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**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 Saggars

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 2<sup>nd</sup> 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 26<sup>th</sup> 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, Sagggers, 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, Sagggers, 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:

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

<b>ECC Parish Passenger Transport Forum</b>	Cllrs B R Sagers and C C Pond* (Cllr L M Ford as substitute for C C Pond)
<b>ECC Archives Working Group</b>	Cllr C Pond
<b>Tree Wardens</b>	Cllrs S M Harper and J P Woodman
<b>Town Centre Partnership Steering Group (High Road, Loughton)</b>	Cllrs B R Sagers and A T Lee
<b>Town Centre Partnership Steering Group (The Broadway, Loughton)</b>	Cllrs M W Juniper and R J Wilmot
<b>Citizens' Advice Bureau Management Committee</b>	Cllr M W Juniper
<b>Community Health</b>	Cllr P Meadows
<b>Town Centre Enhancement Focus Group (High Road)</b>	Cllrs A T Lee, T G Owen & M W Wardle
<b>Town Centre Enhancement Focus Group (The Broadway)</b>	Cllrs J Davis, T G Owen and R J Wilmot
<b>Loughton Police Community Forum</b>	Cllrs J Davis J P Woodman
<b>Epping Forest Safer Communities Partnership – Debden Green and Broadway Action Group</b>	Cllr M W Juniper
<b>Under 11s Action Group</b>	Cllr V Wisenfeld
<b>London Underground Ltd/EFDC Regular Meetings</b>	Chairman & Vice Chairman Environment, Heritage & Leisure Committee
<b>Hetton House Meetings</b>	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 11<sup>th</sup> July 2001

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Meeting held on Wednesday, 11th July 2001 at 7.30pm at Kingsley Hall.**

**Present:**

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

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

**Also in attendance:**

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

Also two members of the public.

**101 Apologies for absence**

Apologies for absence were received from Cllrs Boatman and Davis.

The Council RESOLVED to grant Cllr L M Ford six months' leave of absence. Cllr Harper was nominated and appointed as substitute for Cllr Ford on Community Committee and Cllr Wardle as substitute on Environment Heritage and Leisure Committee. The Council RESOLVED to grant Cllr J Barnett a further six months' leave of absence.

**102 Public Questions**

No questions had been received.

**103 Confirmation of Minutes**

The Minutes of the Annual Meeting held on 16<sup>th</sup> May 2001 were CONFIRMED as a correct record and signed by the Chairman.

**104 Questions Without Discussion**

No questions had been received.

**105 Chairman's Engagements**

The Chairman reported that she had attended a special Tea Party at Abbeyfields, Ryder House and she also attended an opening at Warden Housing Association, Eversley Close, The Broadway.

**105.1 Invitation from British Legion**

The Members were asked to inform the Clerk who would not be attending, to enable their apologies to be given.

**106 Matters for Report****106.1 Hetton House – Min No. 86.1**

Cllr Wardle had attended a Youth Liaison meeting and reported on its search for suitable premises.

The Council RESOLVED to request Essex County Council to reconsider its decision not to use Hetton House for youth facilities; if the decision was made to sell, then at least 50% of the proceeds should go towards provision of youth facilities in Loughton.

**106.2 Land Adjacent to Davenant School**

The Clerk reported that the Council's solicitor was waiting for papers from Essex County Council in relation to the transfer of the freehold. The Clerk had been waiting for a key to the changing rooms, which she now has and will be inspecting the changing rooms with a builder to gain estimates for work that is required.

**107 Reports from Members on Outside Organisations****107.1 White Bridge County Infant School**

There were no nominations to take up the vacant governor position at the school.

**107.2 Town Centre Partnership AGM**

Cllr Lee reported on the AGM held on 28 June, which included a presentation from Brentwood Town Centre Partnership. He requested that the Council should ask Epping Forest District Council to reinstate the Town Centre Enhancement Focus Groups, to draw up an overall plan to provide a framework within which decisions about development, environment etc would be made. This was AGREED.

Cllr Lee also attended a presentation at the Civic Offices from Sainsburys.

**107.3 Community Health**

Cllr Meadows attended a meeting of the Primary Care Trust Consultative Group; discussions took place regarding training and responsibilities for Practice Nurses, hospital clean up services and other matters including the Draft Primary Care Trust Business Plan. She also attended a meeting about mental health on 19<sup>th</sup> June 2001.

**107.4 Essex Police Community Forum**

Cllr Pearce reported on changes to the Service Desk, and police action on youths using trains to come to Loughton to commit robbery. Prevention of access by motorcycles to the Roding Valley Recreation Ground had also been raised.

