

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

MINUTES of the Annual Council Meeting held on 15th May 2002 at 7.30 p.m. at Buckingham Court.

Present:

Councillors: S M Harper (in the Chair for minute nos. 174 – 176)

J Davis (in the Chair from minute no. 177)

E V Boatman	K F Ellis	L M Ford
L J Harris	M Hogan	M W Juniper
P Meadows	S W Murray	T G Owen
R E Pearce	C C Pond	M G Sellears
B R Saggars	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: 3 members of the public

174 Chairman's Introduction

Cllr Harper thanked staff and members for helping her through her year as Chairman and expressed her hope that the purchase of the United Reformed Church would go ahead as planned.

175 Apologies for Absence

Apologies for absence had been received from Cllr A Lee.

A further six months' leave of absence was granted for Cllr J Barnett.

176 Election of the Chairman of the Council for 2002/2003

Cllr Murray thanked Cllr Harper for her year in office.

Cllr J Davis was proposed and seconded and, there being no other nominations, Cllr Davis 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.

Cllr Pearce congratulated Cllr Davis and thanked Cllr Harper for her year in office during which she had chaired some difficult meetings relating to the proposed purchase of the former United Reformed Church.

177 Appointment of Vice-Chairman of the Council for 2002/2003

Cllr Pearce was proposed and seconded and, there being no other nominations, Cllr Pearce was appointed Vice-Chairman. He thanked the Council for his appointment and welcomed Cllr Hogan back after his leave of absence.

178 Public Questions

No questions had been received.

179 Confirmation of Minutes

The minutes of the meeting of 1st May 2002 were CONFIRMED as a correct record and signed by the Chairman.

180 Questions without Discussion

No questions had been received.

181 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2002/2003

181.1 Planning Committee

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

181.2 Community Committee

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

181.3 Environment, Heritage and Leisure Committee

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.

181.4 Finance and General Policy Committee

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

182 Nomination of Council Representatives to Outside Bodies for 2002/2003

182.1 The Council representatives on outside bodies for 2002/03 were AGREED as below:

Alderton County Infant School	Clr J Davis (4 years to 9.10.2005)
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	P House (4 years to 14.05.2006)
The White Bridge County Infant School	Mr T G J Owen (4 years to 9.10.2005)
The White Bridge County Junior School	Mr T G J Owen (4 years to 9.10.2005)
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 G Sellears
Local Councils Liaison Committee	Cllrs L M Ford & M G Sellears
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	Cllr J P Woodman and M Sellears
ECC Parish Passenger Transport Meeting	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 R E Pearce
Town Centre Partnership Steering Group (The Broadway, Loughton)	Cllrs M W Juniper and R E Pearce
Citizens' Advice Bureau Management Committee	Cllr T G Owen
Community Health	Cllr P Meadows
Town Centre Enhancement Focus Group (High Road)	Cllrs R E Pearce, T G Owen & M W Wardle
Town Centre Enhancement Focus Group (The Broadway)	Cllrs J Davis, T G Owen & R E Pearce
Loughton Police Community Forum	Cllrs M Hogan & J P Woodman
Under 11s Action Group	Cllr V Wisenfeld
London Underground Ltd/EFDC Regular Meetings	Chairman & Vice Chairman Environment, Heritage & Leisure Committee

182.2 Noticeboards

Existing councillors looking after noticeboards were confirmed, except that in future papers for Debden Library should be sent direct to the Library.

182.3 Grievance Hearing Panel

Cllr Juniper was nominated and appointed to sit on the Grievance Hearing Panel.

183 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1359	London Electricity	Kings Green	0.80	16.82
1360	AtoZ Supplies	Stationery/office equipment	25.08	168.35
1361	Shaw & Sons	Forms	2.36	15.86
1362	Essex Association of Local Councils	Annual Subscription (incl National Association)		1238.23
1363	Select Business Equipment	Photocopying/stationery	24.78	166.39
1364	Greenside Landscapes	RVRec Repairs	12.25	82.25
1365	Essex Security Services Ltd	Buck Crt Security Alarm	14.00	94.00
1366	Lloyd Williams	Legal Fees (Advice/Negotiating Willingale Road Playing fields)	350.00	2350.00
1367	Guardian Newspapers	Copy Photograph		4.49
1368	Arwin Services	Cleaning Buckingham Court	46.38	311.38
1369	Cash	Petty Cash Imprest		144.97
1370	Royal Mail	Redirection of post for 3 months		21.00
dd	Compuserve	April Subscription		20.70

184 Exclusion of Press and Public

Cllr Pond proposed a motion, which was seconded by Cllr Sellears, that the press and public should not be excluded from Agenda item 11. The Clerk explained that

negotiations could still be prejudiced and Cllr Pond withdrew his motion. It was therefore RESOLVED to exclude the press and public from the following item.

