

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

**MINUTES of the Annual Council Meeting held on Wednesday 17<sup>th</sup> May 2006 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

J L Woods (in the Chair)		
C E Baggarley	R E Brookes	M R M A Chalk
L Daniel	M L Daniel	J Davis
W T Lattimore	B W Moore	E C Murphy
R E Pearce	S Pewsey	C C Pond
C P Pond	P S Sheen	R W Sheen
D J Wixley		

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

2 members of the public

**153 Apologies for Absence**

Apologies for absence were received from Cllrs K E Angold-Stephens, J Benjamin, S M Harper, R J Pennington and M W Wardle.

In the absence of Cllr M Wardle, the Town Mayor, Cllr R Pearce had been asked by him to express his thanks to members and officers for their support during the past year and to wish the new Town Mayor a successful year. The members also thanked Cllr Wardle for his work during the past year.

**154 Election of the Town Mayor of the Council for 2006/07**

Cllr J L Woods was proposed and seconded and, there being no other nominations, Cllr Woods was elected Town Mayor. She duly executed the Declaration of Acceptance of Office and took the chair and was presented with the Town Mayor's badge.

**155 Appointment of the Deputy Town Mayor of the Council for 2006/2007**

Cllr S M Harper was proposed and seconded and, there being no other nominations Cllr Harper was appointed Deputy Town Mayor.

**156 Confirmation of Minutes**

The minutes of the meeting held on Wednesday 3<sup>rd</sup> May 2006 were CONFIRMED as a correct record and signed by the Chairman.

**157 Declarations of Interest**

No Declarations of Interest were made.

**158 Appointment of Members, and Election of Chairman and Vice Chairman, of Council Committees for 2006/07**

**158.1 Planning and Licensing Committee**

Cllrs M Daniel, B Moore, E Murphy, R Pearce, P Sheen, M Wardle and J Woods were nominated and appointed to the Planning and Licensing Committee. Cllr P Sheen was elected Chairman and Cllr B Moore Vice Chairman.

**158.2 Recreation Committee**

Cllrs J Benjamin, R Brookes, M Chalk, L Daniel, J Davis, S Harper, W Lattimore, R Pennington and D Wixley were nominated and appointed to the Recreation Committee. Cllr S Harper was elected Chairman and Cllr D Wixley Vice Chairman.

#### **158.3 Environment and Heritage Committee**

Cllrs C Baggarley, R Brookes, M Chalk, J Davis, E Murphy, R Pennington, S Pewsey, C C Pond and D Wixley were nominated and appointed to the Environment and Heritage Committee. Cllr C C Pond was elected Chairman and Cllr S Pewsey Vice Chairman.

#### **158.4 Resources and General Services Committee**

Cllrs K Angold-Stephens, C Baggarley, L Daniel, S Harper, B Moore, R Pearce, C P Pond, P Sheen and J Woods were nominated and appointed to the Resources and General Services Committee. Cllr R Pearce was elected Chairman and Cllr L Daniel Vice Chairman.

**158.5** In accordance with Standing Order 22.3 (f) it was AGREED that the following persons be authorised to make substitutions for their respective groups:

Cllrs Harper and Pearce, L Daniel and M Daniel, J Davis and C Baggarley.

#### **159 Nomination of Council Representatives for 2006/2007**

**159.1** Annual reports from representatives on outside organisations were circulated and NOTED.

**159.2** The Council representatives on outside bodies for 2006/2007 were agreed as below:

<b>Alderton County Junior School</b>	S W Murray (4 years to 2007)
<b>The Hereward County Primary (Single School)</b>	Cllr C Baggarley (4 years to 26.7.2006)
<b>Staples Road County Infant School</b>	Cllr S M Harper (4 years to 2008)
<b>Staples Road County Junior School</b>	Cllr K E Angold-Stephens (4 years to 31.8.2006)
<b>The White Bridge County Infant School</b>	P Galloway (4 years to 11.03.2007)
<b>The White Bridge County Junior School</b>	Cllr D J Wixley (4 years to 9.10.2008)
<b>St John Fisher RC Primary School</b>	A Davis (4 years to 24.10.2006)
<b>Loughton Lopping Endowment Fund</b>	Cllr S Pewsey
<b>Loughton Parochial Charities</b>	D Rhodes (3 years to 22.6.2007) E J Retter (indefinitely)
<b>City of London Forest Forum</b>	Cllr W Lattimore (Cllr C E Baggarley as substitute)
<b>Essex Association of Local Councils – Epping Forest Branch</b>	Cllrs R E Pearce and J Woods
<b>Local Councils Liaison Committee</b>	Cllrs R E Pearce and J Woods
<b>EALC - Larger Local Councils Forum</b>	Cllr K Angold-Stephens
<b>Epping Forest Countrycare Liaison Group</b>	Cllr M Chalk