**107.5 Epping Forest Fast Efficient Community Transport**

Cllr Ellis attended a meeting on 18<sup>th</sup> May 2001 where community transport issues were covered.

**108 Reports from Committees****108.1 Planning**

The reports from the meetings held on 23<sup>rd</sup> April, 8<sup>th</sup> and 21<sup>st</sup> May, 4<sup>th</sup> June and 18<sup>th</sup> June 2001 were NOTED.

**108.2 Community**

The report from the meeting held on 30<sup>th</sup> May 2001 was NOTED, with comments made about the nature of the newsletter and start times for a hospital bus service.

**108.3 Environment, Heritage and Leisure**

The report from the meeting held on 6<sup>th</sup> June 2001 was NOTED. An item about the conditions of the Roding Valley Recreation Ground would be placed on the agenda of the next Environment, Heritage and Leisure Committee.

**108.4 Finance and General Policy**

The report from the meeting held on 27<sup>th</sup> June 2001 was NOTED, with comments about Buckingham Court and the service charge.

**Reference from Finance and General Policy Committee – the Chairman’s Charity.**

The Council agreed with the principle of the Chairman’s Charity but AGREED that it should be deferred for several years.

**109 Essex School Organisation Plan 2001-06**

The Council commented as follows;

New admissions criteria have been agreed between Loughton primary schools to take effect in 2002. It is not clear whether the new policy has been taken into account when considering surplus/deficit of places.

Consideration should be given to the number of single occupancy three bedroom houses in the north Loughton area which would be taken over by families in due course, and the effect of this on the demand for school places.

Concern felt about the possibility of inaccurate predictions; Essex County Council should have a more comprehensive method of collecting relevant data.

**110 Roding Valley High School**

Cllr Murray declared an insubstantial non pecuniary interest. The Council heard about the school’s problem with criminal damage to premises. It was AGREED to support the school by writing to the police, and also by using any relevant meetings on which members sat.

**111 Accounts for Payment**

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
985	British Gas	Buckingham Court	0.44	9.41
999	Public Works Loan Board	Half Yearly Loan Repayment		14,103.23
1000	Guardian & Gazette Newspapers	Copy Photograph	.	4.49
1001	Mr L Hall	Gravedigging		70.00
1002	London Electricity	RVRec, Kingsley Hall, Kings Green, Cemetery	14.70	308.79
1003	East of England Local Government Conference	Subscription	14.00	94.00
1004	Royal Mail	Postage		250.00
1005	Royal British Legion	Grant		200.00
1006	Cash	Petty Cash Reimbursement		144.65

**Signed** .....

**Date**      **10<sup>th</sup> October 2001**

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Council Meeting held on 10<sup>th</sup> October 2001 at 7.30 p.m. at Buckingham Court.**

**Present:**

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

E V Boatman	J F Davis	K F Ellis
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	V Wisenfeld
J P Woodman		

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

J F Hall (Committee Clerk)

**Also:** David Butler, Principal of Epping Forest College  
8 members of the public

**112 Apologies for Absence**

No apologies for absence had been received.

**113 Public Questions**

No questions had been received.

**114 Confirmation of Minutes**

The minutes of the meeting of 11<sup>th</sup> July 2001 were CONFIRMED as a correct record and signed by the Chairman.

**115 Questions without Discussion**

No questions had been received.

**116 Chairman's Engagements**

The Chairman welcomed David Butler, Principal of Epping Forest College, and thanked him for coming along. The Chairman reported that she had attended the open day at Buckhurst Hill Parish Council's new offices in Queens Road, presented the prizes at the Winston Churchill Public House for Debden Day, visited an exhibition at Chigwell School and attended the open day at the Council's new premises at Buckingham Court. She told the Council that the Remembrance Day Parade had been arranged for 12.15 p.m. at Kings Green and that she would be attending.

**117 Matters for Report**

There were no matters for report.

**118 Loughton Hall**

David Butler told the meeting about the College's plans for Loughton Hall. A consultant has been employed to assist and currently discussions were taking place between the Community Association and the College in order to further its aims and those of the College regarding a partnership arrangement to accommodate interested parties. Mr Butler told the meeting that the hall was intended to be used as a Business Centre with some teaching rooms, but that there may be some space available for community use and that discussions about this were ongoing. Mr Butler was of the opinion that the whole college should be seen as a community resource to serve community needs. He said £350,000 had been budgetted for the refurbishment, although this may be insufficient.