185 Former United Reformed Church, Borders Lane

The Clerk reported that she had attended at meeting at Essex County Council to discuss the VAT aspect of the purchase of the URC.

She told the meeting that the County Council's portfolio holders had gone through various processes but as the final portfolio holder had yet to reach a decision there was no further progress to report. She suggested that the Council should not resolve to sign and seal the legal documents until a clear update had been received. Cllr Murray endorsed this view and the Clerk suggested that a special meeting of the Council be held in June. A special meeting of the council was provisionally set for 19th June 2002 to be followed by the scheduled meeting of the Environment, Heritage and Leisure committee. The Chairman of EHL committee agreed to this, noting that the committee may need to be adjourned to a later date if business remained to be transacted when a late hour was reached.

Signed.....

Date: 2002

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Special Council Meeting held on 19th June 2002 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: J Davis (in the Chair)

K F Ellis	L M Ford	S M Harper
L J Harris	M Hogan	M W Juniper
T G Owen	C C Pond	B R Sagers
M G Sellears	M E Taylor	M Wardle
V Wisenfeld	J Woodman	

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

186 Apologies for Absence

Apologies for absence had been received from Cllrs Lee, Meadows, Murray, Pearce and Wilmot.

187 Public Questions

No questions had been received.

188 Confirmation of Minutes

The minutes of the meeting of 15th May 2002 were AGREED as a correct record and signed by the Chairman.

189 Questions without Discussion

No questions had been received.

190 Exclusion of the 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.

191 United Reformed Church

The Members NOTED the report and discussed the status of the Essex County Council's decision, VAT, deadline for completion and revised costs. Cllr Harper proposed that the Council should proceed with the purchase, and should act in accordance with Option 3 in the agenda report which was seconded.

A vote was taken and CARRIED.

Cllr Harper moved to sign and seal the documents relating to the purchase which was seconded.

A vote was taken and CARRIED unanimously.

Signed.....
Date 24th July 2002

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Council Meeting held on 24th July 2002 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)

L M Ford	S M Harper	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	R J Wilmot
J Woodman		

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

3 members of the public

192 Apologies for Absence

Apologies for absence had been received from Cllrs Boatman, Davis, Ellis, Hogan, Taylor, Wardle and Wisenfeld.

193 Public Questions

No questions had been received.

194 Confirmation of Minutes

The minutes of the meeting of 19th June 2002 were AGREED as a correct record and signed by the Chairman.

195 Declarations of Interest

No Declarations of Interest were made.
The Chairman explained the existence of this new agenda item.

196 Questions without Discussion

No questions had been received.

197 Chairman's Engagements

Cllr Pearce, Vice Chairman, reported he had attended the Ceremony to re-dedicate the plaques on the War Memorial on 30th June 2002 on behalf of Cllr Davis and thanked Cllrs Pond and Juniper, Paul Roden and Churches Together in Loughton for their help with the service. Eleanor Laing MP passed on special thanks for Monty Juniper's testimony.

198 Matters for Report

198.1 Former United Reformed Church, Borders Lane

Cllr Pond reported that matters were progressing.

198.2 Epping Forest College meeting

Cllr Pond reported on a meeting he had attended recently at the Epping Forest College with the Principal, representatives of Epping Forest District Council and advisers concerning plans for the development of education. Nominations for two Town Council representatives to be appointed to attend future meetings were invited by the College and it was proposed Cllrs Pearce and Siggers be appointed and this was seconded. Next meeting to be held at 2.30 p.m. 30th July which the Town Clerk will be attending.

198.3 Land adjacent to Davenant School

Cllr Pond reported on a meeting of the Willingale Road Playing Fields Working Group that afternoon. It was hoped that the pitches would be ready for play this season, and the Working Group had decided the fees to be charged would be the same as on the Roding Valley Recreation Ground, with half price for the changing room, for the 2002/03 season. Future long term arrangements would be discussed at a later date.

198.4 Planning application for Sainsbury's

Cllr Pond reported to the meeting on the history of the land to be developed by Sainsbury's. Before 1935 there were plans for a lido but this was never built. It was AGREED that the Town Clerk should initiate negotiations with the Town Council Chairman and Vice Chairman and Epping Forest District Council Chief Executive and portfolio holders so that money received from release of the covenant should be used for leisure facilities to compensate the people of Loughton for the loss of the land for leisure purposes.

Cllr Murray declared a personal interest.

It was agreed that this should not be pursued until after the negotiations on the United Reformed Church covenant are concluded.

199 Report from Members on Outside Organisations**199.1 Local Councils Liaison Committee.**

Cllr Sellaars reported on a recent meeting. Copies of his notes were made available to members.

