

LOUGHTON TOWN COUNCIL

ANNUAL COUNCIL MEETING

MINUTES of the Annual Council Meeting held on 21st May 2003 at 7.30 p.m. at Buckingham Court.

Present: J Davis (in the Chair for minute nos. 260 - 261)
 R E Pearce (in the Chair from minute no. 262)
 K F Ellis L M Ford S M Harper
 L J Harris M Hogan M W Juniper
 P Meadows S W Murray C C Pond
 B R Sagers M G Sellears M E Taylor
 M W Wardle R J Wilmot V Wisenfeld
 J P Woodman

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

260 Apologies for Absence

Apologies for absence had been received from Cllrs Lee, Owen & Boatman.

261 Election of the Chairman of the Council for 2003/2004

Cllr Pearce was proposed and seconded and, there being no other nominations, Cllr Pearce was elected Chairman. He duly executed the Declaration of Acceptance of Office and took the chair. Cllr Pearce thanked Cllr Davis for her year in office and expressed his delight at being elected as seventh holder of the title of Chairman since the inception of the Council. He looked forward to a busy year for the Council.

262 Appointment of Vice-Chairman of the Council for 2003/2004

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

263 Public Questions

No questions had been received.

264 Confirmation of Minutes

The minutes of the meeting of 14th May 2003 were amended at Minute No. 253.1 to read 'Whipps Cross PPIF' instead of 'London PPIF'. The minutes were then AGREED as a correct record and signed by the Chairman.

265 Declarations of Interest

No Declarations of Interest were made.

Members were reminded to inform the Clerk if any amendments were required to their entries in the Register of Interests.

266 Questions without Discussion

No questions had been received.

267 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2003/2004

The Clerk reminded the meeting of Standing Order 32 (1) which states “The membership of a committee will be appointed on a pro-rata basis to the number of members elected to the Town Council representing different political groups” and informed the meeting how this worked in terms of numbers on committees. The nominations to the committees did not achieve this proportion, although all the members agreed to the nominations. Therefore it was PROPOSED and AGREED that Standing Order 32 (1) should be interpreted to allow that allocation of members to the Council committees for the coming year (2003/04). It was also AGREED to settle the membership of all the committees in turn and then to revisit each committee to elect the Chairman and Vice-Chairman.

267.1 Planning Committee

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

267.2 Community Committee

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

267.3 Environment, Heritage and Leisure Committee

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

267.4 Finance and General Policy Committee

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

268 Nomination of Council Representatives for 2003/2004

268.1 Council Representatives on Outside Bodies

Cllr Murray declared a personal but non prejudicial interest in Loughton Parochial Charities and Cllr Davis declared a personal but non prejudicial interest in St John Fisher RC Primary School.

The Council Representatives on outside bodies for 2003/04 were AGREED as below:

Alderton County Infant School	Cllr J Davis (4 years to 9.10.2005)
Alderton County Junior School	Cllr S W Murray (4 years to 2007)
The Hereward County Primary (Single School)	S Barnes (4 years to 26.7.2006)
Staples Road County Infant School	Cllr S M Harper (4 years to 19.10.2007)
Staples Road County Junior School	Mr P House (4 years to 14.05.2006)
The White Bridge County Infant School	Mr P Galloway (4 years to 11.03.2007)
The White Bridge County Junior School	Mr T G J Owen (4 years to 9.10.2005)
St John Fisher RC Primary School	Mrs Angela Davis (4 years to 24.10.2006)
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)
Corporation of London Forest Forum	Cllr J P Woodman

	(Cllr S W Murray as substitute)
Essex Association of Local Councils – Epping Forest Branch	Cllrs L M Ford & M Sellears
Local Councils Liaison Committee	Cllrs L M Ford & M Sellears
EALC – Larger Local Councils Forum	Cllr L J Harris
Epping Forest College – Development of Education	Cllrs Pearce & Saggars
Epping Forest Countrycare Liaison Group	Cllrs J P Woodman
Home Mead Local Management Liaison Group	Cllrs J P Woodman & M Sellears
ECC Parish Passenger Transport Meeting	Cllrs B R Saggars and C C Pond (Cllr L M Ford as substitute)
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 Taylor 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 Pearce, T G Owen & M W Wardle
Town Centre Enhancement Focus Group (The Broadway)	Cllrs J Davis, T G Owen and R E Pearce
Loughton Police Community Forum	Cllrs J P Woodman and M Hogan
Under 11s Action Group	Cllr V Wisenfeld
London Underground Ltd/EFDC Regular Meetings	Chairman & Vice Chairman Environment, Heritage & Leisure Committee

268.2 Noticeboards

Existing councillors looking after noticeboards were confirmed.

268.3 Grievance Hearing Panel

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

269 Accounts for Payment

269.1 The following Accounts for Payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1755	Epping Forest District Council	Rates; RVRec Ch Rms, K Hall, Willingale Rd Ch Rms, URC House, Buckingham Court		1,231.00
1756	Public Works Loans	Loan Repayment		17,849.90
1757	Essex Association of Local Councils	Training		63.00
1758	Arwin Services	Kingsley Hall Cleaning	63.00	423.00
1759	Acumen Wages Service	May Payroll	2.28	15.28
1760	Alex Lawrie Factors Ltd	Maintenance Works	4.55	30.55
1761	DBJ (Woodford) Ltd	Water Boiler	121.76	817.52

dd	Compuserve	April	18.91
TRF	No 2 Account	Reimburse Imprest	11,727.57
1762	Royal Mail	Postage	250.00

Signed.....
Date: 23rd July 2003

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Council Meeting held on 23rd July 2003 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (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 (from minute 276)	
T G Owen	B R Saggars	M G Sellears (from minute 276)
M W Wardle	J Woodman	

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

270 Apologies for Absence

Apologies for absence had been received from Cllrs Boatman, Hogan, Pond, Taylor and Wilmot. Cllr Barnet was granted a further six months' leave of absence.