**119 Reports from Members on Outside Organisations**

Cllr Harris proposed Cllr Davis as the Council's new governor of Alderton Infant School. The proposal was seconded and AGREED. Cllr Davis proposed Gresham Owen as governor of both Whitebridge Infant and Junior Schools. The proposal was seconded and AGREED.

Cllr Meadows reported that she had attended an Emergency Planning Seminar at the District Council with Cllrs Lee and Wisenfeld where the plane crash at Stansted Airport had been discussed, and a day-long Elderly Persons Seminar at Epping Sports Centre.

She had also attended a meeting to discuss youth provision in Loughton which had been jointly set up by the Town Council and the Town Centre Partnership. Cllr Meadows had also attended the Primary Care Trust Consultative Forum where nursing care for the elderly in residential homes had been discussed.

Cllr Woodman reported that she and Cllr Sellaars had been shown round Home Mead, where it appeared some boundaries had been encroached.

**120 Reports from Committees****120.1 Planning**

The reports from the meetings held on the 2<sup>nd</sup>, 16<sup>th</sup>, and 30<sup>th</sup> July, 20<sup>th</sup> August and the 3<sup>rd</sup> and 17<sup>th</sup> September 2001 were NOTED.

**120.2 Community**

The report from the meeting of 25<sup>th</sup> July 2001 was NOTED. Cllr Juniper reported that the new H1 bus service was being well used and the Council acknowledged that Cllr Saggars had done much of the work towards getting the service started.

**120.3 Environment, Heritage and Leisure**

The report of the meeting held on 12<sup>th</sup> September 2001 was NOTED. Questions were asked and comments made about the proposed management arrangements for Roding Valley Recreation Ground, the position of the income and expenditure relating to Kingsley Hall and the cemetery, the refusal to house mini soccer pitches at Willingale Road Playing Field and the names to be added to the War Memorial.

**120.4 Finance and General Policy**

The report from the meeting held on 19<sup>th</sup> September 2001 was NOTED.

**121 Allowances for Members of Local Authorities**

It was RESOLVED that the Council's response would be as follows:

The Council notes with interest Her Majesty's Government's proposals insofar as they relate to allowances for parish councillors which follow Section 100 of Local Government Act 2000, added in the House of Lords following representations made by two peers at the instigation of this council.

1. We welcome the proposals on travel allowances; and also of subsistence costs incurred outside the parish area.
2. We welcome the idea of a participation allowance. However, we believe the independent remuneration panel should be instructed to have regard, in making its recommendations, to the size and functions of each of the individual local councils comprised in the area of the District Council.
3. We welcome the idea of a cycling allowance.
4. We believe the right of any parish council to reimburse travelling expenses actually incurred should be absolute, and not subject to any comparison with the approach adopted by the District Council.

**122 Sainsbury's Planning Application**

The Council was of the opinion that the proposed supermarket and station alterations did not represent any substantial change when compared to the original application, and that none of its concerns had been addressed. The amended application would actually lead to worse traffic and be worse for pedestrians. It was moved that the Council should reiterate its previous objections with the exception of point (h) which it was felt had been partly addressed by the revisions; the public footpath had been retained, but moved for no apparent reason. It should be left in its original position. A vote was taken and recorded as follows:

**For: 12**  
**Against: 1**  
**Absentions: Cllrs Boatman, Davis, Juniper and Pearce.**

It was therefore RESOLVED to reiterate the Council's previous objections with the exception of point (h) as qualified above.

**123 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>
1164	EFDC	Kingsley Hall & Buckingham Court Rates		1116.00
1165	Mr L Hall	Gravedigging, groundwork		760.00
1166	Greenside Landscapes	Landscape Repairs to Kings Green, Cemetery and RV Rec	98.87	663.87
1167	Acumen Wages Service	Payroll - September	1.75	11.75
1168	Arwin Services	Buckingham Court, Kingsley Hall Cleaning	109.38	734.38
1169	Sita	Refuse Collection - Kingsley Hall, Cemetery	11.36	75.07

1170	J Wheeldon	Website Honorarium		500.00
1171	Frames of London	Framing	4.30	28.86
1172	Abbey Office Furniture	Furniture	532.18	3573.18
1173	Foskett Marr Gadsby & Head	Legal Fees	61.25	411.25
1174	J McLintock & Sons	Willingale Road Changing Rooms	6.61	44.36
1175	Index Business Supplies Ltd	Equipment	13.03	87.50
1176	A-Z Supplies Ltd	Stationery, Supplies	19.70	132.30
1177	Mrs W Gilbert	Reimbursement for shelving	12.28	82.45
1178	Image Logo UK ltd	Supplies	2.63	17.63
1179	Mr R Skerry	Cemetery Refund		40.00
1180	London Electricity	Kingsley Hall, Cemetery, Kings Green, RVRec	54.98	464.87
1181	Signs of the Times	Town Council Signs	235.38	1580.38
1182	Essex Telecommunications Installation Ltd	Telephone Programming/Training	14.00	94.00
1183	Andrews	Heritage Plaque installation	10.50	70.50
1184	Cash	Reimburse petty cash imprest		139.27

#### 124 Exclusion of 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 prejudice negotiations over the property.

A vote was taken and it was RESOLVED not to exclude the press and public from agenda item 14 of the meeting.

