Loughton's Bible Come to Life exhibition at the Methodist Church, and an open day at the Family Centre in Lawton Road. The Vice-Chairman reported that she had attended the opening of the Garden of Remembrance at Chigwell Cemetery on behalf of the Chairman.

23 Matters for Report**23.1 Roding Road Allotments**

Cllr Pond REPORTED that negotiations on the points of difficulty had taken place with the Roding Road Allotment and Leisure Gardens Association and that there were now only minor matters left to deal with. Once it was agreed by the legal advisers he would attend to the signing of the Agreement as early as possible.

23.2 Members' Expenses – Min. no. 198.2

The Council NOTED the amendment made to the Local Government Bill.

24 Reports from Members on Outside Organisations**24.1 Epping Forest District Council Local Councils' Liaison Committee**

Cllr Juniper had attended a meeting on 21st June 2000 where there had been a discussion about the District Council's Area Plans Sub Committees only being given a summary of the representations made by town and parish councils. The Committee had voted in favour of the full representations being given to the Committees.

24.2 Citizens' Advice Bureau

Cllr Juniper reported that the Loughton branch of the bureau is to hold its AGM on 20th July 2000 and that Town Council members are invited to attend.

24.3 Town Centre Partnership (High Road)

Cllr Lee had attended a meeting of the group where the Town Guide and Christmas lights had been discussed.

24.4 Epping Forest Primary Care Trust Mental Health Summit

Cllr Meadows had attended the above summit where the future provision of mental health services had been discussed.

24.5 EALC Larger Local Councils' Forum

As Cllr Harris was not present at the meeting, the Town Clerk reported that she and Cllr Harris had attended a meeting which had heard a presentation by Essex County Council's Gypsy Liaison Officers.

24.6 Essex Police Community Forum

Cllr Pearce had attended a meeting of the Forum where he had heard a report on local matters. The Town Clerk reported that Cllrs Mrs J Barnett and Mrs J Woodman had been appointed as Town Council representatives on the Forum. The Council confirmed the appointments.

25 Reports from Committees**25.1 Planning**

The reports from the meetings held on 17th April, 22nd May, 5th & 19th June 2000 were NOTED.

25.2 Environment, Heritage and Leisure

The report from the meeting held on 7th June 2000 was NOTED and Cllr Pond confirmed that Private Godley was the first Private to be awarded the VC in World War One.

25.3 Finance and General Policy

The report from the meeting held on 28th June 2000 was NOTED.

26 Signing and Sealing of legal documents

The Council RESOLVED to sign and seal the documents on the purchase of land adjacent to Davenant School and on the transfer of the play area in Felstead Road when they are finalised.

27 Reference from Planning Committee

The Council AGREED with the recommendation with one amendment, and RESOLVED that Standing Orders be amended as shown below, and the scheme reviewed after a year of operation:

Renumber existing S.O.7 as S.O.7(1)

New S.O.7(2)

Members of the public shall be permitted to address the Planning Committee in accordance with Appendix B of these Standing Orders.

**Appendix B
Planning Committee**

1 The following persons shall be able, on request, to address the Planning Committee concerning any planning application or related matter (not including enforcement action) before that Committee for consideration:

- (a) one applicant (or one nominated agent or representative)
- (b) one objector (except where, in the light of exceptional circumstances approved by the Chairman of the Committee, additional speakers are allowed).

2 The number of speakers shall be limited to two on any one item. Where there are several objectors they will be required to nominate a representative to speak on behalf of all of them (subject to the proviso under 1(b) above).

3 Persons addressing the Committee shall be allowed no more than three minutes to make their addresses, and having done so shall not be permitted to speak again on that item.

4 Persons wishing to address the Planning Committee must give notice to the Town Council by 4 p.m. on the working day preceding the day of the meeting. Any written submissions must also be received by the Town Council by 4 p.m. on the working day preceding the day of the meeting. No item will be deferred due to the absence of someone who had indicated an intention to address the meeting.

5 The addresses will be made during the course of the meeting when the Committee reaches that item on the agenda. The Committee may agree to vary the order of the agenda to facilitate the smooth running of the meeting.

Standing Order 45 was invoked to allow the changes to Standing Orders to be agreed at the meeting.

28 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
742	London Electricity	Roding Valley Rec. changing rooms & Kingsley Hall	74.22	574.20
743	Zurich Municipal Insurance Co	Subscription	0.00	141.00
744	Cash	Reimburse petty cash	0.00	58.90
745	Arwin Services	Cleaning, Kingsley Hall	47.25	317.25
746	Epping Forest District Council	Kingsley Hall rates	0.00	111.00
747	Loughton Methodist Church	Hall hire	0.00	55.00
748	Newsquest (London) Ltd.	Advertisement	54.32	364.72
749	Acumen Wages Service	Payroll service (June)	1.75	11.75
750	Essex County Council	Stationery	5.87	39.43
751	EI Ltd.	Electrical work, Kingsley Hall	9.44	63.39
752	Neopost Ltd.	Franking machine check	12.93	86.83
753	Royal Mail	Postage	0.00	250.00

Signed.....

Date.....

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Special Council Meeting held on 14th August 2000 at 7.30 p.m. at Kingsley Hall.

Present:

Councillors: S W Murray (in the Chair)

K F Ellis	L M Ford	L Harris
M Hogan	M W Juniper	A T Lee
P Meadows	T G Owen	R Pearce
B R Saggars	M G Sellears	M W Wardle
R J Wilmot	V Wisenfeld	J P Woodman

Officers: L R Fuller (Town Clerk)
 J F Hall (Committee Clerk)
 W H Gilbert (Assistant Town Clerk)

29 Apologies for Absence

Apologies for absence had been received from Cllrs Barnett, Boatman, Harper. Cllrs Davis, Pond & Taylor were known to have been away when the agenda was received and would therefore not have been able to send apologies.

30 Public Questions

No questions had been received.

31 Confirmation of Minutes

The Minutes of the meeting held on 12th July 2000 were CONFIRMED as a correct record and signed by the Chairman.

32 Questions without Discussion

No questions had been received.

33 Exclusion of the Press and Public

The Council RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information concerning the Council's property affairs .