<b>ECC Parish Passenger Transport Meeting</b>	Cllrs E Murphy and C C Pond
<b>Tree Wardens</b>	Cllrs D J Wixley and J Davis
<b>Town Centre Partnership Steering Group (High Road, Loughton)</b>	Cllrs P S Sheen and M Chalk
<b>Town Centre Partnership Steering Group (The Broadway, Loughton)</b>	Cllrs J Davis and W T Lattimore
<b>Citizens' Advice Bureau Management Committee</b>	Cllr J L Woods
<b>Community Health</b>	P Meadows (until July 2006 – to be confirmed)
<b>Town Centre Enhancement Focus Group (High Road)</b>	Cllrs R Pearce, P S Sheen and M W Wardle
<b>Town Centre Enhancement Focus Group (The Broadway)</b>	Cllrs L Daniel, J Davis and R Pearce
<b>Loughton Police Community Forum</b>	Cllrs R E Brookes, M Daniel, J Davis and W T Lattimore
<b>Roding Project Steering Group</b>	Cllr M Chalk
<b>Broadway Regeneration Steering Group</b>	Cllrs J Davis and R Pearce
<b>Roding Valley Nature Reserve Management Committee</b>	Cllr M Chalk

**159.3** Cllr C Baggarley was APPOINTED a third member to sit on the Grievance Hearing Panel, and Cllr R Brookes to sit on the Disciplinary Appeal Panel.

#### **160 Membership of internal council groups**

- 160.1**
- 1 Strategy and Staff Group  
Membership: Town Mayor, Deputy Town Mayor, Chairman of each committee plus Cllr L Daniel
  - 2 Willingale Road Playing Field Management Committee  
Membership: Cllrs M Daniel, J Davis, P Sheen, D Wixley, M Chalk (plus up to 4 representatives from outside bodies)
  - 3 Community Centre Working Group  
Membership: K Angold-Stephens, R Brookes, M Daniel, S Harper, P Sheen, D Wixley
  - 4 Town Future Group:  
Membership: C Baggarley, L Daniel, W Lattimore, S Pewsey, C C Pond, C P Pond, P Sheen and D Wixley
  - 5 Council Accommodation Working Group  
Membership: Town Mayor, Committee Chairmen and the Vice-Chairman of Resources and General Services Committee
  - 6 Council Structure Review Working Group  
Membership: Strategy and Staff Group  
Note: This group will continue until the Annual Meeting 2007.

#### **161 Accounts for Payment**

To approve the following accounts for payment

Cheque no.	Payee	Purpose	VAT	Gross Amount
2956	Route Signs Ltd	Alleyway name plates	174.73	1173.17
2957	Homebase Ltd	Buck Crt supplies	1.18	7.98
2958	Select Business Equipment Ltd	Photocopying	14.62	98.19
2959	Inter County	Office furniture	88.73	595.73
2960	Hutton Construction Ltd	Community Centre construction	14,270.39	95,815.48
2961	Essex Security Services Ltd	Alarm service	16.62	111.62
2962	Mr Leslie Hall	Grave digging		700.00
2963	Public Works Loans Account	Community Centre		17,849.90
2964	Arwin Services	Cleaning at Buck Crt, Broadway toilet & K Hall	131.95	885.95
2965	Pinnacle Essex	WRPF grounds maintenance	123.80	831.22
2966	British Gas Trading Ltd	Kingsley Hall	92.80	623.09
2967	British Telecommunications plc	Buck Crt	47.60	319.64
2968	J McLintock & Sons Ltd	Cemetery repairs	8.85	59.47
2969	D Clark	Refund RV Rec football season 2005/06	3.14	21.08
TFR	No. 2 account (May 06)	Reimburse imprest account		24,528.45

Signed.....