#### 125 Former United Reformed Church, Borders Lane

With the Council's agreement the Town Clerk read the confidential report from the Agenda to the press and public. Cllrs Juniper and Harper and the Town Clerk had visited the site. The building was very extensive and sited in the middle of Loughton. There was considerable discussion about possible uses of the building if it were to be acquired by the Council and it was thought that it would be ideally suited to a community centre and could provide facilities for the youth of the area and local community groups. The Town Clerk reported the information she had obtained about the basis of the offer level being for residential development, restrictive covenants held by Epping Forest District Council, the planning situation, and discussions with Essex County Council Youth Service. The latter was holding a meeting on 29<sup>th</sup> October and the Chairman and Vice Chairman of the Council, the Town Clerk, and the Chairman of Finance and General Policy Committee if numbers allowed, would represent the Council. It was agreed that the Council should obtain a valuation of the site in order to be able to prepare a bid. It was proposed, seconded and RESOLVED that:

- the Town Council declares its determination to secure the former United Reform Church in Borders Lane for community use
- the Town Clerk be authorised to enter into discussions with possible partners, interested parties, and professional advisers, to secure the site for public use

- the Town Clerk be authorised to submit a bid for the site in the name of the Council, the level of such bid to be determined after a meeting of the Strategy and Staff Group convened for the purpose
- a Special Council meeting should be called to agree the amount of the bid.

**Signed.....**

**Date: 9<sup>th</sup> January 2002**

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Council Meeting held on 14<sup>th</sup> November 2001 at 7.30 p.m. at Buckingham Court.**

**Present:**

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

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

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

**Also:** 2 members of the public

**126 Apologies for Absence**

Apologies for absence had been received from Cllrs Pond and Wilmot.

**127 Public Questions**

No questions had been received.

**128 Confirmation of Minutes**

The minutes of the meeting of 10<sup>th</sup> October 2001 were CONFIRMED as a correct record and signed by the Chairman.

**129 Questions without Discussion**

No questions had been received.

**130 United Reformed Church – Open Discussion**

A confidential report from the Council's Surveyor was circulated to all members. The Chairman reported back from the Strategy and Staff meeting held on 9<sup>th</sup> November 2001. She referred to the Surveyor's report, the difficulty of assessing the value of such a site, the meeting with Essex County Council which had been rescheduled to 15<sup>th</sup> November 2001, partnerships and sources of funding which had been explored.

There was wide ranging discussion covering:

- Tree Preservation Orders
- The commitment of Essex County Council to youth provision in Loughton
- Use of the site for the whole community
- The need for the council to be bold and forward looking
- The restrictive covenant
- Planning use class
- Public consultation
- District audit/legal provisions
- Development of the whole site
- Need to meet the bid deadline

The Council reaffirmed the previous decision to secure the site for community use.

**131 Exclusion of the Press and Public**

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

**132 United Reformed Church – Closed Discussion**

Cllr Juniper proposed a resolution to the meeting. This was seconded by Cllr Lee.

The difficulties which might arise, particularly in terms of time scales, were discussed.

An amendment, proposed by Cllr Murray and seconded by Cllr Woodman was voted on and accepted.

A further amendment, proposed by Cllr Woodman and seconded by Cllr Ellis was voted on and approved.

A vote was taken on the substantive motion as amended and the resolution was passed.

The details of the proposal, amendments, resolution and application for loan sanction are kept in a confidential file.

It was AGREED to forward a bid in these terms to the vendor's agent stating that the offer was subject to contract and survey, stating the Council's conditions and that the offer expired on the 31<sup>st</sup> March 2002.

**Signed.....**

**Date 9<sup>th</sup> January 2002**

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**LOUGHTON TOWN COUNCIL**
**COUNCIL MEETING**

**MINUTES of the Council Meeting held on 9<sup>th</sup> January 2002 at 7.30 p.m. at 1 Buckingham Court.**

**Present:**

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

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

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

J Innis (Administrative Assistant)

**Also:** 2 members of the public

**133 Apologies for Absence**

Apologies for absence had been received from Cllr L Harris.