34 Office Accommodation

Members noted the report which had been circulated previously. For comparison purposes, the Town Clerk informed the meeting that the hall at Kingsley Hall was about 660 sq. ft. The Chairman and Vice Chairman of Finance & General Policy Committee reported on their site visit to the property under consideration. The Chairman posed a number of general questions which Councillors should bear in mind. Councillors had several specific questions about the building, its environs etc.

After considerable discussion, it was agreed that although the majority of members at the meeting were interested in pursuing the purchase of the property, there was concern for members of the council who were not at the meeting and had no knowledge of the question to be discussed.

There were also questions about the need for and cost of various facilities:

- 1) Male/female toilets in a public place.
- 2) A lift to enable access to the first floor in a public building.
- 3) Some idea of cost of partitioning.

It was RESOLVED to hold another meeting on Wednesday 23rd August 2000 at which the question of whether to purchase would be decided.

Signed.....

Date.....

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of the Special Council Meeting held on 23rd August 2000 at 7.30 p.m. at Kingsley Hall.

Present:**Councillors:** S W Murray (in the Chair)

E V Boatman	J F Davis	K F Ellis
L M Ford	S M Harper	L J Harris
M D Hogan	M W Juniper	A T Lee
P Meadows	T G Owen	R E Pearce
C C Pond	B R Saggars	M G Sellears
M W Wardle	R J Wilmot	J P Woodman

Officers: L R Fuller (Town Clerk)

J F Hall (Committee Clerk)

Also: Mr T O'Brien (Dovetail Architects)**34 Apologies for Absence**

Apologies for absence were received from Cllrs Wisenfeld and Barnett.

35 Public Questions

No questions had been received.

36 Confirmation of MinutesThe minutes of the meeting held on Monday 14th August 2000 were CONFIRMED as a correct record and signed by the Chairman.**37 Questions without Discussion**

No questions had been received.

38 Exclusion of the Press and Public

The Council RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information concerning the Council's property affairs.

39 Office/Meeting Room Accommodation

39.1 Mr O'Brien answered some of the questions which had been posed by members at the special Council meeting held on 14th August and other general questions regarding the property under consideration. As some members present had been unable to attend the special meeting on 14th August, the Chairman gave a resume of the discussions which had taken place at that meeting and further discussion took place. A recorded vote on the decision whether to purchase the property was requested.

A motion was moved and seconded as follows:

- that the decision to proceed with the purchase should not be effective unless 15 members voted in favour.

An amendment to the motion was tabled as follows:

- Replace "15" with "13".

A vote was taken and the amendment to the motion carried. The vote on whether to proceed with the purchase was taken and recorded as follows:

For: 14 as follows:

Cllr E V Boatman	Cllr K F Ellis
Cllr LM Ford	Cllr L J Harris
Cllr M D Hogan	Cllr M W Juniper
Cllr P Meadows	Cllr S M Murray
Cllr T G Owen	Cllr R E Pearce
Cllr M G Sellears	Cllr M W Wardle
Cllr R J Wilmot	Cllr J P Woodman

Against: 4 as follows:

Cllr S M Harper	Cllr A T Lee
Cllr C C Pond	Cllr B R Saggars

Abstention: 1 as follows:

Cllr J Davis

It was therefore RESOLVED to proceed with the purchase of the property for the Town Council's meetings/office accommodation.

39.2 Working Party

After discussion the Council DECIDED to form a Working Party of four or five Councillors to assist the Clerk to take the project forward. Cllrs Ford, Harris, Juniper, Owen and Woodman volunteered and were accepted and it was agreed that the Working Party should elect its own Chairman at its first meeting.

39.3 Financial Arrangements

A motion to apply for a loan sanction and to use the repayment method of equal instalments of principal was proposed and lost. A motion to apply for a loan sanction and to use the annuity method of repayment was proposed; a recorded vote was requested.

Those in favour were 14 as follows:

- | | |
|-------------------|------------------|
| Cllr E V Boatman | Cllr K F Ellis |
| Cllr L M Ford | Cllr L J Harris |
| Cllr M D Hogan | Cllr M W Juniper |
| Cllr P Meadows | Cllr S M Murray |
| Cllr T G Owen | Cllr R E Pearce |
| Cllr M G Sellears | Cllr M W Wardle |
| Cllr J P Woodman | Cllr S M Harper |

Against: 2 as follows:

- | | |
|---------------|--------------|
| Cllr C C Pond | Cllr A T Lee |
|---------------|--------------|

Abstentions: 3 as follows:

- | | |
|-----------------|-----------------|
| Cllr J Davis | Cllr B R Sagers |
| Cllr R J Wilmot | |

Other potential sources of funding would be investigated

39.4 Press Release

The Council DECIDED to issue a press release at a future time when negotiations were more advanced.

Signed.....

Date.....

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Council Meeting held on 4th October 2000 at 7.30 p.m. at Kingsley Hall.

Present:

Councillors: S M Harper (in the Chair)

J F Davis	K F Ellis	L M Ford
S M Harper	L J Harris	A T Lee
P Meadows	T G Owen	R E Pearce
C C Pond	B R Saggars	M E Taylor
J P Woodman		

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

40 Apologies for Absence

Apologies for absence were received from Cllrs Boatman, Hogan, Juniper, Murray, Sellears, Wardle and Wilmot. The Council sent its best wishes to Cllr Hogan who was known to be unwell and to Cllr Murray whose father was seriously ill. The Council heard of the recent sad death of former town councillor Peter Sare.

41 Public Questions

No questions had been received.

42 Confirmation of Minutes

The minutes of the meeting held on 23rd August 2000 were amended to show Cllr Murray's initials correctly as S W. The Chairman AGREED, at the request of Cllr Pearce, to defer confirmation of the minutes until later in the meeting.

43 Questions without Discussion

No questions had been received.

44 Chairman's Engagements

The Chairman reported that the Chairman of the Council had attended the rededication of the Co-operative Funeral Service's Chapel of Rest.

45 Matters for Report

There were no matters for report.

46 Reports from Members on Outside Organisations

46.1 Under 11's Action Group

Cllr Davis reported that she had attended a meeting of the Under 11's Action Group where the possibility of obtaining premises had been discussed.