271 Public Questions

No questions had been received.

272 Confirmation of Minutes

The minutes of the meeting held on 21st May 2003 were CONFIRMED as a correct record and signed by the Chairman.

273 Declarations of Interest

No Declarations of Interest were made.

274 Questions without Discussion

No questions had been received.

275 Chairman's Engagements

The Chairman reported he had attended Debden Day on Saturday 24th May, Loughton Leisure Centre official opening on Saturday 7th June, Millennium Remembrance Grove opening ceremony on Saturday 7th June and Service of Welcome for Alan Comfort, the new Vicar at St. Mary the Virgin, Loughton on Wednesday 2nd July 2003.

276 Flooding

Mike Tipping, Epping Forest District Council Emergency Planning Officer circulated information packs on the flood contingency plan.

Cllr Sellears joined the meeting.

Mike Tipping referred to the flooding in Autumn 2000, and the improvements which had been made to the response scheme as a result of lessons learned. Parishes can also

help with their local knowledge and by being “on the spot”. Local Emergency Plans for evacuation and accommodation are also very useful.

Property owners were encouraged to protect their own properties. Information can be obtained from the Environment Agency website.

Cllr Murray joined the meeting.

During questions and answers subjects addressed were dumping of rubbish by residents, future building plans, financial help for residents purchasing prevention equipment, availability of emergency vehicles, causes of flooding and storage of sand bags. It was AGREED the Community Committee would discuss this last subject at its next meeting.

The Chairman thanked Mike Tipping for his presentation.

277 Matters for Report

277.1 Willingale Road Allotments – Min. no. 252.3

Clarification of some of the points in the Report from the Epping Forest District Council Legal Department would be discussed with Cllr Knapman at the meeting of the Strategy and Staff group plus Cllr J Davis on 30th July 2003.

278 Reports from Members on Outside Organisations

278.1 Representative on the governing body of Staples Road Junior School

It was agreed to nominate Mr J Angold-Stevens to be the Council’s representative on the governing body of Staples Road Junior School.

278.2 ECC Parish Passenger Transport Meeting

Cllr Saggars reported attending with Cllr Pond a meeting of this committee. Routes 549 and 167 were discussed.

278.3 Community Health

Cllr Meadows reported on a meeting of the Primary Care Trust on 16th June 2003 concerning the work at Pyrles Lane and Forest surgeries.

278.4 Town Centre Partnership (High Road)

Cllr Pearce reported attending the Annual General Meeting when the business guide was launched. Unfortunately it was later discovered the Town Council’s address was incorrect and it was planned a sticker with the correct address would be put on the guide. Mention should also be made in future that the guide is sponsored by the Town Council.

278.5 Under 11’s Action Group

The Clerk reported this group has not met and has no future plans to meet.

278.6 London Underground Ltd/EFDC Regular Meetings

The Clerk reported no future meetings were planned.

278.7 Local Councils Liaison Committee

Cllrs Ford and Sellears had attended a meeting but there was no specific action to report.

279 Reports from Committees

279.1 Planning

The reports from the meetings held on 12th May, 2nd, 16th, 30th June 2003 were NOTED.

Cllr Sagers left the meeting.

279.2 Community

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

279.3 Environment, Heritage and Leisure

The report from the meeting held on 2nd July 2003 was NOTED.

279.4 Finance and General Policy

The report from the meeting held on 9th July 2003 was NOTED. Cllr Harris drew members' attention to the Quality Councils' requirement to send apologies if unable to attend a meeting, and reminded them to do this via the office rather than another councillor.

280 Loughton Library

Members present thought the proposed new opening hours made good sense, although they wondered why the Library closed early on Thursdays.

281 The cycle of local government elections in England

The members considered the consultation document on the cycle of local government elections in England. It was agreed that there should be a uniform pattern of electoral cycles. Principal authorities should elect by halves, separating the elections as far as possible. A four year term should be retained. "Stand-alone" elections for parishes would be desirable but have cost implications. Local elections should not be mixed with national or European elections. Town and parish councils are very different organisations to the principal authorities, with more local affinities.

282 Accounts for Payment

282.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1809	Institute of Burial and Cremation Admin	Training Course	26.26	176.26
1810	n2n enviro Ltd	Cemetery Supplies	9.28	62.28
1811	The Society of Local Council Clerks	SLCC Conference		220.00
1812	TBS Hygiene	Bin Emptying Willingale Rd	10.23	68.73
1813	Playground Management Ltd	Playground Annual Inspections	72.28	485.28
1814	London Energy Plc	Electricity; RVRec Ch Rms, Willingale Rd Ch Rms, URC House, Buckingham Court, Kingsley Hall, Kings Green	24.28	509.52
1815	British Gas Trading Ltd	Kingsley Hall, Buckingham Court	5.12	107.68
1816	Royal Mail	Newsletter Delivery		590.84
1817	SITA	Refuse Collection; Cemetery, Kingsley Hall	52.78	354.41
1818	Fayers Ltd	Cemetery Repairs	3.20	21.50
1819	Cash	Reimburse Petty Cash		125.61
1820	Arwin Services	Cleaning Kingsley Hall	63.00	423.00
1821	EALC	Training		39.00