Councillors Barnett and Ford were granted a further six months' leave of absence due to ill health.

**134 Public Questions**

No questions had been received.

**135 Confirmation of Minutes**

The minutes of the meeting of 14<sup>th</sup> November 2001 were CONFIRMED as a correct record and signed by the Chairman.

**136 Questions without Discussion**

No questions had been received.

**137 Chairman's Engagements**

The Chairman reported that she had presented the winners of the Christmas card competition with their prizes at the Community Forum, and presented cups and certificates to the Best Dressed Window competition winners. The Vice Chairman had attended a Carol Service at Buckhurst Hill Parish Council and switched on the Christmas lights at Kings Green on behalf of the Chairman.

**138 Matters for Report****138.1 Purchase of Willingale Road Playing Fields**

The Clerk reported that she is waiting to hear from Epping Forest District Council with regard to the covenant.

**139 Reports from Members on Outside Organisations**

Cllr Pond reported on the meeting of the Public Transport Advisory Committee, especially the withdrawal of bus route 502. He also reported on a meeting of the Roding Valley Joint Working Group and responses to the proposed constitution.

Cllr Lee reported on a meeting of the Town Centre Partnership including the successful French Market and Christmas lights and complaints about inadequate car parking in Loughton. A meeting to discuss the latter is arranged.

**140 Reports from Committees****140.1 Planning**

The reports from the meetings held on 1<sup>st</sup>, 15<sup>th</sup>, 29<sup>th</sup> October, 12<sup>th</sup>, 26<sup>th</sup> November and 10<sup>th</sup> December 2001 were NOTED.

**140.2 Community**

The report from the meeting held on 24<sup>th</sup> October 2001 was NOTED.

**140.3 Environment, Heritage and Leisure**

The report from the meeting held on 7<sup>th</sup> November 2001 was NOTED.

**140.4 Finance and General Policy**

The reports from the meetings held on 21<sup>st</sup> November and 5<sup>th</sup> December 2001 were NOTED.

**140.4.1 Reference from Finance and General Policy Committee**

It was agreed that the United Reformed Church Working Group should be comprised of the same members as the Strategy and Staff Group, and that the present incumbents would remain on the Working Group to the conclusion of the project, regardless of any chairmanships which may change in May 2002.

It was also agreed that the Chairman of the Council and of Community Committee should sit on the Project Development Group, and that these incumbents should also continue beyond May. It was requested that Cllr Wisenfeld also join the Group.

**141 Council precept for 2002/2003**

Council noted the report on the Committees' estimates and the recommendation from Finance and General Policy Committee on the amount of the precept. It was RESOLVED to set the Council's precept for 2002/03 at £482,500.

Cllr Sellears joined the meeting

**142 Accounts for Payment**

The following Accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1242	EFDC	Kingsley Hall / Buckingham Court Rates		1116.00
1243	SITA	Refuse Collection Kingsley Hall, Cemetery	15.42	103.57
1244	Chubb Fire Ltd	Kingsley Hall	5.16	34.66
1245	Greenside Landscapes	RVRec Repairs	32.37	217.37
1246	EALC	Conference		35.00
1247	Acumen Wages Service	Payroll – December	1.75	11.75

1248	Eastern Contracting Ltd	Kings Green Lights	106.58	715.58
1249	AtoZ Supplies	Stationery	2.30	15.45
1250	Arwin Services	Cleaning Buckingham Court, Kingsley Hall	109.38	734.38
1251	Guardian Newspapers	Copy photograph		4.49
1252	East of England Local Government Conference	Conference	18.38	123.38
1253	Engraving Craft Company	Lift signs, Christmas competition cups		20.86
1254	Gristwood & Toms	Tree Log Barriers Roding Valley Recreation Ground	26.25	176.25
1255	Public Works Loan Board	Buckingham Court		14,103.23
1256	NSPCC Registered Charity	Xmas window competition winner charity cheque		£100.00
1257	St. Francis Hospice	Xmas window competition winner charity cheque		£100.00
TRF	No. 2 account	Reimburse Imprest		10645.00
dd	Compuserve	Telecommunications		16.01
1258	London Electricity	Replacement Cheque	8.24	173.02
1259	Guardian Newspapers	Copy Photograph		8.48

#### 143 Exclusion of the Press and Public

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

#### 144 United Reformed Church

Members noted the report on the United Reformed Church project and spoke about a number of issues, including financing and funding, partners, timescales, and future developments.