199.2 Community Health

Cllr Meadows reported on a meeting of the Primary Care Trust she attended on 10th June 2002.

199.3 Town Centre Partnership Steering Groups (High Road & Broadway Loughton)

Cllr Pearce reported on meetings of both groups. The Town Centre Partnership thanked the Town Council for the financial support for Debden Day. With the proposed development by Sainsbury's Epping Forest District Council planned to reconvene the Focus Groups to discuss the way ahead.

199.4 Cllr Murray proposed S Barnes should continue as governor of Hereward County Primary School. The proposal was seconded and AGREED. There were no other nominations.

199.5 Cllr Sellaars nominated Cllr Murray as the representative on the Corporation of London Forest Forum and this was seconded. Cllr Meadows nominated Cllr Woodman to be the representative on the Forest Forum and this was seconded. A vote was taken and Cllr Woodman was appointed, with Cllr Murray as substitute.

199.6 Grievance Panel

Cllr Ellis was nominated and appointed to sit on the Grievance Hearing Panel.

200 200.1 Planning

The reports from the meetings held on 22nd April, 7th, 27th May, 10th, 24th June and 8th July 2002 were NOTED.

200.2 Community

The report from the meeting held on 5th June 2002 was NOTED with a discussion about vandalism on the Millennium Remembrance Grove.

200.3 Environment, Heritage and Leisure

The report from the meeting held on 19th June 2002 was NOTED. The priority list, skateboard park and the Park Warden's duties were discussed.

200.4 Finance and General Policy

The report from the meeting held on 3rd July 2002 was NOTED; an amendment will be made in respect of min no. F131.2.

The members of the Environment, Heritage and Leisure Committee were asked to look again at their priority list before the next meeting of the Finance and General Policy Committee.

201 Christmas Card Competition

It was AGREED the Town Council representatives on the governing bodies of local schools should be asked to distribute and collect entry forms and promote the competition in the schools they represent. It was recommended the competition be advertised in "Think Loughton" and the Town Clerk to write to the Council's representatives.

The members congratulated the Council's webmaster for gaining third place in the Local Council Review web site of the year award 2002.

202 Cemetery – Reference from Environment, Heritage and Leisure Committee

The proposal to establish a cemetery on part of the land recently acquired in north Loughton, known as Lady Whitaker's Mead was AGREED in principle.

203 Annual Town Meeting

The Council AGREED there were no outstanding issues to be raised.

204 Accounts for Payment

The following accounts for payment were APPROVED.

Cheque no.	Payee	Purpose	VAT	Gross Amount
1418	KIDZ Club	Grant		400.00
1419	Loughton Tree Wardens	Grant		100.00
1420	Arwin Services	Cleaning – KHall, Buck Crt	109.38	734.38
1421	Acumen Wages Service	Payroll – July	2.54	17.04
1422	Neopost Limited	Franking Machine Maintenance	13.69	91.89
1423	Audit Commission	2000/01 Audit	70.88	475.88
1424	LWC Engineering	RVRec Panels / Barriers	122.76	824.26
1425	Greenside Landscapes	Millennium Grove 1 st Quarter Maintenance	78.75	528.75
1426	Avery Berkel Ltd	Postal Rate Card	0.93	6.24

1427	Sita	Refuse Cemetery/KHall	17.37	116.62
Transfer	No 2. account	Reimburse Imprest		11496.45

Signed.....

Date 9th October 2002

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Council Meeting held on 9th October 2002 at 7.30 p.m. at Buckingham Court.

Present:

J Davis (in the Chair)		
E V Boatman	K F Ellis	L M Ford
S M Harper	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 Siggers	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

205 Apologies for Absence

Apologies for absence had been received from Cllr Hogan.

The Council RESOLVED to grant Cllr J Barnett a further six months leave of absence.

206 Public Questions

No questions had been received.

207 Confirmation of Minutes

The minutes of the meeting of 24th July 2002 were amended so that item 198.1 should read "Cllr Harper reported that matters were progressing". The minutes were then AGREED as a correct record and signed by the Chairman.

208 Declarations of Interest

No Declarations of Interest were made.

209 Questions without Discussion

No questions had been received.

210 Chairman's Engagements

The Chairman reported that she had had tea with the Rainbows at St Mary's Church, attended the opening by Lord Murray of Debden Park High School and the opening of the Specsavers Shop in the High Road.

211 Matters for Report**211.1 Epping Forest College – Min. no. 198.2**

Cllr Pearce reported that both he and Cllr Saggars had attended a meeting at the college to hear the Principal, David Butler, make a presentation to various interested parties about the future of the college campus, and that David Butler had subsequently met privately with the Town Clerk to discuss matters of mutual interest.