46.2 Essex Public Transport Advisory Committee

Cllr Pond reported that he would be attending a meeting of the above committee on 9th October 2000.

47 Reports from Committees**47.1 Planning**

The reports from the meetings held on the 3rd, 17th & 31st July, 21st August and 11th September were NOTED.

47.2 Environment, Heritage and Leisure

The minutes of the meeting held on 6th September 2000 which had already been circulated would be amended in respect of min. nos. E16.7 and E18. Questions were asked about the list of environmental improvements, the purchase of the playing fields and the seats. The report from the meeting was then NOTED.

47.3 Finance and General Policy

The reports from the meetings held on 25th July and 20th September were NOTED.

47.4 Community

The report from the meeting held on 26th July was NOTED.

48 Leave of Absence

The Council AGREED to the request to grant six months' leave of absence to Cllr J Barnett due to ill health, with immediate effect, and asked the Clerk to write to Cllr Barnett with best wishes for a speedy recovery. Cllr Pond requested that a substitute member be appointed to EHL Committee during Cllr Barnett's absence. Cllr Davis was nominated and appointed. Cllr Owen was nominated and appointed as Vice Chairman of the Committee as substitute for Cllr Barnett.

49 Street Naming and Numbering

The Council DECIDED that future requests for suitable street names should be put before the Planning Committee for its suggestions.

50 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
785	Epping Forest District Council	October Rates – Kingsley Hall		111.00
786	Acumen Wages Service	Payroll (September)	1.75	11.75
787	Cash	Petty cash imprest		77.08
DD	Compuserve	Subscription (August)		10.17
788	Christian Drama Resource Centre	.		250.00
		Grant		
789	Royal Mail	Postage		250.00
790	Alzheimer's Society, Epping Forest Branch	Grant		250.00
791	Mannock Drive Day Care Centre	Grant		300.00

51 Exclusion of the Press and Public

Cllr Pond requested a recorded vote on Agenda items 12 and 13. A vote was taken and it was RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as it concerned the Council's property affairs. The vote was recorded as follows:

For: 9 as follows:

Cllr J Davis	Cllr K F Ellis
Cllr L M Ford	Cllr S M Harper
Cllr L J Harris	Cllr P Meadows
Cllr T G Owen	Cllr V Wisenfeld
Cllr J P Woodman	

Against: 4 as follows:

Cllr A T Lee	Cllr R E Pearce
Cllr C C Pond	Cllr M E Taylor

Abstention: 1 as follows:

Cllr B Saggars

51 Confirmation of Minutes – deferred from earlier in the meeting

The Council RESOLVED to amend the minutes of the meeting held on Wednesday 23rd August to read ".....the Chairman gave a resume of the discussions which had taken place at that meeting. Further *lengthy* discussion took place.....". The minutes were then CONFIRMED as a correct record and signed by the Chairman.

52 Purchase of Town Council Offices**52.1 Report from Town Clerk**

The Council NOTED the agenda report on current progress. The Chairman of the Working Party answered questions regarding the decision of the Working Party to have the meeting space on the first floor and the offices on the ground floor. There was a discussion regarding the extent of the remit of the Working Party. A motion was tabled as follows:

- That decisions regarding the internal layout and use of the building should be made by full Council considering the recommendations of the Working Party.

A vote was taken and the motion carried. The vote was recorded as follows:

For: 13 as follows:

Cllr J Davis	Cllr K F Ellis
Cllr L M Ford	Cllr S M Harper
Cllr L J Harris	Cllr A T Lee
Cllr P Meadows	Cllr T G Owen
Cllr C C Pond	Cllr B Saggars
Cllr M E Taylor	Cllr V Wisenfeld
Cllr J P Woodman	

Against: 1 as follows:

Cllr R E Pearce

52.2 Motion proposed by Cllrs R Wilmot, K Ellis, P Meadows & R Pearce.

The motion was discussed at length. The proposers accepted an amendment to add a further proviso that:

- An independent professional adviser (e.g. an architect) be engaged to advise the Council on this project.

A vote was taken and it was RESOLVED:

- That further to the resolution of the Council at its meeting on 23 August 2000 to purchase the property off Rectory Lane, before contracts are exchanged the Town Council fully satisfies itself that the following are investigated, agreed and full written costings are produced where applicable:

1. Specification for the building works including all services.
2. Planning approval if proposed use differs from that permitted, including adequate parking.
3. Floor loading is adequate for all intended uses.
4. Requirements of Building control Officer/Fire Officer and Access Officer have been met.
5. Maintenance/service agreements in respect of all common parts.
6. Any other relevant matters.
7. An independent professional adviser (e.g. an architect) be engaged to advise the Council on this project.

For: 14 as follows:

Cllr J Davis	Cllr K F Ellis
Cllr L M Ford	Cllr S M Harper
Cllr L J Harris	Cllr A T Lee
Cllr P Meadows	Cllr T G Owen
Cllr R E Pearce	Cllr C C Pond
Cllr B Sagers	Cllr M E Taylor
Cllr V Wisenfeld	Cllr J P Woodman

The Working Party was instructed to investigate maximising the use of the building for letting.

53 Legal Processes

It was PROPOSED that:

- No contract to buy the premises be signed until after a full meeting of the Council shall have approved the terms of the contract. Thereupon, the Council agrees to the signing and sealing of the completion of the purchase of the building without further process.

A vote was taken and the motion carried unanimously.

It was AGREED that the Cllr Davis should join the Working Party.

Signed.....

Date.....

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

MINUTES of the Council Meeting held on 13th December 2000 at 7.30 p.m. at Kingsley Hall.

Present:

Councillors: S W Murray (in the Chair)

E V Boatman	J Davis	K F Ellis
L M Ford	S M Harper	L J Harris
M W Juniper	A T Lee	P Meadows
T G Owen	R E Pearce	C C Pond
M G Sellears	B R Saggars	M E Taylor
V Wisenfeld	J P Woodman	

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

54 Apologies for Absence

Apologies for absence were received from Cllrs Wardle and Wilmot.

55 Public Questions

No questions had been received.