Signed.....

Date 6<sup>th</sup> March 2002

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Council Meeting held on 6<sup>th</sup> March 2002 at 7.30 p.m. at 1 Buckingham Court.**

**Present:**

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

J Davis	L M Ford	L J Harris
M W Juniper	A T Lee	P Meadows
S W Murray	T G Owen	C C Pond
B R Saggars	M G Sellears	M E Taylor
R J Wilmot	J P Woodman	

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

**Also:** 3 members of the public

**145 Apologies for Absence**

Apologies for absence had been received from Cllrs Boatman, Ellis, Pearce and Wardle.

Cllr M Hogan was granted a further six months' leave of absence due to ill health.

**146 Public Questions**

No questions had been received.

**147 Confirmation of Minutes**

The minutes of the meeting of 9<sup>th</sup> January 2002 were CONFIRMED as a correct record and signed by the Chairman.

**148 Questions without Discussion**

No questions had been received.

**149 Chairman's Engagements**

The Chairman reported that she had attended an Epping Forest District Council Best Value Consultation Forum, a Jubilee Service at St. Mary's Church and various URC Working Party meetings.

The Chairman would send congratulations to Natalie Chapman on her appointment as Youth Member of Parliament.

Cllr M Taylor joined the meeting.

**150 Matters for Report**

**150.1 Path leading from Roding Road to Loughton Underground Station**

In spite of representations made two years ago to London Underground about the state of the land surrounding the path leading to the Station nothing has been done. It was agreed the Clerk would send a letter of complaint to London Underground.

Cllr S W Murray joined the meeting.

**151 Standards and Ethics**

Dr D Hawes, Chairman of Epping Forest District Council Standards Committee and Ian Willett, Head of Policy Unit and Deputy Monitoring Officer presented the new Code of Conduct for local councils. They explained members' responsibilities under the new Code and answered questions.

Cllr L J Harris joined the meeting during the talk.

The Chairman thanked the speakers for attending the meeting. The speakers then left.

**152 Reports from Members on Outside Organisations**

**152.1** Cllr Meadows reported on the Epping Forest Primary Care Trust Forum on 14<sup>th</sup> January 2002, especially PALS (Patient Advocacy and Liaison Service).

**152.2** Cllr Pond reported the promised meeting of the Essex County Council Archives Working Group had not yet taken place.

**152.2** Emergency Plan – It was agreed Cllr M Sellaars would be substitute Deputy Co-ordinator in case Cllr R Pearce could not be contacted.

**153 Reports from Committees****153.1 Planning**

The reports from the meetings held on 7<sup>th</sup>, 28<sup>th</sup> January and 11<sup>th</sup> February 2002 were NOTED.

**153.2 Community**

The report from the meeting held on 23<sup>rd</sup> January 2002 was NOTED.

Cllr Murray reported that he was impressed by the current edition of "Think Loughton".

**153.3 Environment, Heritage and Leisure**

The report from the meeting held on 6<sup>th</sup> February 2002 was NOTED.

Cllr Pond reported that the service of dedication of the new plaques to be fixed on the War Memorial (min. no. 98.2) involving Churches Together in Loughton has been arranged for 30<sup>th</sup> June 2002. The venue is still to be agreed.

The Clerk reported on the present position with regard to the ownership of the land adjacent to Davenant School, and the management agreement for the Roding Road Allotments.

**153.4 Finance and General Policy**

The report from the meeting held on 20<sup>th</sup> February 2002 was NOTED.

**154 Accounts for Payment**

The following Accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1295	Public Works Loans Account	Loan Repayment		6181.25
1296	Newsquest (London) Ltd	Park Warden Advertisement	61.25	411.25
1297	Andrews	To install Heritage Plaque	7.00	47.00
1298	Suzanne Harper	Expenses		6.32

1299	AtoZ Supplies	Stationery and Kingsley Hall Supplies	20.07	134.75
1300	Greenside Landscapes	Millennium Remembrance Grove Tree Planting	1381.68	9276.88
1301	Local Council Review	Annual subscription		39.96
1302	Sita	Refuse collection Kingsley Hall and Cemetery	17.37	116.62
1303	Arwin Services	Kingsley Hall - Cleaning	63.00	423.00
1304	Acumen Wages Service	Payroll Services (February 2002)	1.75	11.75
1305	British Telecom	Buckingham Court and Cemetery	81.27	545.73
1306	Thames Water Utilities Ltd	Kingsley Hall, Cemetery, Roding Valley Rec. & Buckingham Court		139.40
1307	Society of Local Council Clerks	Conference		255.00
dd	Compuserve	Subscription		20.69
Chaps tfr	Foskett Marr Gadsby & Head Nat West	Purchase of land north of Loughton Chaps fee payable		110,146.87 23.00

#### 155 Exclusion of the Press and Public

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

#### 156 United Reformed Church

Members noted the report on the United Reformed Church project and spoke about a number of issues, including the condition of the building, the needs of local residents and the youth survey.