Date: 12<sup>th</sup> July 2006

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

**MINUTES of Council Meeting held on Wednesday 12<sup>th</sup> July 2006 at 7.45 pm at 1 Buckingham Court.**

**Present:**

J L Woods (in the Chair)		
K E Angold-Stephens	R E Brookes	M R M A Chalk
J Davis (from min. no. 169.3)	W T Lattimore	B W Moore
E C Murphy	R E Pearce	R J Pennington
S Pewsey	C C Pond	P S Sheen
D J Wixley		

**Officers:**

L R Fuller (Town Clerk)
P Hoy (Properties and Projects Officer)

1 member of the public

The Chairman read out the following tribute to Councillor Mike Wardle who died on Friday 23<sup>rd</sup> June 2006.

“Mike as you know lived in Loughton all his life and cared passionately about it. He joined Loughton Town Council from its new beginning in 1996, having previously been a district councillor. He was always keen that things in Loughton should be improved wherever possible and even where things looked impossible. He was a great champion of youth and was indeed a founder member of the Loughton Rugby Club. He was a strong supporter of the new Community and Youth Centre and he would have loved seeing it finally finished, shiny and new. Being a local lad, his knowledge of Loughton was wide which was invaluable when working on the Planning Committee.

It was Mike that fought so hard to get the Christmas lights in the High Road when he was on the Town Centre Partnership. He was so proud to be elected Mayor and although he was not able to fulfil as many engagements as he would have liked because of his illness, the ones he was able to attend, he did with courage and style. But above all Mike was approachable, warm hearted and always ready to talk to anybody about what needed to be done in Loughton. He had a zest for life and a great capacity for living.

A minute’s silence was then held in memory of Councillor Mike Wardle.

**162 Apologies for Absence**

Apologies for absence were received from Cllrs C E Baggarley, J Benjamin, L Daniel, M L Daniel, S M Harper, C P Pond and R W Sheen, and Cllr J Davis for a late arrival.

**163 Public Questions**

No questions had been received.

**164 Confirmation of Minutes**

The minutes of the meeting held on 17<sup>th</sup> May 2006 were CONFIRMED as a correct record and signed by the Chairman.

**165 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in agenda item 12, Community Initiatives Fund, as he is a member of Essex County Council.

**166 Questions Without Discussion**

No questions had been received.

**167 Town Mayor's Engagements and Announcements**

The Town Mayor reported on her attendance at the Abbeyfield Society AGM and tea, and the HOWZAT Festival.

Cllr C C Pond (in his capacity as past Town Mayor) attended the Waltham Abbey Town Council civic service on behalf of the Town Mayor.

**168 Matters for Report****168.1 Members' Indemnity – Min. no. 147.1**

The council NOTED the report. The Chairman reported that some outside bodies had not answered the council's request for information.

**168.2 Highways Issues – Min. no. 147.2**

The Chairman reported on the meeting held on 12<sup>th</sup> June 2006 with County Councillor R Bass, Portfolio Holder for Highways, and T Ciaburro, Director of Essex County Council Highways Department. Topics included the Highways backlog and specifically its implications for Loughton, changes to contracts, the need for better quality control and communication, the need for the times of legal processes to be reduced and a "search and repair" pilot project that it is hoped will soon be implemented in Buckhurst Hill. It was stated that the salt and grit bins, ordered in November 2005, would be installed by the autumn.

**169 Reports from Members on Outside Organisations**

**169.1** The reports of the meetings of Essex Association of Local Councils, Epping Forest Branch and Epping Forest Local Councils Liaison Committee were NOTED.

**169.2** Cllr Pearce reported on the Loughton Broadway Focus Group meeting that he attended on 5<sup>th</sup> July 2006. Topics included the future of the garages in Vere Road and the implications of parking fees for residents, shop staff and shoppers.

Cllr J Davis joined the meeting.