211.2 Emergency Planning Seminar 'Focus on Flooding' – Min. no. C98

Cllr Sellears reported that he had attended the Emergency Planning Seminar 'Focus on Flooding' at Epping Forest District Council's offices. He reported that the Chief Executive of the District Council had indicated that he would like all town and parish councils to form flood committees. Cllr Pond recommended that the suggestion be referred to the Strategy and Staff Group for consideration and this was agreed.

211.3 Essex Association of Local Councils, Epping Forest Branch

Cllr Sellears reported that he had attended a meeting of EALC on 18th September, where the subject of member subscriptions was raised and a discussion regarding the constitution of the Association took place.

212 Reports from members on Outside Organisations**212.1 Governing Body of St John Fisher Primary School**

As Cllr Hogan has resigned from the Governing Body of the above school, the Chairman thanked him for his service and offered to ask her daughter-in-law if she wished to be nominated to take over the role.

212.2 Corporation of London's Forest Forum

Cllr Woodman reported that she had attended the first meeting of the Forest Forum in the new village hall at Theydon Bois where the problems of high speed traffic through the forest had been discussed.

212.4 Community Health

Cllr Meadows reported on two meetings she had attended; one on 9th September 2002 where the Epping Forest Primary Care Trust's business plan had been discussed and a meeting on 16th September 2002 about the Diagnostic and Treatment Centre which is planned for Princess Alexandra Hospital. She told the meeting that she had objected to the centre being sited in Harlow as the poor transport links and parking facilities would make it relatively inaccessible to the people of Loughton.

212.5 EALC Larger Local Councils' Forum

Cllr Harris had attended the meeting which included information on improving audit systems.

212.6 Town Centre Partnership (High Road)

Cllr Pearce reported that at a recent meeting of the Partnership discussions had taken place about the Christmas lights. The proposed Town Centre Enhancement had also been discussed in the light of the granting of Sainsbury's planning application which includes some enhancement works under its Section 106 agreement.

212.7 Loughton Police Community Forum

Members had been concerned to hear that the Custody Suite at Loughton Police station was to be closed and asked that the Council's representatives on the Police Community Forum, Cllrs Hogan and Woodman, be given a mandate to protest about the closure in the strongest possible terms.

213 Reports from Committees**213.1 Planning**

The reports from meetings held on 22nd July, 12th August, 2nd and 16th September 2002 were NOTED.

213.2 Community

The report from the meeting held on 31st July 2002 was NOTED.

213.3 Environment, Heritage and Leisure

The report from the meeting held on 11th September 2002 was NOTED.

213.4 Finance and General Policy

The report from the meeting held on 18th September 2002 was NOTED.

214 Loughton Community and Youth Centre – Security

Cllr Harper reported on the costs arising from the building. Cllr Juniper cautioned against agreeing to demolish the building before the issues of funding and the lifting of the restrictive covenant on the building had been resolved. Cllr Pond concurred and moved a motion that the item be referred to the next full council meeting in January. The motion was seconded. A vote was taken and the motion CARRIED.

215 References from Finance and General Policy Committee**215.1 Community and Youth Centre – Min. No. F140.2**

It was AGREED that £30,000 which was budgeted for running costs should now be made available for the capital cost in addition to the £1m loan taken out.

215.2 Committee Responsibilities – Min. No. F142

It was AGREED:

(1) To suspend Standing Order 44 and to vary the committees' Terms of Reference in Standing Orders to move responsibility for community halls from Environment, Heritage and Leisure Committee to Community Committee with immediate effect; Standing Order 44 was then reinstated.

(2) To disband the United Reformed Church Working Party.

(3) To retain the Community Centre Development Group and representatives meeting architects, etc, reporting to Community Committee.

215.3 Essex County Council Boundary Review – Min. No. F145

It was AGREED that the Council should express the view that the parish of Loughton should be wholly contained within Loughton County Divisions.

216 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1480	Acumen Wages Service	Payroll Service	2.54	17.04
1481	Co'dair Ltd	Advertising	17.50	117.50
1482	Able Glaze UK	URC Repairs	67.37	452.37
1483	Town Centre Partnership (High Road)	Xmas Lights – Grants		900.00
1484	Corporate Document Service	Stationery Printing	36.45	244.71
1485	Essex County Council	Willingale Road Playing Field Grounds Maintenance	36.83	247.30
1486	Arwin Services	Buckingham Court/Kingsley Hall Cleaning	109.38	734.38
1487	Engraving Craft Company	RVRec Key Fobs		47.60
1488	J. McLintock & Sons Ltd	RVRec Repairs	25.43	170.77
1489	Impact	Software support		55.00
1490	AtoZ Supplies	Stationery	1.51	10.11