1822	AtoZ Accord	Warden Supplies	1.20	8.05
1823	Essex County Council	Willingale Road Grounds Maintenance	37.19	249.70
1824	EFDC	Rates; Buckingham Court, Willingale Rd Ch Rms, RVRec Ch Rms, URC House, K Hall		1231.00
1825	Able Glaze UK	URC & RVRec Repairs	33.78	226.78
1826	Remploy Limited	Publication		2.50
1827	Loughton Athletic Club	Grant		200.00
TRF	No 2 account	Reimburse imprest		13,172.18
1828	London Energy plc	Cemetery, Community Centre electricity	4.03	81.42
1829	DBJ (Woodford) Ltd	Boiler maintenance Buckingham Ct.	8.94	60.00
1830	EFDC	K. Hall Refuse collection	4.92	33.09

283 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.

284 Community and Youth Centre

The members noted the report and were concerned at the delayed time scale. There was a long debate covering a number of issues and considering different options.

Cllr Juniper MOVED that due to the delays and the increased costs, the Council should consider the scheme no longer financially viable and should withdraw and dispose of the site for an approved purpose.

The motion was not seconded and FAILED.

Cllr Murray MOVED recommendation 11c on the agenda:

- to agree a reduced specification, and proceed to Scheme and Estimate stage with the associated costs, accepting the risk that it might be decided not to proceed any further at that stage.

The motion was SECONDED and the resolution agreed. Cllr Juniper abstained from voting.

It was proposed and agreed to set up a new Community Centre Working Group to help move the project forward, reporting to Community Committee and Council as necessary. The members would be Cllrs Harper, Ford (Owen as substitute), Juniper and Pearce, with Cllr Meadows as general substitute.

It was agreed that the lease could be signed and sealed, having been checked by the new Working Group. Once the lease was signed the Group would consider the option of early demolition, and proceed if necessary.

Negotiations on the covenant continued.

Signed.....
Date 15th October 2003

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

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

Present:

Councillors: R E Pearce (in the Chair)

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

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

Also three members of the public.

The Chairman opened the meeting by thanking the Assistant Town Clerk for her work over the last three years.

285 Apologies for absence

Apologies for absence were received from Cllrs Lee, Ford, Boatman and Wisenfeld.

286 Public Questions

No questions had been received.

287 Confirmation of Minutes

The minutes of the meeting held on 23rd July 2003, amended at minute no. 278.1 from those circulated, were CONFIRMED as a correct record and signed by the Chairman.

288 Declarations of Interest

Cllrs Murray and Davis declared a personal but non-prejudicial interest in Agenda item 7.1 Willingale Road Allotments.

289 Questions Without Discussion

No questions had been received.

290 Chairman's Engagements

The Chairman reported on attending Abbeyfield's 40th Birthday Party at Rider House, and opening the Broadway's extended Thursday Market, accompanied by Cllr Tom Owen. He reminded Councillors of the Remembrance Day Services to be held on Sunday 9th November at 12.15pm and 11th November at 11am both at Kings Green. The Vice Chairman reported on the visit to the Town Council on 6th October by ten Mayors from Hiroshima who were on a fact finding mission relating to the workings of Town Councils in this country. He thanked Cllr Pond and the Town Clerk for their

hard work and effort which he felt had reflected a good deal of credit for the Council to the Japanese visitors.

290.1 Past Chairman's Badges

The Chairman presented past chairman's badges to the previous chairmen of the Town Council, in the order of the years they served.

290.2 Quality Council Status

The Chairman reported that the Council has been awarded Quality Council Status, being only one of four in Essex and seven nationally to win the award. Congratulations had been received from the Chairman of the Accreditation Panel, and District Cllr Michael Heavens and John Burgess of Epping Forest District Council. The Chairman and the Clerk will attend the presentation at Dunmow on 28th January 2004.

290.3 Local Government Improvement Programme

The Clerk asked for representatives to attend the second stage of the EFDC Peer Challenge review to be held on 26th November at 10.30 am at the Civic Offices. It was AGREED that Cllrs Sellears, Owen and Pond would attend.

291 Loughton Hall

It was AGREED to bring this item forward as the Principal of Epping Forest College, David Butler was present. Cllr Pond briefed the meeting on the background to the proposed motion and applauded the College on its efforts and determination to preserve the Hall. David Butler told the meeting of its current use, future development plans and repair costs. David Butler thought the college governors would welcome joint discussions about the future of Loughton Hall and he would raise this with them. The motion was remitted to the Community and Environment, Heritage and Leisure Committees for discussion.

292 Willingale Road Allotments

The report was noted and after some discussion the Council AGREED to accept the proposal from Epping Forest District Council as it stands and to proceed as swiftly as possible.

293 Reports from Members on Outside Organisations

293.1 Corporation of London Forest Forum

Cllr Woodman had attended a meeting of the Forum and reported that discussions had taken place on pollution issues, traffic damaging the forest, the development of a policy for forest roads and the Green Arc Initiative.

293.2 ECC Archives Working Group

Cllr Pond reported this group had corresponded through email exchange and an Archives Awareness and Access Centre would soon be available in Loughton Library.