56 Confirmation of Minutes

The minutes of the meeting of 4th October 2000 were amended to show that Cllr Wisenfeld was in attendance at that meeting. The minutes were then CONFIRMED as a correct record and signed by the Chairman.

57 Questions without Discussion

No questions had been received.

58 Chairman's Engagements

The Chairman reported that he and the Chairman of the Community Committee, Cllr Meadows, had judged the Christmas Card competition and presented the prizes to the winners at the Community Forum. He had also attended the switching on ceremonies of Christmas lights in the High Road, which had been organised by the Town Centre Partnership, and the lights on Kings Green where extra lights had been added to the tree this year for the St Clares Hospice "Light up a Life" scheme. The Town Council had sponsored lights in memory of Cllrs Eveleigh, Marshall and Sare and local trader Graham Davey. The Chairman had also judged the Best Dressed Christmas window competition with Cllrs Meadows and Taylor and reported that he would be presenting the cups and certificates to the winners on Saturday 16th December. The Chairman and Cllr Meadows thanked the officers for the work they had done in organising the two Christmas competitions.

Cllr Pond asked if agenda item 12 could be taken before item 9. With the consent of the meeting, the Chairman agreed to this.

59 Matters for Report**59.1 Noticeboards**

This item was withdrawn as Cllr Murray has now taken back responsibility for the noticeboard at Roding Road/Oakwood Hill junction.

60 Reports from Members on Outside Organisations**60.1 Town Centre Partnership**

Cllr Sagers reported that she and Cllr Lee had attended the launch of the High Road Shop and Business Guide.

60.2 Epping Forest Countrycare Liaison Group

Cllr Woodman had attended a meeting of the above group in October where a talk had been given by the people from Essex County Council responsible for rights of way in green lanes. This would have no impact on Loughton but could possibly affect Roding Valley.

60.3 Under 11s Action Group

Cllr Davis reported that notices of meetings of the above group often did not reach her until after the date of the meeting and she intended to ask for the information to be sent directly to her instead of to the Town Council offices.

60.4 Loughton Lopping Endowment Trust

Cllr Pond reported that the Trust intended to apply to the Town Council for financial assistance for some minor works. He further reported that the Trust was concerned about a planning brief being prepared with regard to the Lamb's Garage and Brown's Garage sites which would affect the town centre and asked that the Planning Committee be given a remit to contribute to planning briefs.

60.5 Essex County Council Parish Passenger Transport Advisory Committee

Cllr Pond reported that he had attended a meeting of the above Committee with Bob Prichard where concerns about bus routes had been raised. Cllr Pond felt that the Town Council's views should be made known to Arriva. Cllr Pearce asked that the Town Council write to Arriva, with a copy to Essex County Council, to express its concern regarding the discontinuation of route 503.

60.6 Town Centre Partnership – The Broadway

Cllr Juniper reported on The Broadway's Christmas lights, three festive Christmas days, a pensioners' outing to the Corbett theatre, another "Debden" day next year and the installation of CCTV in The Broadway

61 Reports from Committees**61.1 Planning**

The reports from the meetings held on the 25th September, 23rd October, 6th & 20th November 2000 were NOTED. Cllr Davis asked that a letter be sent to the District Council regarding retrospective planning applications. It was AGREED to refer this to the next meeting of the Planning Committee.

Continued/.....

61.2 Environment, Heritage and Leisure

The report of the meeting held on 1st November 2000 was NOTED. Cllr Sellears apologised to the Town Clerk for a misunderstanding with regard to her figures at the meeting of 1st November 2000. Following a discussion about declarations of interest, the Chairman reminded members of the need to declare an interest if necessary. The responsibility for initiating the declaration lay with members, although the Town Clerk would offer advice if asked.

61.3 Finance and General Policy

The reports from the meetings held on 15th & 29th November 2000 were NOTED. Referring to min. no. F33, Cllr Pond thanked the Town Clerk for writing to Essex County Council. He reported that the County Council had apologised for moving the archives without consultation and that there would now be a period of consultation which will include the Town Council.

Cllr Juniper asked members if they had had any ideas for speakers to invite to the Town Meeting on 24th April 2001. Cllr Meadows suggested the Director of Elderly Services from Social Services. Cllr Harper suggested a speaker on a Youth Cafés initiative she had heard about and Cllr Lee suggested a Youth Worker. Finance and General Policy Committee would consider all suggestions.

61.4 Community

The report from the meeting held on 18th October 2000 was NOTED. Cllr Meadows reported that the Art Shop had offered to frame the winning entry in the Christmas Card competition and that Barclays Bank had offered to double the prize money to be given to charity on behalf of the winners of the Best Dressed Windows competition. It was AGREED that next year the entry forms for the Christmas Card competition should be given to Town Council representatives on school governing bodies to take to schools to encourage more entries.

Cllr Pond requested recorded votes on remaining agenda items 9, 10 & 11.

62 Loughton Brook – Motion submitted by Cllrs Harper and Ellis

Under Standing Order 8 (4) discussion of this item was moved and seconded to stand referred to Environment, Heritage and Leisure Committee.

63 Exclusion of the Press and Public

There was a discussion on the exclusion of the press and public from the meeting. Although some members wished the public to hear the debate, this could yet prejudice the negotiations over the property. After more discussion, Cllr Davis asked that the motion be now put, and a vote was taken and recorded as follows:

For:10 as follows

Cllr E V Boatman	Cllr J Davis
Cllr L M Ford	Cllr M W Juniper
Cllr P Meadows	Cllr S W Murray
Cllr T G Owen	Cllr M G Sellears
Cllr V Wisenfeld	Cllr J P Woodman

Continued/.....

Against: 7 as follows:

Cllr K F Ellis	Cllr L J Harris
Cllr AT Lee	Cllr R E Pearce
Cllr C C Pond	Cllr B R Saggars
Cllr M E Taylor	

Abstention: 1 as follows:

Cllr S M Harper

It was therefore RESOLVED to exclude the press and public from agenda item 10 of the meeting under the Public Bodies Act (Admission to Meetings) Act 1960 as it contained confidential information concerning the Council's property affairs.