1491	Orion Media Marketing	Stationery	6.18	41.49
1492	Butterworths Tolley	Book		41.10
1493	EFDC	Rates – Kingsley Hall, Buck Court, URC House		989.00
1494	Essex County Council	Personnel		13.05
1495	Glenny	Buck Court Mgt Fees	253.84	1704.33
1496	LWC Engineering	RVRec Repairs	170.81	1146.81
1497	Service Publications	Newsletter Printing		860.00
1498	Accredited Locksmith Services	RVRec Changing Room Repairs		110.45
1499	NALC	Conference	14.00	94.00
1500	RM Burnikell	RVRec Changing Room Repairs		40.00
1501	M Sellears	Expenses		18.92
1502	Thames Water Utilities Ltd	RVRec Changing Rooms		23.23
1503	Associated Glass Ltd	URC Repairs	23.10	155.10
1504	Alex Lawrie Factors Signs Express	Signs for Willingale Rd / RV Rec	6.22	41.74
dd	Compuserve	September		19.04

Signed.....
Date: 15th January 2003

THESE MINUTES ARE NOT YET CONFIRMED

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Meeting held on Wednesday, 15th January 2003 at 7.30pm at Buckingham Court.

Present:

Councillors: J Davis (in the Chair)

K F Ellis	L M Ford	S M Harper
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	V Wisenfeld
J P Woodman		

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

Also two members of the public.

217 Apologies for absence

Apologies for absence were received from Cllrs Wardle and Boatman.

218 Public Questions

No questions had been received.

219 Confirmation of Minutes

The minutes of the meeting held on 9th October 2002, amended at minute no. 215 from those circulated, were CONFIRMED as a correct record and signed by the Chairman.

220 Declarations of Interest

Cllr Pond declared a personal but non-prejudicial interest under item 13 – Council Precept 2003/04. Cllr Pearce declared a personal but non-prejudicial interest under item 10 – Boundary between the Cemetery and St. John’s Church.

221 Questions Without Discussion

No questions had been received.

222 Chairman’s Engagements

The Chairman reported on the unveiling of the Loughton Historical Society forest interpretation board, and laying the wreath on behalf of the Town Council at the Remembrance Sunday Service. The Chairman expressed her disappointment that the Town Council Chairman had not been invited by the Town Centre Partnership (High Road) to the lighting up ceremony of the Christmas lights in the High Road.

The Vice Chairman reported on the Light up a Life ceremony and his speech on behalf of the Chairman, at Kings Green on November 29th.

223 Matters for Report**223.1 Emergency Planning – Flooding**

It was AGREED to invite Mr Mike Tipping the Epping Forest District Council Emergency Planning Officer to speak to the Council at a future meeting.

223.2 Roding Valley Recreation Ground – Transfer of Land

Cllr Pond reported a further meeting was to be held on 20th January.

223.3 London to Ipswich Multi Modal Study

Cllr Pond reported that the recent final report had not addressed the Town Council's concerns. It was AGREED to write again reiterating the Council's views.

224 Reports from Members on Outside Organisations**224.1 Town Centre Partnership (The Broadway)**

Cllr Juniper reported on the meeting of the Partnership. He also announced that Debden Day would be held on 24th May 2003 with a Wild West theme.

224.2 Town Centre Partnership (High Road)

Cllr Siggers reported that the Christmas lights event went well and that the lights were improving each year.

224.3 Community Health

Cllr Meadows reported on two Primary Care Trust Consultative Forums, and referred to "Modern Matrons", doctors' waiting times, and the definition of Governance.

224.4 EALC – Epping Forest Branch

Cllr Ford reported that he was unable to attend the meeting of the EALC as it clashed with a Council meeting.

224.5 EALC – Larger Local Councils Forum

Cllr Harris reported that at a recent meeting discussions took place on the performance of the EALC and National Association of Local Councils.

224.6 ECC Parish Passenger Transport Meeting

Cllr Pond reported on changes to bus routes, Central Line levels of service and temporary bus stops.

224.7 Loughton Police Community Forum

Cllr Woodman reported on the meeting on 26th November, including additional police officers, six month trial closure of the custody suite, the future of neighbourhood watch, and the disorder in the High Road Loughton on Friday and Saturday nights.

224.8 Town Centre Enhancement Focus Group (High Road)

Cllr Pearce reported on street paving and furniture and the parking strategy. After some discussion as to the nature of representation at these meetings it was AGREED that the Town Council should ask the Epping Forest District Council for clarification on the attendees.

224.9 Epping Forest District Council

Cllr Davis reported on a motion regarding the transfer of allotments on Willingale Road from Epping Forest District Council to the Town Council.