The Council confirmed its intention to have a Town Council Community Centre on the site with Essex County Council occupying a significant part of the site for youth purposes. The following preferences were expressed, on the understanding that at this stage they could only be for guidance to assist the members of the Working Party and Development Group in making recommendations to the Council:

Demolition of the building was an acceptable course of action in view of the needs of the youth service and the condition of the building. Long lease of the necessary land to Essex County Council was preferred. Relocation of the Council offices to the site was an option to consider but not a prime factor. Utilising the entire site for community/youth use was preferred. The Council had no wish to set up a management committee, in spite of possible funding advantages, as it wished to retain control.

Cllr Murray left the meeting during the discussion.

Signed.....  
Date 1<sup>st</sup> May 2002

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Special Council Meeting held on 3<sup>rd</sup> April 2002 at 7.30 p.m. at 1 Buckingham Court.**

**Present:**

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

J Davis	K F Ellis	L M Ford
L J Harris	M W Juniper	P Meadows
S W Murray	T G Owen	C C Pond
B R Saggars	M G Sellears	R J Wilmot

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

J Innis (Administrative Assistant)

**Also:** 3 members of the public (joined the meeting during Min. No. 161)

A one minute silence was observed in memory of the Queen Mother following her death on 30<sup>th</sup> March 2002

**157 Apologies for Absence**

Apologies for absence had been received from Cllrs Lee, Pearce, Taylor, Wardle, Wisenfeld and Woodman.

**158 Public Questions**

No questions had been received.

**159 Confirmation of Minutes**

The minutes of the meeting of 6<sup>th</sup> March 2002 will be taken at the meeting on 1<sup>st</sup> May 2002.

**160 Questions without Discussion**

No questions had been received.

**161 Sainsbury's Planning Application**

The Chairman of the Planning Committee reported the views of the Committee.

The members voiced their views on whether the Secretary of State should be asked to call in the planning approval.

Cllr Juniper moved that no further action be taken and was seconded by Cllr Murray.

A vote was taken as follows :-

<b>For:</b>	<b>5</b> votes
<b>Against:</b>	<b>8</b> votes

The motion was lost.

Cllr Pond moved that the Council write to the Secretary of State asking him to call in the Sainsbury's planning decision on the following grounds:-

- 1 Non adherence to the adopted local plan;
- 2 Non adherence to national planning guidance (PPG6) relating to the sequential test for supermarket development;

and send him a copy of the Council's original objections.

The motion was seconded by Cllr Ellis.

A vote was taken and recorded as follows:

**For:**            **8** votes  
**Against:**       **5** votes

The motion was passed.

**Signed**.....  
**Date**            **1<sup>st</sup> May 2002**

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Meeting held on Wednesday, 1<sup>st</sup> May 2002 at 7.30pm at Buckingham Court.**

**Present:**

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

J Davis	K F Ellis	L J Harris
L M Ford	M W Juniper	A T Lee
P Meadows	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		

Also in attendance:

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

Also two members of the public.

**162 Apologies for absence**

Apologies for absence were received from Cllrs Murray and Wardle.

**163 Public Questions**

No questions had been received.

**164 Confirmation of Minutes**

The Minutes of the Special Council Meeting held on 3<sup>rd</sup> April 2002 were AMENDED in respect of the correct start time of 7.00pm and CONFIRMED subject to adding Cllr Murray's vote against the second motion (min. no. 161). The Minutes of the meeting of 6<sup>th</sup> March 2002 were CONFIRMED as a correct record and signed by the Chairman.

**165 Questions Without Discussion**

No questions had been received.

**166 Chairman's Engagements**

The Chairman reported that she had attended the Epping Town Mayor's "At Home" held at Epping Hall and the opening of Chigwell Parish Council's Golden Jubilee Garden.

**167 Matters for Report**

**167.1 Path from Roding Road to London Underground Station – Min. no. 150.1**

A site meeting has been arranged for Tuesday 7<sup>th</sup> May at 2pm. Cllrs Harper, Saggars and Meadows will be attending.

**168 Reports from Members on Outside Organisations****168.1 Epping Forest Country Care**

Cllr Woodman reported from a recent meeting.