64 Purchase of New Premises**64.1 Reports**

The Chairman asked the meeting to respect the confidentiality of the meeting. The Town Clerk gave an update of the current situation with regard to the new premises and read the meeting a letter which has been received from John Burgess of Epping Forest District Council regarding the current Traps Hill offices. The Town Clerk also reported that the developers of the new premises in Rectory Lane had indicated that they had already held the property longer than normal and were now seeking to conclude the transaction urgently, or to return the unit to the market.

Cllr Woodman, Chairman of the Working Party, presented its report. She also reported that the Working Party had considered at length the option of remaining in Traps Hill, but decided against it as a lease was much less secure than a freehold, and the option was also unsuitable in a number of other ways. There was a long discussion of the Working Party's report with many questions asked and answered about various matters, including the contents of the surveyor's report, the possibility of letting the meeting room to community groups and the position regarding planning permission. Various alternatives were also discussed. The recommendation of the Working Party was that the Council should proceed with the purchase of the property. Cllr Pearce MOVED a motion as follows:

- that the Council takes no action to exchange contracts to purchase the property in Rectory Lane until the possibility and ramifications of leasing the entire Information Area attached to Traps Hill Library is fully explored and reported back to a special full Council meeting on Wednesday 24th January 2001 on the basis of a specific motion.

The motion was SECONDED by Cllr Pond. There was further discussion regarding the pros and cons of remaining at Traps Hill, and continued discussion of the planning permission granted to the premises in Rectory Lane.

Cllr Pearce asked that his motion be now put to the vote. A vote was taken and RECORDED as follows:

For: 6 as follows:

Cllr A T Lee	Cllr L J Harris
Cllr R E Pearce	Cllr C C Pond
Cllr B R Saggars	Cllr M E Taylor

Continued/.....

Against: 10 as follows:

Cllr E V Boatman	Cllr L M Ford
Cllr S M Harper	Cllr M W Juniper
Cllr P Meadows	Cllr S W Murray
Cllr T G Owen	Cllr M G Sellears
Cllr V Wisenfeld	Cllr J P Woodman

Absentions: 2 as follows:

Cllr J Davis	Cllr K F Ellis
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The motion was therefore LOST.

The recommendation of the Working Party:

- that the Council should proceed with the purchase of the property was proposed by Cllr Woodman and seconded by Cllr Juniper. A vote was taken and RECORDED as follows:

For: 11 as follows:

Cllr E V Boatman	Cllr K F Ellis
Cllr L M Ford	Cllr S M Harper
Cllr M W Juniper	Cllr P Meadows
Cllr S W Murray	Cllr T G Owen
Cllr M G Sellears	Cllr V Wisenfeld
Cllr J P Woodman	

Against: 5 as follows:

Cllr A T Lee	Cllr C C Pond
Cllr R Pearce	Cllr B R Sagers
Cllr M E Taylor	

Abstentions: 2: as follows:

Cllr J Davis	Cllr L J Harris
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64.2 Motion by Cllrs Pond, Sagers, Taylor and Lee

This item was WITHDRAWN.

The meeting then returned to public session.

65 Precept for 2001/02

The precept was RECOMMENDED to the Council by Cllr Juniper. Cllr Pond moved an amendment to reduce the precept by £20,000. The amendment was seconded by Cllr Lee. A vote was taken and recorded as follows:

For: 2 as follows:

Cllr A T Lee	Cllr C C Pond
--------------	---------------

Continued/.....

Against: 16: as follows:

Cllr E V Boatman	Cllr J Davis
Cllr K F Ellis	Cllr L M Ford
Cllr S M Harper	Cllr L J Harris
Cllr M Juniper	Cllr P Meadows
Cllr S W Murray	Cllr T G Owen
Cllr R E Pearce	Cllr B R Saggars
Cllr M G Sellears	Cllr M E Taylor
Cllr V Wisenfeld	Cllr J P Woodman

Cllr Harris MOVED that the precept for 2001/02 be rounded down from £364,040 to £364,000. A vote was taken and CARRIED unanimously. It was therefore RESOLVED that the Council's precept for 2001/02 should be £364,000.

66 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
838	A to Z Supplies	Stationery, Computer, Kingsley Hall Supplies	199.69	1340.77
839	Service Publications Ltd	Printing "Think Loughton"	^	860.00
840	Arwin Services	Kingsley Hall Cleaning Services	63.00	423.00
841	Royal Mail	Newsletter Delivery Service		560.68
842	George Andrews	RVRec – Repairs	10.50	70.50
843	Orion Media Marketing Ltd	Stationery	4.71	31.61
844	Zurich Municipal	Insurance		116.52
845	Halliday West Associates	Surveyors Report	61.25	411.25
846	Associated Glass Ltd	Kingsley Hall Repairs	65.74	441.44
847	Guardian Newspapers	Copy of photograph		4.49
848	S.I.T.A	Kingsley Hall /Cemetery Refuse	84.79	569.27
849	Royal Mail	Franking Machine Reimbursement		250.00
850	Economy Print	Printing Xmas cards	8.88	59.59
851	Cash	Petty cash reimbursement		113.81
852	Barnardos	Xmas Window Display Prize		100.00
853	Rhys Daniels Trust	Xmas Window Display Prize		100.00

Signed.....

Date.....

LOUGHTON TOWN COUNCIL
COUNCIL MEETING**MINUTES of the Council Meeting held on 28th February 2001 at 7.30 p.m. at Loughton Library.****Present:****Councillors:** S W Murray (in the Chair)

E V Boatman	K F Ellis	S M Harper
L J Harris	M W Juniper	A T Lee
P Meadows	T G Owen	R E Pearce
C C Pond	M G Sellears	B R Saggars
M E Taylor	M W Wardle	R J Wilmot
J P Woodman		

Officers: L R Fuller (Town Clerk)
W H Gilbert (Assistant Town Clerk)

67 Apologies for Absence

Apologies for absence were received from Cllrs Davis, Ford and Wisenfeld.
The Council RESOLVED to grant Cllr J Barnett a further six months leave of absence. Cllr Saggars was nominated and appointed as substitute for Cllr Barnett on Community Committee.

68 Public Questions

No questions had been received.