225 Reports from Committees**225.1 Planning**

The reports from the meetings held on 30th September, 14th and 28th October, 11th and 25th November and 9th December 2002 were NOTED. Cllr Owen reported on an item in relation to Staples Road School and temporary classrooms. As a result the planning permission had been reduced from five years to one year.

225.2 Community

The report from the meeting held on 23rd October 2002 was NOTED.

Cllr Ellis asked for a progress report on the Community and Youth Centre. The Town Clerk gave a short update; a report would be made to the Community Committee.

225.3 Environment, Heritage and Leisure

The report from Environment, Heritage and Leisure Committee was NOTED.

225.4 Finance and General Policy

Cllr Harris presented the reports from the meetings held on 20th November and 4th December 2002, including discussions on the precept.

226 Boundary between the Cemetery and St. John's Church

It was AGREED to proceed to sign and seal this document.

227 Covenant on Sainsbury site, Old Station Road

A vote for the rescission motion took place and was CARRIED. It was RESOLVED that the Loughton Town Council calls upon the Epping Forest District Council to devote the whole of the moneys derived from the release of the Covenant on the Old Station Road Sainsbury site, to the enhancement of Loughton Town Centres (Broadway and High Road).

The Council further recalls that this land was paid for by its predecessor the Loughton UDC for the use as a public open space, and believes that the time is well overdue to reimburse Loughton for its loss.

228 Election Dates 2004

A discussion took place and it was AGREED that the Council's views are that:

Local council elections should not be combined with the European elections.

Weekend elections were undesirable due to incurring increased costs.

229 Council Precept 2003/04

The agenda report on the precept was discussed. Cllr Pond moved an amendment to increase the Council's precept by £3,000 to £504,800 for the replacement of two lamp posts in a conservation area. This was seconded by Cllr Woodman. A vote was taken and RECORDED as follows:

For: 3	Cllr C C Pond	Cllr J P Woodman	Cllr L M Ford
Against: 7	Cllr J Davis Cllr A T Lee Cllr M G Sellars	Cllr L J Harris Cllr R E Pearce	Cllr M W Juniper Cllr B R Saggars

The motion was therefore LOST.

A vote was then taken for the original recommendation and it was RESOLVED that the Council's precept for 2003/04 should be £501,800.

230 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1630	Coward Maintenance Services Ltd	RVRec Changing Room Works	87.06	584.56
1631	Arwin Services	Buck Crt, Willingale Rd Changing Rm, K Hall Cleaning	114.63	769.63
1632	Acumen Wages Service	Payroll Services	2.54	17.04
1633	Essex County Council	Willingale Road Maintenance	103.03	691.80
1634	R S Components	Lift Safety Equipment	8.88	59.64
1635	Public Works Loan	Loan Repayment Buckingham Court		14,103.23
1636	DBJ (Woodford) Ltd	Buckingham Court Building Maintenance	8.75	58.75
1637	Local Council Review	Annual Subscription		34.77
1638	British Gas Trading Ltd	Buckingham Court	3.28	68.98
1639	SITA	Refuse KHall, Cemetery	53.97	362.42
DD	Compuserve	December		19.03
TRF	No. 2 account	Reimburse Imprest		11,984.25

Signed

Date

12th March 2003

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Council Meeting held on 12th March 2003 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: J Davis (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	C C Pond
B R Saggars	M G Sellears	M W Wardle
R J Wilmot	J Woodman	

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

2 members of the public

231 Apologies for Absence

Apologies for absence had been received from Cllrs Ford, Murray, Pearce and Taylor. The Council RESOLVED to grant Cllr J Barnett a further six months' leave of absence.

232 Public Questions

No questions had been received.

233 Confirmation of Minutes

The minutes of the meeting of 15th January 2003 were AGREED as a correct record and signed by the Chairman.

234 Declarations of Interest

Cllr Ellis declared a personal but non prejudicial interest under item 14 – Community Centre/former United Reformed Church. Cllr Pond declared a personal but non-prejudicial interest under item 8.1 – Covenant on Sainsbury site, Old Station Road – Min. no. 227. Cllr Boatman declared a personal but non prejudicial interest under item 15 – Willingale Road allotments.

235 Questions without Discussion

No questions had been received.

236 Chairman's Engagements

The Chairman had no engagements to report.

237 Presentation on Flooding

Apologies had been received from Mike Tipping who was unable to attend the meeting as he was indisposed. It was agreed to ask Mr Tipping to address the next Council meeting.

238 Matters for Report**238.1 Covenant on Sainsbury site, Old Station Road – Min. no. 227**

The members noted the report.