293.3 Loughton Lopping Endowment Fund

Cllr Pond reported this group had concerns over the Marks and Spencer proposed car park and closing times, and the effect that may have on performances that take place at the hall.

293.4 Local Councils Liaison Committee

Cllr Sellears attended a meeting on 1st October where the Harlow Options Study, MIT Development plans and extra police funding were discussed.

- 293.5 Loughton Police Community Forum**
Cllrs Pearce and Davis reported on two meetings on forward planning for police plan, covering police telephone contact, the 999 system, Neighbourhood Watch and anti-social behaviour.
- 293.6 Town Centre Partnership (The Broadway)**
Cllr Pearce reported that more events would be planned to promote the Broadway and that there was to be a Christmas lights initiative. The next Debden Day would be based on a pirate theme.
- 293.7 Town Centre Partnership (High Road)**
Cllr Pearce had attended a recent meeting where discussions had taken place regarding the Christmas lights and the position of a Town Centre Manager.
- 294 Tree Warden**
The Council APPROVED Mr Laverton's application to become a Tree Warden.
- 295 Reports from Committees**
- 295.1 Planning**
Cllr Wilmot presented the minutes of meetings held on 14th and 28th July, 18th August, 8th and 22nd September 2003 which were NOTED. Cllr Pond reported on the LRA's position in the planning protocol. Cllr Davis asked whether the planning committee would note in their comments to EFDC, relating to properties with works planned adjacent to a green, on completion of the work, ensure the green sward is left in good order.
- 295.2 Community**
Cllr Harper presented the minutes of the meeting held on 3rd September 2003 which were NOTED. The current delay with the Community and Youth Centre was discussed and it was AGREED the Chief Executive and Leader of Essex County Council would be asked to meet a deputation of town and county councillors.
- 295.3 Environment, Heritage and Leisure**
Cllr Pond presented the minutes of the meeting held on 17th September 2003 which were NOTED. Discussions took place the subjects of the skateboard facility, public right of way, drinking fountain and the Willingale Road working group.
- 295.4 Finance and General Policy**
Cllr Harris presented the minutes of the meeting held on 8th October 2003 which were NOTED.
- 296 Reference from Planning Committee – Community Gain**
The Planning Committee's policy on community gain was discussed and Cllr Owen gave examples where Community Gain could benefit the local community. A vote was taken and the policy APPROVED.
- 297 Reference from Finance and General Policy Committee – Members' Allowances**
The Council discussed the question of members' allowances. Cllr Harper pointed out the allowances would be taxable. It was AGREED that allowances for the costs of travelling and subsistence, including a cycle allowance, should be paid whilst carrying out official Council business both within and outside the parish.

It was also AGREED that a basic allowance should be payable to all councillors, but that no greater figure should be paid to the Chairman. Cllr Juniper recorded his vote against the payment of the basic allowance.

The guidance from the Parish Remuneration Panel would be considered by Finance and General Policy Committee but the final decision on the amounts would be made by the Council.

298 Post Office Closure

The Council AGREED to oppose the closure. The Clerk was asked to respond to the post office with the Council's views.

299 Accounts for Payment

299.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1893	Hasler Hawkins	Standard Green railings	121.63	816.63
1894	DBJ (Woodford) Ltd	RV Rec Gd changing rooms	18.59	124.79
1895	Vaughtons	past Chairman's badges	84.58	567.88
1896	A F Woodward & Sons	Will. Rd changing rooms	27.65	185.65
1897	Nat. Ass. Allotment & Leisure Gardeners Ltd	Subscription	8.75	58.75
1898	Acumen Wages Service	Payroll (October)	2.54	17.04
1899	Royal British Legion (Loughton Branch)	Poppy Wreath Donation		45.00
1900	Cash	Petty Cash Reimbursement		105.65
268	SLCC	Conference		25.00

Signed.....

Date : 7th January 2004

LOUGHTON TOWN COUNCIL

EXTRAORDINARY COUNCIL MEETING

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

Present:

Councillors: T G Owen (in the Chair)

E V Boatman	J Davis	K F Ellis
S M Harper	L J Harris	M W Juniper
S W Murray	C C Pond	B R Sagers
M G Sellears	V Wisenfeld	J Woodman

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

1 member of the press

300 Apologies for Absence

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

301 The Council AGREED to suspend Standing Orders 6(1)(b) to 6(1)(k).

302 As the attendance of Cllr Boatman at this meeting obviated the need for him to be granted leave of absence, the Council agreed to withdraw the motion.

The Clerk reminded all members that if they had difficulty in attending meetings they could request leave of absence, but it must be granted prior to the expiry of a six month period of absence from council meetings. She reiterated that it is councillors' own responsibility to monitor their attendance and make a request if necessary, not the duty of the officers.

Signed.....
Date 7th January 2004

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Council Meeting held on 7th January 2004 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)

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

Officers: L R Fuller (Town Clerk)
P Roden (Properties and Projects Officer)

303 Apologies for Absence

Apologies for absence had been received from Cllrs Wardle and Murray.

304 Public Questions

No questions had been received.

305 Confirmation of Minutes

The minutes of the meetings held on 15th October 2003 and 12th November 2003 were CONFIRMED as a correct record and signed by the Chairman.

306 Declarations of Interest

No Declarations of Interest were made.

307 Questions without Discussion

No questions had been received.