69 Confirmation of Minutes

The minutes of the meeting of 13th December 2000 were CONFIRMED as a correct record and signed by the Chairman.

70 Questions without Discussion

No questions had been received.

71 Chairman's Engagements

The Chairman reported he had no further engagements to report on since the last meeting.

72 Matters for Report**72.1 Essex County Council Parish Passenger Transport Advisory Committee – Min. no. 60.5**

Cllr Pond reported that route 503 only ran for a trial of four weeks and there was insufficient time to build a customer base. Services to hospitals such as St Margarets and Harlow are inadequate. Cllr Pond said that he would raise these points again at the next committee meeting.

72.2 New Member of Office Staff

The Clerk confirmed that the new member of staff was Mrs Joan Innis.

73 Reports from Members on Outside Organisations**73.1 Local Councils Liaison Committee**

Cllr Juniper reported that Epping Forest District Council was considering proposals to improve notification of planning applications for mobile phone masts to local councils and to the public. He also reported on the operation of Epping Forest District Council's Highways contract and the current difficulties experienced in road repairs due to appalling weather conditions. The new Standards Committee which will deal with councillor misconduct is under consideration.

73.2 Loughton Lopping Endowment Trust

Cllr Pond reported that the Trustees had agreed to upgrade and refurbish the premises and that they may approach the Town Council for financial assistance.

73.3 Archives

Cllr Pond had attended a meeting about the removal of the local archives. The Council AGREED he could continue as its representative on the proposed working group.

73.4 Whitebridge Junior & Infant Schools Governing Body

The Council AGREED that Cllr Ford should be the Council's representative on the Governing Body, subject to Cllr Ford's agreement.

74 Reports from Committees**74.1 Planning**

The reports from the meetings held on the 4th and 18th December 2000, 8th and 22nd January and 5th February 2001 were NOTED.

74.2 Community

The report from the meeting held on 17th January 2001 was NOTED.

74.3 Environment, Heritage and Leisure

Cllr Pond drew attention to item E40 from the report of the meeting held on 1st November 2000. The members were asked to NOTE that any items affecting the financial liability of the Council should always be financially assessed before any decision is taken. The report from the meeting held on 1st November 2000 was NOTED.

74.4 Finance and General Policy

Cllr Juniper presented to the Council the report from the meeting held on 14th February 2001. In relation to minute no. F53 Cllr Pearce raised concerns about Town Council meetings clashing dates with district Area Plans Committees. Cllr Pearce proposed an amended motion as follows:

- Finance & General Policy Committee should review the programme of meetings from September 2001 onwards. This was AGREED.

75 Periodic Electoral Review

The Clerk informed the meeting that further information now received stated that the election could not be moved by more than one year, so it could not be held in 2002. The Council agreed to ACCEPT the recommendation from the Strategy and Staff Group and complete its current four-year term with the existing wards.

76 Modernising Local Government

It was AGREED that Epping Forest District Council be informed that Option A (Leader and Cabinet) was this Council's preferred option from those on offer.

77 Agreement for Care and Maintenance of Conservators' Land

The Council RESOLVED to sign and seal the agreements with the Corporation of London for the Council to be responsible for the care and maintenance of Standard Green, King's Green, School Green and part of Hillyfields.

78 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
884	Arwin Services	Kingsley Hall Cleaning Services	63.00	423.00
885	Peter Batt	Newsletter Design		450.00
886	Thames Water Utilities	Cemetery		39.30
887	Acumen Wages Service	Payroll – February	1.75	11.75
888	BT Telecommunications Plc	Town Council, Cemetery	62.24	417.96
889	Associated Glass	Kingsley Hall Repairs	47.71	320.39
890	NALC	Local Council Review Subscription		35.96
891	Cash	Petty Cash Imprest		120.37
892	Royal Mail	Postage		50.00
893	Citizens Advice Bureau	Financial Assistance Grant		300.00
DD	Compuserve	Subscription – January		7.98
Transfer	No. 2 account	Reimburse Imprest		9,147.49

79 Exclusion of Press and Public

It was RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as it concerned the Council's property affairs.

80 Hetton House

Members were concerned that yet another property owned by a public body could be lost to Loughton, whilst community facilities, especially for young people, were sorely lacking. The Council was interested in acquiring the property but felt this would need to be in partnership with Essex County Council and Epping Forest District Council. It was AGREED to initiate discussions towards this end.

Signed:

Date: 2nd May 2001

LOUGHTON TOWN COUNCIL
COUNCIL MEETING

Minutes of the Council Meeting held on Wednesday 2nd May 2001 at 7.30 p.m. at Kingsley Hall, Kingsley Road

Present:**Councillors:** S W Murray (in the Chair)

E V Boatman	J Davis	K F Ellis
L M Ford	S M Harper	L J Harris
M W Juniper	P Meadows	T G Owen
R E Pearce	C C Pond	B R Sagers
M G Sellears	M E Taylor	M W Wardle
R J Wilmot	V Wisenfeld	J Woodman

Officers: L R Fuller (Town Clerk)
J Innis (Administrative Assistant)

Also: 2 members of the public

81 Apologies for Absence

Apologies for absence were received from Cllr A T Lee.

The Council RESOLVED to grant Cllr M D Hogan six months' leave of absence.

82 Public Questions

No questions had been received.

83 Confirmation of Minutes

The minutes of the meeting of 28th February 2001 were CONFIRMED as a correct record and signed by the Chairman.

84 Questions Without Discussion

No questions had been received.

85 Chairman's Engagements

The Chairman reported on his attendance at the St George's Day Parade and his meeting with the newly installed Principal of Epping Forest College accompanied by Cllr S Harper. He also urged members to attend the Civic Service at Trinity Church on Thursday, 3rd May 2001.

86 Matters for Report**86.1 Hetton House**

Members noted the report on Hetton House. It was agreed that the topic should come under the remit of the Community Committee. The Clerk reported further that a meeting was to be arranged, and the Chairman and Vice Chairman of the Community Committee were agreed as the Council's representatives.

Cllr M W Wardle reported that there was a need to find suitable facilities for the youth and various sites were discussed. As the youth service is the responsibility of Essex County Council and Epping Forest District Council, the Town Council should pass on any information and opinions to them.