Members had learned that the Sainsbury's store was to open for business on 20th March 2003 despite agreed highway works not being completed. Members were very concerned and on a vote, it was agreed that the Clerk should write to the District Council on behalf of the Town Council expressing its concern that Sainsburys had not met its obligations and pressing that the store should not open until the works had been completed.

238.2 Epping Forest District Council Environmental Improvements budget

Cllr Pond expressed his disappointment that the environmental budget earmarked for the Town Council by Epping Forest District Council since August 2000 may no longer be available. It was AGREED the Clerk should write to the finance portfolio holder expressing the Town Council's concerns.

239 Reports from Members on Outside Organisations**239.1 Corporation of London Forest Forum**

Cllr Woodman reported on a meeting she recently attended when a five year plan was introduced. Cllr Woodman offered members copies of a consultation document and questionnaire.

239.2 Representative on governing body of White Bridge Infant School

It was AGREED to nominate Mr Peter Galloway to be the Council's representative on the governing body of White Bridge Infant School.

239.3 Public Transport Advisory Committee

Cllr Pond proposed the Clerk should write asking for a meeting to be convened to discuss the closure of the Central Line. Cllr Pond would draft the proposed letter.

239.4 Essex Association of Local Councils – Epping Forest Branch

Cllr Sellaars reported on a meeting he attended on 19th February 2003.

239.5 Planning

Cllr Owen reported on a seminar he attended given by the Council for the Protection of Rural Essex on 5th March 2003 on responding to planning applications.

240 Reports from Committees**240.1 Planning**

The reports from the meetings held on 6th, 20th January, 3rd, 17th February 2003 were NOTED.

240.2 Community

The report from the meeting held on 29th January 2003 was NOTED.

240.3 Environment, Heritage and Leisure

The report from the meeting held on 12th February 2003 was NOTED.

Cllr Ellis referred to the footpath from Brooklyn Avenue to the Loughton Leisure Centre and it was AGREED a letter should be sent to Epping Forest District Council asking for a date for the footpath to be opened.

The members discussed proposals for the Park Warden's post.

240.4 Finance and General Policy

The report from the meeting held on 26th February 2003 was NOTED

Cllr Meadows sent apologies for Debden Day on 24th May 2003, so the Chairman of Community Committee would take sole responsibility for the rota of helpers.

241 Free home to school transport

The members NOTED the report. Some concern was expressed at the distance children would have to walk and it could mean more cars would be on the road. A letter should be sent to Essex County Council expressing the Council's concerns.

242 Accounts for Payment

242.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1674	Greenside Landscapes	Pyrles Lane Allotment works	43.75	293.75
1675	AtoZ Accord	Office Equipment	14.53	97.53
1676	British Telecommunications	Buckingham Court, Cemetery	79.87	536.35
1677	Thames Water Utilities Ltd	Buck Court, Willingale Rd, Kingsley Hall, RVRec Chg Rms, Cemetery		168.87
1678	Service Publications Ltd	Newsletter – Printing		900.00
1679	AtoZ Accord	Electrical Testing	18.40	123.55
1680	TBS Hygiene	Willingale Road Playing Fields Bins	115.92	778.37
1681	Royal Mail	Postage		250.00
1682	Cash	Petty Cash Reimbursement		134.80
1683	Foskett Marr Gadsby & Head	Legal Fees – Roding Road Allotments	52.50	352.50
1684	Accredited Locksmiths	Kingsley Hall Repairs		81.90
1685	Public Works Loan	Loan Repayment		18,295.62
TRF	Compuserve	February		18.43

243 Exclusion of Press and Public

The members 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.

244 Community Centre/former United Reformed Church

It was agreed to follow the second option proposed by the Council's agent as in the agenda report, with the first option as a fall-back position. Figures to be agreed by the Clerk in consultation with the Chairman and Vice Chairman of Finance and General Policy Committee.

245 Willingale Road allotments

The Council noted the agenda report on the current position on the allotment site, and that the Epping Forest District Council Cabinet had decided to meet the Town Council to discuss the situation with the Willingale Road allotments. It was agreed that the Clerk should write to Epping Forest District Council Chief Executive suggesting dates

for the meeting. All Town Councillors wished to be invited to the meeting, and local District Councillors should also be invited.

Signed.....

Date **14th May 2003**

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Council Meeting held on 14th May 2003 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: J Davis (in the Chair)

E V Boatman	K F Ellis	L M Ford
L J Harris	M D Hogan	M W Juniper
A T Lee	S W Murray	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 (from minute no. 259)	
J Woodman		

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

246 Apologies for Absence

Apologies for absence had been received from Cllrs Harper and Meadows.

247 Public Questions

No questions had been received.

248 Confirmation of Minutes

The minutes of the meeting held on 12th March 2003, amended at minute no. 240 from those circulated, were CONFIRMED as a correct record and signed by the Chairman.