**168.2 Epping Forest Safer Communities Partnership - Debden Green and Broadway Action Group**

Cllr Juniper informed the Committee that this group had now been disbanded.

**168.3 Noticeboard at Longcroft Rise**

Cllr Ford was APPOINTED to assume responsibility for the noticeboard in Longcroft Rise.

**169 Reports from Committees****169.1 Planning**

The reports from the meetings held on 25<sup>th</sup> February, 11<sup>th</sup>, 25<sup>th</sup> March and 8<sup>th</sup> April 2002 were NOTED.

Cllr Pond asked for clarification on how the committee reviewed applications granted by Epping Forest District Council. The Clerk was asked to investigate street naming procedures.

**169.2 Community**

The report from the meeting held on 20<sup>th</sup> March 2002 was NOTED.

**169.3 Environment, Heritage and Leisure**

The report from the meeting held on 3<sup>rd</sup> April 2002 was NOTED.

Cllr Pond reported on the site meeting held on 23<sup>rd</sup> April on land at Willingale Road.

Cllr M E Taylor joined the meeting.

**169.4 Finance and General Policy**

The report from the meeting held on 17<sup>th</sup> April 2002 was NOTED.

**170 New Ethical Framework**

The Council welcomed and RESOLVED to adopt the Code of Conduct.

Forms for the undertaking to be bound by the Code of Conduct were distributed and the deadline of within two months for signing, witnessing and returning was explained. The Members who attended duly signed their forms witnessed by each other. The undertaking forms for the two Council members currently on six months leave of absence were collected by two members who will hand deliver them. Forms for Notification by Member of a Local Authority of Financial and Other Interests were issued, which have to be returned within 28 days. The Council was informed of two more forms that will be issued for Members to use, if the need arises entitled, Notification by Member of a Local Authority of Receipt of Gift or Hospitality over the value of £25.00 and Notification by Member of a Local Authority of Change to Registered Financial and Other Interests.

**171 Accounts for Payments**

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1345	EFDC	Kingsley Hall /Buck Court Rates		935.00
1346	Acumen Wages Service	Payroll Service	2.54	17.04
1347	H Fairhead Ltd	Millennium Grove Stakes/Ties	11.55	77.55
1348	British Gas Trading Ltd	Kingsley Hall, Buckingham Crt	48.31	427.44
1349	J McLintock & Sons	Kingsley Hall Repairs	12.86	86.33
1350	Signs of the Times	War Memorial Plaques	150.50	1,010.50
1351	Coward Maintenance Services Ltd	Kingsley Hall Heating Fault	14.00	94.00
1352	London Electricity	RVRec, Khall, Cemetery, BkCrt	115.42	1,913.34
1353	Arwin Services	Cleaning Kingsley Hall	63.00	423.00
1354	Andrews	Heritage Plaque & Notice Board	17.50	117.50
1355	LWC Engineering	RVRec Repairs	43.40	291.40
1356	Confederation of Burial Authorities	Annual Subscription		55.00
1357	Newsquest London Ltd	Advert for Annual Town Meeting	11.20	75.20
1358	Foskett Marr Gadsby & Head	Legal Fees for Willingale Road	366.63	3,874.63
TRF	No. 2 account	Reimburse Imprest		11,570.81
227	Chelmsford Borough Council	Staff		12.00

**172 Exclusion of Press and Public**

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

**173 Former United Reformed Church**

A report was tabled and the chairman went through it for the benefit of members. She referred to the conditions for purchase which had been set in November 2001 and the progress which had been made in meeting them.

Cllr Meadows proposed the following motion:

That the Council should proceed with the purchase, and with a building in accordance with scenario 5 or 6 or similar as proposed by Essex County Council.

The motion was seconded by Cllr Wisenfeld.

Cllr Pond proposed an amendment to the original motion:

To delete after "purchase", and substitute and explore further with Essex County Youth Service the refurbishment and re-use of existing building".

The amendment was seconded by Cllr Woodman.

After some discussion Cllr Pond withdrew this amendment and proposed another seconded by Cllr Woodman:

To delete after “purchase”, and substitute “only after having reached a satisfactory conclusion in discussions with Essex County Youth Service for refurbishment and re-use of existing building”.

On a vote, the amendment was lost.

A vote on the substantive motion was taken and CARRIED.

The Clerk was asked to circulate copies of scenarios 5 and 6 to all the members.

Cllr Pearce thanked the working group and officers for all their work.

**Signed .....**

**Date      15<sup>th</sup> May 2002**