86.2 Community Transport

The Clerk reported on a consultation meeting to be held by *effect*, the Community Transport Project of EFCVS. Cllr K F Ellis was attending in another capacity and would also represent the Council.

86.3 “Think Loughton”

The Clerk asked members for articles for “Think Loughton” and several members offered contributions.

87 Reports from Members on Outside Organisations

87.1 Essex County Council Parish Passenger Transport Forum

Cllr B Sagers reported on the Parish Passenger Transport Representatives meeting on 9th April 2001. There is money available to improve more Sunday bus services, improvements to rural services, new route to Bluewater and Lakeside from Loughton Station; otherwise there were no changes.

87.2 Under 11’s Action Group

Cllr J Davis complained that she has not been notified of meetings held for Under 11’s Action Group and had not received minutes of meetings held.

87.3 Epping Forest Countrycare Liaison Group

Cllr J P Woodman reported on a meeting of Epping Forest Countrycare held on 11th April 2001. There had been no guest speaker but the problems of the Foot and Mouth Disease and the forest were discussed.

87.4 Loughton Police Community Forum

In the absence of Cllr J M Barnett, Cllr R Pearce reported that he had attended a meeting of Essex Police held on 26th March 2001. Suggestions of changes to the division boundaries would not be implemented. The Clerk was requested to ask who had been appointed recently as the independent member on the Police Authority, and whereabouts the person lived.

87.5 White Bridge Schools

No nomination was made for the posts of governor to the White Bridge County Infant and Junior Schools; the vacancy would be considered at the Annual Meeting of the Council.

88 Reports from Committees

88.1 Planning

The reports from the meetings held on the 19th February, 5th and 19th March and 2nd April 2001 were NOTED.

Reference from Planning Committee – Illuminated advertisement signs

Members considered the Planning Committee’s concerns about illumination and discussed cut backs in power generation, time clocks, renewable energy and solar energy. The Council AGREED in principle that it would like to minimise the application of illuminated and animated signs, and asked the Planning Committee to draw up detailed guidelines.

88.2 Community

The report of the meeting held on 14th March 2001 was NOTED.

88.3 Environment, Heritage and Leisure

The report of the meeting held on 28th March 2001 was NOTED.

88.4 Finance and General Policy

The report of the meeting held on 11th April 2001 was NOTED.

Thanks were expressed to the Clerk and Committee for revising the programme of meetings (Min. No. F65).

The Project Administrator's post had not yet been advertised because of accommodation considerations at the new premises but there were plans to advertise in the near future.

89 Annual Town Meeting

Members noted the report on the meeting and felt it had been a useful and constructive occasion. In respect of the Willingale Road Playing Fields, the Council reiterated that it had no intention to develop the site for private housing. Responses to the matters raised had been made on the night so there was no need to refer the items elsewhere.

90 Accounts for Payment

90.1 The following accounts for payment were APPROVED

Cheque no.	Payee	Purpose	VAT	Gross Amount
929	Acumen Wages Service	Payroll – April	1.75	11.75
930	Arwin Services	Kingsley Hall Cleaning	65.10	437.10
931	Montane Forestry	Tree Works at Cemetery	144.90	972.90
932	EALC	Training Courses		80.00
933	Orion Media Marketing Ltd	Stationery	7.38	49.55
934	EFDC	Kingsley Hall Rates – May		109.00
935	Newbury Internet Services	Domain Registration	17.50	117.50
936	Essex Playing Fields & Childrens Play Assoc	Annual Subscription		25.00
937	The Broadway-Loughton Town Centre Partnership	Grant towards Debden Day		500.00
938	Greenside Landscapes	RVRec Ground Works	43.75	293.75
939	Newsquest London Ltd	Advertising	11.77	79.04
940	Confederation of Burial Authorities	Annual Subscription		55.00
dd	Compuserve	Subscription (March)		15.99
Transfer	No. 2 account	Reimburse Imprest		9160.14
90.2 NOTED: the following cheque drawn as a matter of urgency between meetings				
167	EFDC	Car Park Pass	3.12	21.00

Signed.....

Date 16th May 2001

LOUGHTON TOWN COUNCIL
ANNUAL COUNCIL MEETING

Minutes of the Annual Council Meeting held on Wednesday 16th May 2001 at 7.30 p.m. at Kingsley Hall, Kingsley Road

Present:

Councillors: S W Murray (in the Chair for Minute nos 91 - 93)
S M Harper (in the Chair from Minute no 94)

E V Boatman	J Davis	K F Ellis
L M Ford	L J Harris	M W Juniper
A T Lee	P Meadows	R E Pearce
C C Pond	B R Sagers	M G Sellears
M E Taylor	M W Wardle	R J Wilmot
V Wisenfeld	J Woodman	

Officers: L R Fuller (Town Clerk)
W Gilbert (Assistant Town Clerk)
J Innis (Administrative Assistant)

Also: 2 members of the public

91 Chairman's Introduction

The Chairman opened the meeting by welcoming the members present and thanking them for their support during the past year.

92 Apologies for Absence

Apologies for absence were received from Cllr T G Owen.

93 Election of the Chairman of the Council for 2001/2002

Cllr S M Harper was proposed and seconded and, there being no other nominations, Cllr Harper was elected Chairman. She duly executed the Declaration of Acceptance of Office and took the Chair, expressing her thanks to the Council for her appointment and outlined some of her ideas for the year.

94 Appointment of Vice-Chairman of the Council for 2001/2002

J Davis was proposed and seconded and, there being no other nominations, Cllr Davis was appointed Vice-Chairman.

95 Public Questions

No questions had been received.

96 Confirmation of Minutes

The minutes of the meeting of 2nd May 2001 were CONFIRMED as a correct record and signed by the Chairman, subject to the following amendments.

Minute no. 87.4 – The first sentence should read as follows :

In the absence of Cllr Barnett, Cllr Pearce reported that Cllr Davis had attended a meeting of Essex Police held on 26th March 2001.

Minute no. 88.4 – the last paragraph should read as follows:

The Project Administrator's post had not yet been advertised until the date of occupation of the new premises was known, but there were plans to advertise as soon as possible.