249 Declarations of Interest

No Declarations of Interest were made.

250 Questions without Discussion

No questions had been received.

251 Chairman's Engagements

The Chairman reported she had attended a presentation at Chigwell School, The Army Presentation Team 'The Army for Today' on 10th April 2003 and the Epping Town Mayor's "At Home" with Cllr T G Owen on 27th April 2003.

252 Matters for Report

252.1 Presentation on Flooding – Min. no. 237

Members noted the presentation was deferred to the meeting on 23rd July 2003.

252.2 Covenant on Sainsbury site, Old Station Road – Min. no. 238

The members NOTED this item.

252.3 Willingale Road Allotments – Min. no. 245

Following a meeting members had had with representatives of Epping Forest District Council, the Town Council declared its intention to retain the whole site for its existing purposes as urban open space and allotments land.

The Council also agreed it wanted the whole site to be transferred, not just part.

It was AGREED that the Strategy and Staff Group (following the Annual Meeting) would be nominated as a small group to negotiate with Epping Forest District Council on this matter, and that the Group would co-opt any additional members required for specialist knowledge.

253 Reports from Members on Outside Organisations

253.1 Community Health

Cllr Ellis gave a report on behalf of Cllr Meadows who had attended two health meetings. On 17th March she attended the Primary Care Trust Consultative Forum and the main topic of concern was the closure of the Community Health Council in September 2003 which will be replaced by Patient and Public Involvement Forums to be set up in every NHS Trust. As many Loughton residents use Whipps Cross hospital, which will be covered by the London PPIF, there needed to be an Epping Forest representative on that Forum. It was agreed to write to the Commission to request this.

She attended another meeting at the Essex Strategic Health Authority which discussed Cancer Services in Essex, where she asked the Health Authority to remember that Loughton, Buckhurst Hill and Chigwell were part of their area despite being so close to London.

253.2 Town Centre Partnership (High Road)

Cllr Pearce passed on the Partnership's thanks for the donation for Christmas lights. He also reported the Partnership was making a formal complaint to Epping Forest District Council about highways matters relating to Sainsbury's.

Town Centre Partnership (Broadway)

Cllr Pearce reported on the Debden Day Wild West event on 24th May 2003

253.2 Police Consultative Group

Cllr Pearce reported there were now six Policy Community Safety Officers for Loughton, four full time and two part-time.

254 Reports from Committees

254.1 Planning

The reports from the meetings held on 3rd, 17th, 31st March, 14th, 28th April 2003 were NOTED.

254.2 Community

There was no report as the meeting had not been held.

254.3 Environment, Heritage and Leisure

The report from the meeting held on 9th April 2003 was NOTED.

254.4 Finance and General Policy

The report from the meeting held on 30th April 2003 was NOTED. Cllr Harris highlighted the need to revise the work priorities in order to meet audit requirements.

255 Report from Annual Town Meeting

The Council AGREED there were no outstanding issues to be raised.

256 Assumption of functions from principal councils

The members NOTED the report. It was AGREED the Strategy and Staff Group should discuss assuming additional functions.

257 Accounts for Payment

257.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1743	Acumen Wages Service	Payroll	2.72	18.22
1744	Greenside Landscapes	RVRec Fence Repairs	17.50	117.50
1745	Select Business Equipment	Photocopying	19.37	130.03
1746	Able Glaze UK	Community Centre Repairs	57.26	384.46
1747	Cash	Reimburse Petty Cash imprest		145.43
1748	LWC Engineering	RVRec Repairs	52.50	352.50
1749	British Gas	Kingsley Hall	64.40	432.44
1750	Arwin Services	Buckingham Court Cleaning	46.38	311.38
1751	AtoZ Accord	Equipment & Stationery	14.36	96.42
1752	Signs of the Times Ltd	Heritage Plaque – George Granville Barker	29.85	200.40
1753	Essex Security Services Ltd	Buckingham Court Security Annual Maintenance	14.00	94.00
1754	Avery Berkel Limited	Postage Rate Change Card	0.94	6.30

258 Exclusion of Press and Public

The members 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.

259 Community and Youth Centre

The Clerk reported on the latest position and the negotiations with Essex County Council Property Services and the Youth Service. There was no progress to report on the request to Epping Forest District Council about the restrictive covenant. The measures to be adopted to deter vandalism were discussed.

It was confirmed that plans to demolish the building should not be implemented until negotiations with Essex County Council were nearer completion, although this decision may have to be revisited in the light of the deterioration of the site. The Clerk confirmed that the building is covered by catastrophe insurance.

Cllr Wisenfeld joined the meeting during this item.

Signed.....
Date 23rd July 2003