308 Chairman's Engagements

The Chairman reported he had attended the ceremony for the heritage plaque erected to Marine William Sparks, the Samaritans open day, the Remembrance Day service at Loughton War Memorial, the High Road Christmas lights celebration, the Light Up a Life ceremony, the presentation of prizes to winners of the Christmas card competition, the Buckhurst Hill Parish Council carol service, and the presentation of prizes for the best dressed windows competition.

309 Matters for Report

309.1 Post Office closure, Roding Road

The Town Clerk was asked to write to the Post Office to express the Council's displeasure at the decision to close this Post Office.

309.2 Loughton Community and Youth Centre

Further to the last Council meeting the Chairman reported on a meeting held with a senior member and officers of Essex County Council. The meeting had been very helpful and reassured the Town Council of the County Council's commitment to the joint project. The County Council confirmed the decision to close some premises which were surplus to requirements.

309.3 Loughton Hall

Following discussions with the relevant Committees a meeting of all the interested parties is to be arranged by David Butler, the Principal of Epping Forest College, during February. The Town Council has also been invited to meet the College's property advisers at an earlier date. It was AGREED that the Chairmen of Community and Environment Heritage and Leisure Committees together with Councillor Joan Davis would attend as representatives of the Town Council.

310 Reports from Members on Outside Organisations**310.1 Community Health**

Cllr Meadows reported on a meeting of the Epping Forest Primary Care Trust Consultative Forum on 24th November 2003, at which feedback about patient care, and fall prevention were discussed.

310.2 ECC Parish Passenger Transport Meeting

Cllr Pond reported on a meeting held on 10th November 2003; the forum was trying to get a representative from London Underground to attend.

311 Reports from Committees**311.1 Planning**

The reports from the meetings held on 6th and 20th October, 3rd and 17th November, 1st and 15th December 2003 were NOTED. Councillor Hogan expressed his thanks to Councillor Wilmot for his assistance.

311.2 Community

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

311.3 Environment, Heritage and Leisure

The report from the meeting held on 12th November 2003 was NOTED. Councillor Pond reported that there had been no further movement on the Roding Valley Recreation Ground lease and reminded the council of previous discussions. The members felt they had little option but to implement the deadline of 25th December 2003 to return the responsibility for the area to Epping Forest District Council, although they were reluctant to take such a serious step. It was decided that as the Council had made budgetary provision to manage the area up to 31st March 2004 the current arrangement would continue until then. The Council unanimously AGREED to abrogate the present arrangement with effect from 31st March 2004 unless a satisfactory agreement was in place by then. The Chairman was requested to inform the Finance Portfolio Holder at Epping Forest District Council of this decision as it would have financial implications for the District Council.

311.4 Finance and General Policy

The reports from the meetings held on 26th November and 10th December 2003 were NOTED.

312 Assumption of functions from Epping Forest District Council

Members were asked to provide the Town Clerk with their written suggestions before the next meeting of Strategy and Staff Group.

313 Essex Fire Authority Integrated Risk Management Plan

The Council had no comment to make on the plan.

314 Standing Orders

The proposed new standing orders were NOTED. The following amendments were AGREED and the revised standing orders will be confirmed at the next ordinary meeting of the Council.

SO 7.7 add “ but the Chairman shall give an explanation for the refusal of an answer”.

SO 9.2 to read “ When seconding a motion or amendment a member may reserve the right to speak later in the debate if at that time he declares the intention so to do”.

SO 9.10 remove comma after “Council” and before “signified”.

Members were requested to retain the agenda of this meeting as the standing orders would not be reprinted in the next agenda. Councillor Harris recorded his thanks to the Town Clerk for the work done on the revised standing orders.

315 Members’ Remuneration Scheme

The recommendation that the Council pay travel and subsistence allowances from 1st January 2004 at the same level as set for District Councillors, and that a parish basic allowance of £100 would be payable from 1st April 2004, was AGREED. The Members Remuneration Scheme was AGREED as proposed, with the amendment of “2003” to “2004” in paragraph 9 (3) (a), and is attached to these minutes.

316 Council Precept for 2004/05

The precept for 2004/5 was discussed. The Council noted that if responsibility for the Roding Valley Recreation Ground was passed back to Epping Forest District Council from 1st April 2004, this would have a significant effect on the Town Council’s budget requirements, although it was not yet known if this would happen. Setting the precept should be delayed for the situation to become more certain. It was AGREED to defer consideration of the precept to a special meeting of the Council, the date to be set by the Chairman of the Council.

317 Accounts for Payment

The following Accounts for Payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
1968	AtoZ Supplies	Stationery & K Hall supplies	9.97	66.96
1969	Epping Forest District Council	Rates; Buckingham Court, Willingale Rd Ch Rms, RVRec Ch Rms, Kingsley Hall		1,173.00
1970	Tim Moya Tree Services	Tree works, WRPF	10.50	70.50
1971	Arwin Services	Buck Ct & K Hall cleaning	109.38	734.38
1972	Les Hall	Grave digging		510.00
1973	Select Business Equipment Ltd	Photocopier repair & supplies	20.12	135.07