97 Questions Without Discussion

No questions had been received.

98 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2001/2002

98.1 Planning Committee

Cllrs Ellis, Lee, Owen, Saggars, Sellears, Taylor and Wilmot were nominated and appointed to the Planning Committee. Cllr Owen was elected Chairman and Cllr Lee Vice Chairman

98.2 Community Committee

Cllrs Ford, Lee, Meadows, Saggars, Taylor, Wardle and Wisenfeld were nominated and appointed to the Community Committee. Cllr Meadows was elected Chairman and Cllr Taylor Vice Chairman.

98.3 Environment, Heritage and Leisure

Cllrs Ford, Murray, Owen, Pond, Sellears, Wilmot and Woodman were nominated and appointed to the Environment, Heritage and Leisure Committee. Cllr Pond was elected Chairman and Cllr Murray Vice Chairman.

98.4 Finance and General Policy Committee

Cllrs Harper and Davis were automatically appointed to the Committee.

Cllrs Boatman, Harris, Juniper, Murray, and Pearce were nominated and appointed to the Finance and General Policy Committee. Cllr Juniper was elected Chairman and Cllr Harris Vice Chairman.

99 Nomination of Council Representatives to Outside Bodies for 2001/2002

99.1 The Council representatives on outside bodies for 2001 were AGREED as below:

Alderton County Infant School	Cllr S W Murray (4 years to 2003)
Alderton County Junior School	Cllr S W Murray (4 years to 2003)
The Hereward County Primary (Single School)	S Barnes (4 years to 25.7.2002)
Staples Road County Infant School	Cllr S M Harper (4 years to 19.10.2003)
Staples Road County Junior School	Cllr S M Harper (4 years to 19.10.2003)
The White Bridge County Infant School	Mrs A Davis
The White Bridge County Junior School	
St John Fisher RC Primary School	Cllr M D Hogan (4 years to 11.1.2004)
Loughton Lopping Endowment Fund	Cllr C C Pond
Loughton Parochial Charities	Lord Murray of Epping Forest (4 years 20.5.2000 to 19.5.2004) E J Retter (indefinitely)
Essex Association of Local Councils - Epping Forest Branch	Cllrs L M Ford & J Davis
Local Councils Liaison Committee	Cllrs L M Ford & J Davis
EALC - Larger Local Councils Forum	Cllr L J Harris
EFDC Cycling Forum	Cllrs B R Saggars & J P Woodman
Epping Forest Countrycare Liaison Group	Cllrs J P Woodman
Home Mead Local Management Liaison Group	Cllrs J P Woodman & M Sellears

ECC Parish Passenger Transport Forum	Cllrs B R Saggars and C C Pond* (Cllr L M Ford as substitute for C C Pond)
ECC Archives Working Group	Cllr C Pond
Tree Wardens	Cllrs S M Harper and J P Woodman
Town Centre Partnership Steering Group (High Road, Loughton)	Cllrs B R Saggars and A T Lee
Town Centre Partnership Steering Group (The Broadway, Loughton)	Cllrs M W Juniper and R J Wilmot
Citizens' Advice Bureau Management Committee	Cllr M W Juniper
Community Health	Cllr P Meadows
Town Centre Enhancement Focus Group (High Road)	Cllrs A T Lee, T G Owen & M W Wardle
Town Centre Enhancement Focus Group (The Broadway)	Cllrs J Davis, T G Owen and R J Wilmot
Loughton Police Community Forum	Cllrs J Davis J P Woodman
Epping Forest Safer Communities Partnership – Debden Green and Broadway Action Group	Cllr M W Juniper
Under 11s Action Group	Cllr V Wisenfeld
London Underground Ltd/EFDC Regular Meetings	Chairman & Vice Chairman Environment, Heritage & Leisure Committee
Hetton House Meetings	Chairman & Vice Chairman Community Committee

*It was AGREED that in the event that Cllr C Pond was not available to attend the ECC Parish Passenger Transport Forum, Cllr L M Ford was appointed a permanent substitute.

99.2 The following Councillors were APPOINTED to assume responsibility for the noticeboards:

- | | |
|--|-----------------|
| (a) High Road near Woolworths | Cllr A T Lee |
| (b) High Road by Brook Path | Cllr A T Lee |
| (c) Pyrles Lane | Cllr M Sellears |
| (d) Outside Homebase car park, Church Hill | Cllr R J Wilmot |
| (e) Roding Road/Oakwood Hill intersection | Cllr S W Murray |
| (f) Torrington Drive by bus terminal | Cllr T G Owen |
| (g) The Housing Office in The Broadway | Cllr J Davis |
| (h) Debden Library. | Cllr J Davis |
| (i) Traps Hill outside former Town Council offices | Cllr M W Wardle |
| (j) Station Parade, Loughton | Cllr K F Ellis |

99.3 Councillors V Wisenfeld and J P Woodman were both nominated as the third member to sit on the Grievance Hearing Panel. A vote was taken as follows:

Cllr V Wisenfeld	For: 8 votes
Cllr J P Woodman	For: 11 votes

Cllr J P Woodman was APPOINTED as a third member to sit on the Grievance Hearing Panel.

100 Accounts for Payment**100.1** The following Accounts for Payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
941	AtoZ Supplies	Kingsley Hall Supplies	7.07	47.47
942	Select Business Equipment	Photocopying Charges	11.85	79.59
943	Trinity Church	Donation for Civic Service		75.00
944	K.R. Photo Services	Copy Council Photographs		34.00
945	British Gas Trading Ltd	Kingsley Hall	44.29	297.39
946	George Andrews	Kingsley Hall Fittings	78.75	450.00
947	Essex Association of Local Councils	Annual Subscription 2001/2002		1101.03
948	British Telecommunications Plc	Town Council	5.19	34.87
949	SCI Funerals	Refund for Memorial Application		57.00
dd	Compuserve	Subscription (April)		11.35

100.2 NOTED. The following cheque drawn as a matter of urgency between meetings

950	Post Office Counters Ltd	Redirection of mail		63.00
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Signed.....

Date 11th July 2001