1974	Newsquest (London) Ltd	Recruitment advertisement	54.26	364.36
1975	St Clare Hospice	Best dressed window competition winners' donations		200.00
1976	Glenny	Buck Ct service charge	135.26	908.17
1977	A Thaxton	Return of deposit		10.00
1978	Playground Management Ltd	Training	31.50	211.50
1979	Public Works Loans Account	Loan repayment (Buck. Ct)		14,103.23
1980	LWC Engineering	Play area works	95.38	640.38
1981	Acumen Wages Service	Payroll (Dec)	3.24	21.74
1982	Essex County Council	WRPF Grounds Maintenance	414.39	2782.31
CHAPS tfr	Abbey National	Business Reserve account		210,000.00
DD	Natwest Bank	CHAPS fee		23.00
Tfr	No. 2 account	Reimburse imprest		11,269.05
DD	Compuserve	Subscription for December		17.26

Signed.....
Date: 4th February 2004

LOUGHTON TOWN COUNCIL

SPECIAL COUNCIL MEETING

MINUTES of the Council Meeting held on 4th February 2004 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)

E V Boatman	J Davis	K F Ellis	L M Ford
S M Harper	L J Harris	M W Juniper	P Meadows
S W Murray	T G Owen	C C Pond	B R Saggars
M G Sellears	M E Taylor (from Min. no. 322)		M W Wardle
R J Wilmot	J Woodman		

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

6 members of the public
1 member of the press

318 Apologies for Absence

Apologies for absence had been received from Cllrs A T Lee and V Wisenfeld.

319 The Council AGREED to suspend Standing Orders 6(1) (b, e-I, k).

320 Confirmation of Minutes

The minutes of the meeting held on 7th January 2004 were CONFIRMED as a correct record and signed by the Chairman.

321 Declarations of Interest

Cllr Murray declared a personal but non prejudicial interest in Agenda item 5 Council Precept 2004/05.

Cllr Taylor joined the meeting.

322 Council Precept 2004/05

Since the last Council meeting progress had been made with regard to the details of the lease of the Roding Valley Recreation Ground. The members noted the resolution of the Cabinet of Epping Forest District Council to proceed with the lease but were concerned at the time it had taken to finalise the terms of the lease and want to see the lease signed and sealed before the Council meeting on 19th May 2004.

The Chairman of Finance and General Policy Committee recommended acceptance of the precept and it was RESOLVED to set the Council's precept at £517,110.

323 Lease for Roding Valley Recreation Ground

When the lease is finally agreed it was RESOLVED it should be signed and sealed.

324 Traps Hill Playground

It was RESOLVED the transfer of the freehold of Traps Hill playground be signed and sealed.

Signed.....

Date: 3rd March 2004

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Council Meeting held on 3rd March 2004 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)

J Davis	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
C C Pond	B R Saggars	M G Sellears	M E Taylor	R J Wilmot
V Wisenfeld (from Min no. 330.2)			J Woodman	

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

1 member of the public

1 member of the press

The Chairman welcomed Enid Walsh, the new Deputy Town Clerk, to the meeting.

325 Apologies for Absence

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

326 Public Questions

No questions had been received.

327 Confirmation of Minutes

The minutes of the meeting held on 4th February 2004 were CONFIRMED as a correct record and signed by the Chairman.

328 Declarations of Interest

No Declarations of Interest were made.

329 Questions without Discussion

No questions had been received.

330 Chairman's Engagements

330.1 The Chairman reported he had attended the Civic Offices for the Epping Forest District Council's Best Value performance Plan Consultation Forum. Due to bad weather conditions he had not been able to attend the Essex Association of Local Councils Conference in order to receive the Quality Council certificate from Lord Hanningfield, Leader of the County Council. The Town Clerk was able to attend and gave a report of the event on behalf of the Chairman.

Cllr Wisenfeld joined the meeting.

330.2 Vice Chairman's Badge

The Chairman presented the Vice Chairman's badge to Cllr T G Owen.

331 Matters for Report

There were no matters for report.

332 Reports from Outside Organisations**332.1 Corporation of London Forest Forum**

Cllr Woodman had attended a meeting of the Forum and reported that discussions had taken place regarding making the forest more accessible.

332.2 Local Councils' Liaison Committee

Cllr Sellears reported on a meeting he had attended on 28th February 2004 when the following were discussed:

- (a) The future of the M11 Corridor within the next one or two years and he expressed concern that councillors should attend meetings regularly to keep informed of plans for the future.
- (b) Essex County Council's decision to withdraw from school meals provision, leaving individual schools to make their own arrangements, and it was agreed to send a letter of objection to the leader of Essex County Council.
- (c) A proposal from Epping Forest District Council in respect of refuse collection, that no alternative dates would be scheduled when collections did not take place on bank holidays. It was agreed to write expressing the Council's objections.

332.3 Loughton Police Community Forum

Cllr Pearce reported on a meeting he attended with Cllr Davis and a presentation given by Inspector Quinnell.

332.4 Town Centre Partnership (High Road)

It was noted Cllr T G Owen has been attending the Town Centre Partnership (High Road) meetings and should be confirmed as an observer on behalf of the Town Council.

333 Reports from Committees**333.1 Planning**

The reports from the meetings on 12th, 26th January and 9th February 2004 were NOTED.

333.2 Community

The report from the meeting held on 21st January 2004 was NOTED.

333.3 Environment, Heritage and Leisure

The report from the meeting held on 4th February 2004 was NOTED.

Cllr Pond reported on progress towards finalising the terms of the lease for the Roding Valley Recreation Ground. He also reported on discussions about the transfer of the Willingale Road allotments.

333.4 Finance and General Policy

The report from the meeting held on 18th February 2004 was NOTED.

334 Standing Orders – Min. no. 314**334.1 Standing Orders**

It was AGREED to revoke the existing Standing Orders except for nos. 50 – 53 inclusive (which deal with financial matters) and replace them with the new

Standing Orders as agreed at the meeting of the Council on 7th January 2004, in accordance with Standing Order 44. A copy is attached to these minutes.

334.2 Financial Regulations

The proposed new Financial Regulations were NOTED and should be adopted at the next meeting of the Council.

335 Former United Reformed Church site

The Clerk reported that the agenda item was in error and should have referred to the purchase of the transformer station on this site.

It was AGREED to sign and seal the document for the purchase of the transformer station.

336 Motions submitted by Councillors Meadows and Ellis

336.1 Cllrs Meadows and Ellis proposed the following motion:

That the Council writes to Essex County Council objecting to its decision to sell Wansfell College. The motion was carried unanimously. It was reported that the decision was currently subject to the call-in procedure.

Cllr Pond proposed an additional motion:

Should the decision to sell Wansfell College be confirmed, that the County Council be asked to ensure that a substantial proportion of the sale revenues from the Wansfell property be devoted to improving adult education facilities at Loughton Hall. The motion was seconded by Cllr Woodman and was carried unanimously.

336.2 Members were very concerned at the possible loss of the library facility at Buckhurst Hill and it was AGREED the Town Council should write to Essex County Council objecting to the sale of Buckhurst Hill library.

337 Accounts for Payment

Cheque no.	Payee	Purpose	VAT	Gross Amount
2021	Essex County Council	Medical questionnaire		14.00
2022	Thames Water Utilities Ltd	Buck Crt, Cemetery, Willingale Road		80.80
2023	J McLintock & Sons Ltd	Kingsley Hall works	11.13	74.73
2024	Alex Lawrie Factors	Playground signs	51.50	345.80
2025	Able Glaze UK	Boarding windows, former URC	21.87	146.87
2026	Essex County Council	WRPF grounds maintenance	116.71	783.63
2027	Arwin Services	Kingsley Hall cleaning	63.00	423.00
2028	British Telecommunications	Buckingham Crt & Cemetery	74.03	497.13
2029	Public Works Loans Acc	Land in North Loughton		5656.25
2030	Cash	Reimburse petty cash		128.57
2031	Browns of Loughton Ltd	Van	1,129.41	7,624.41

Signed.....

Date: 19th May 2004

LOUGHTON TOWN COUNCIL

EXTRAORDINARY COUNCIL MEETING

MINUTES of the Extraordinary Council Meeting held on 28th April 2004 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)
 E V Boatman J Davis L M Ford S M Harper A T Lee
 P Meadows T G Owen C C Pond B R Saggars M G Sellears
 M E Taylor M Wardle R J Wilmot V Wisenfeld J Woodman

Officers: L R Fuller (Town Clerk)
 E K Walsh (Deputy Town Clerk)

Also one member of the public.

338 Apologies for Absence

Apologies for absence had been received from Cllrs Ellis, Juniper, Murray and Harris.

339 The Council AGREED to suspend Standing Orders 4.3 (b, d, f-k).

340 Declarations of Interest

No declarations of interest were made.

341 Loughton Hall

Councillor Pond reported on the position of Loughton Hall in the future plans of Epping Forest College. Due to its poor condition, the building was at risk.

The Council AGREED that the Town Clerk, and Chairmen and Vice-Chairmen of the Environment, Heritage and Leisure and Community Committees be authorised to open discussions with Epping Forest College, Epping Forest District Council and any other interested parties, with a view to securing Loughton Hall for Loughton Town Council and/or community uses, and to report back to a future meeting of full Council before any decision be taken.

342 Drinking fountain

The Council RESOLVED that the transfer documents from Epping Forest District Council for the Drinking Fountain in the High Road be signed and sealed and that it be put back into use as soon as possible.

It was further AGREED that, should it prove necessary, a contribution would be made to the legal costs of the District Council amounting to £125.00.

343 Route 167 Bus Service

The problems for local residents arising from the truncation of the bus service on route 167 were discussed.

The Council RESOLVED unanimously that the Clerk should write to Transport for London and the Essex County Council, strongly objecting to the proposal to terminate bus route 167 at Loughton Station, thus depriving the Debden Estate of nearly half of its bus service and east Loughton of its direct link with the two main shopping centres. Members would be willing to meet with representatives from Transport for London and Essex County Council to discuss improvements to local bus services.

Signed.....

Date **May 19th 2004**

LOUGHTON TOWN COUNCIL

COUNCIL MEETING

MINUTES of the Council Meeting held on 19th May 2004 at 7.30 p.m. at 1 Buckingham Court.

Present:

Councillors: R E Pearce (in the Chair)

E V Boatman	J Davis (from min no. 349)	K F Ellis
L M Ford	S M Harper	M W Juniper
A T Lee	S W Murray	T G Owen
C C Pond	B R Sagers	M G Sellears
M E Taylor	R J Wilmot	V Wisenfeld
J Woodman		

Officers: L R Fuller (Town Clerk)
P S Roden (Properties and Projects Officer)

10 members of the public

1 member of the press

The Chairman welcomed everyone to the last Council meeting before the elections.

344 Apologies for Absence

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

345 Public Questions

No questions had been received.

346 Confirmation of Minutes

The minutes of the meetings held on 3rd March and 28th April 2004 were CONFIRMED as a correct record and signed by the Chairman.

347 Declarations of Interest

No Declarations of Interest were made.

348 Questions without Discussion

No questions had been received.

349 Chairman's Engagements and Announcements

The Chairman reported on the Essex Service held in Chelmsford Cathedral. Councillor Tom Owen, Vice Chairman, reported back on the Millennium Memorabilia evening.

The Chairman announced the D Day Commemoration Service on 6th June and the Hanningfield Awards 2004.

The Town Clerk had received a letter from Epping Forest District Council about a proposed Application for a Dispersal of Groups Order – Station Approach, Sainsbury Car Park and surrounding area. She requested guidance on a response. Members expressed general approval but with some reservations.

Cllr Davis joined the meeting.

The order to impose the lorry ban in Loughton had been published and Members were asked to advise the Town Clerk of any objections or suggested amendments they may have by 28th May 2004.

Members were requested to ensure that the necessary forms in respect of members' allowances were returned to the Town Clerk if not already done.

350 Matters for Report

350.1 School meals – Min. no. 332.2(b)

The Council NOTED the response.

350.2 Refuse Collection – Min. no. 332.2 (c)

The Council NOTED the response on the frequency of collections. Concerns were expressed about the difficulties of green waste collection and the additional charge for green waste bags.

350.3 Wansfell College – Min. no. 336.1

The Council NOTED the response.

350.4 Buckhurst Hill Library – Min no. 336.2

The Council NOTED the response.

350.5 Outstanding matters

Lease for Roding Valley Recreation Ground

The Council AGREED to defer any further decision on the lease. The Town Clerk was asked to write to Epping Forest District Council expressing the Council's disappointment and displeasure at the lack of progress.

Willingale Road Allotments

The Chairman updated the meeting following information received from John Knapman of Epping Forest District Council. The meeting noted the assistance of John Knapman but expressed displeasure at the continuing delays.

Loughton Hall

Cllr Pond reported that the College was still awaiting information from its property advisers.

The Council NOTED the reports on the Community and Youth Centre, Traps Hill playground, environment/highways matters, skateboard lease, drinking fountain, new cemetery and the funfair on Roding Valley Recreation Ground.

351 Reports from Outside Organisations

The council discussed the requirement for written reports and that at times it may be necessary to supplement these with a verbal report.

The Council NOTED the reports given.

Cllr Pond reported that he now sat on the Loughton Lopping Endowment Fund in his own right and was therefore no longer the Council's representative.

352 Reports from Committees

352.1 Planning

The reports from the meetings on 23rd February, 8th, 22nd March, 5th, 19th April and 4th May 2004 were NOTED.

352.2 Community

The report from the meeting held on 17th March 2004 was NOTED.

352.3 Environment, Heritage and Leisure

The report from the meeting held on 31st March 2004 was NOTED.

352.4 Finance and General Policy

The report from the meeting held on 14th April 2004 was NOTED.

353 Financial Regulations – Min. no. 334.2

The Council AGREED to revoke the old standing orders 50 – 53 inclusive and to ADOPT the Financial Regulations as proposed at the last meeting. A copy of the financial regulations is attached to these minutes.

354 Church Hill Car Park

The Council asked the Town Clerk to write to Epping Forest District Council voicing its strong objections to the closure of the car park and to reiterate that it should not charge for its use.

355 Annual Town Meeting

Members NOTED the matters raised at the Annual Town Meeting on the 23rd March 2004. Street cleaning and inspection schedules had been received from Epping Forest District Council. Epping Forest District Council would be asked to review the arrangements for the recycling facility in the Broadway.

356 Legal Documents

The Council RESOLVED to sign and seal the following when available:

356.1 Lease for the skateboard park.

356.2 Transfer of Willingale Road Allotments.

356.3 Licence for use of area of Roding Valley Recreation Ground by Roding Valley Cricket Club as a colts' pitch.

357 Motion submitted by Councillors Davis, Sellars and Owen

After discussion the Council AGREED to refer the motion to the next meeting of the Finance and General Policy Committee.

358 Accounts for Payment

358.1 The following accounts were approved for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2110	Arwin Services	Cleaning at Kingsley Hall	56.70	380.70
2111	Acumen Wages Services	Payroll (April and May)	9.46	63.46
2112	EALC	Training fees		195.00
2113	Able Glaze UK	Boarding windows, former URC	52.67	353.67
2114	Loughton Broadway Town Centre Partnership	Grant 04/05		500.00
2115	Essex Security Services Ltd	Alarm Service	14.87	99.87
2116	Zurich Municipal	Insurance 04/05		4,536.78
2117	Public Works Loan	Community Centre		17,849.00
2118	TBS Hygiene	Bin emptying	28.42	190.92
2119	Whizzywig Ltd	Newsletter production	82.69	555.19
2120	Hagemeyer UK Ltd	Warning beacon for van	10.90	73.18
2121	Royal British Legion	D-Day wreath		45.00
D/D	Compuserve	Subscription (April)		16.32

2122	Cash	Reimburse petty cash	4.47	101.59
Tfr	No 2 a/c	Reimburse imprest		15,043.33
358.2	The following cheques drawn as a matter of urgency between meetings were NOTED.			
282	SLCC	Training fees		12.00
286	EALC	Training fees		39.00

359 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 staffing matters.

360 Staffing

The Council AGREED to the recommendations made in the agenda report.

The Chairman closed the meeting by expressing his thanks to the members and officers for their hard work and commitment to Loughton and its people.

Signed.....
Date: 23rd June 2004