**169.3** Cllr Pearce reported on the Essex Police Open Town Meeting, held on Tuesday 11<sup>th</sup> July 2006.

**170 Reports from Committees****170.1 Planning**

The reports from the meetings held on 24<sup>th</sup> April and 8<sup>th</sup> May 2006 were NOTED.

**170.2 Planning and Licensing**

The reports from the meetings held on 30<sup>th</sup> May 2006 and 19<sup>th</sup> June 2006 were NOTED.

**170.3 Recreation**

The report from the meeting held on 31<sup>st</sup> May 2006 was NOTED.

**170.4 Environment and Heritage**

The report from the meeting held on 21<sup>st</sup> June 2006 was NOTED.

**170.5 Resources and General Services**

The report from the meeting held on 28<sup>th</sup> June 2006 was NOTED.

**171 Vacancy on Planning and Licensing Committee**

It was AGREED to maintain the vacancy on the committee pending the filling of the casual vacancy.

#### 172 Christmas Card Competition

Members volunteered to take Christmas card competition entry forms into local schools.

#### 173 Community Initiatives Fund

Cllr C C Pond proposed the following projects for application to the Community Initiatives Fund, having spoken to the Chairmen of the Recreation and Resources and General Services Committees.

1. Hanging baskets in the High Road and The Broadway.
2. Street Museum.
3. Interpretation panels (to support heritage and tourism).
4. Refurbishment of Roding Valley Recreation Ground play area.
5. Landscaping of the grounds to the rear of Loughton Community Centre.

The council AGREED that applications for funding of all five projects could be submitted.

#### 174 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3021	Public Works Loans Account	Buck Crt loan repayment		14,103.23
3022	Pattersons	Community Centre equipment	27.47	184.47
3023	Neopost Ltd	Franking machine service	15.44	103.64
3024	Pinnacle Essex	Maintenance at WRPF	123.80	831.22
DD	NatWest (credit card)	Diesel & office equipment	26.15	175.58
3025	UK Fire International Ltd	Community Centre equipment	46.90	314.90
3026	Select Business Equipment	Stationery	11.76	78.96
3027	Newbury Internet Services	Subscription	52.50	352.50
3028	Cash	Reimburse petty cash	8.60	81.12
3029	EDF Energy 1 Ltd	Buck Crt	14.37	301.79
3030	TBS Hygiene	Bin emptying WRPF	10.23	68.73
3031	Gopak Ltd	Community Centre furniture	1,048.17	7,037.72
3032	Britelec	Computer supplies	42.88	287.88
3033	L R Fuller	Community Centre equipment	11.42	86.20
3034	Zurich Insurance Company	Additional premium re Community Centre & Council costs		2,836.75
3035	Arwin Services	Cleaning at Buck Crt, K Hall & Broadway toilet	131.95	885.95
3036	Newsquest (London) Ltd	Caretaker's advert	26.17	175.67
3037	SMP (Playgrounds) Ltd	Teen shelters installation		1,636.55
3038	Miss Claire Howard	Return of security deposit for Community Centre hall hire		350.00

Signed.....  
Date: 18<sup>th</sup> October 2006

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

MINUTES of the Council Meeting held on Wednesday 18<sup>th</sup> October 2006 at 7.45 p.m. at 1 Buckingham Court.

**Present:**

J L Woods (in the Chair)		
K E Angold-Stephens	C E Baggarley	J Benjamin
R E Brookes	M R M A Chalk	L Daniel
J Davis	S M Harper	W T Lattimore
B W Moore (from Min. no. 180)		E C Murphy
R E Pearce	R J Pennington	S Pewsey
C C Pond	C P Pond	D J Wixley

**Officers:**

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

2 members of the public

**175 Apologies for Absence**

Apologies for absence were received from Cllr M L Daniel.

**176 Public Questions**

No questions had been received.

**177 Confirmation of Minutes**

The minutes of the meeting held on 12<sup>th</sup> July 2006 were CONFIRMED as a correct record and signed by the Chairman.

**178 Declarations of Interest**

Cllrs Angold-Stephens, Baggarley, Benjamin, Brookes, Chalk, Harper, Lattimore, Pearce, Pennington, Pewsey, C C Pond, C P Pond, Wixley and Woods declared a personal but non-prejudicial interest in Agenda item 11 due to their membership of the Loughton Residents' Association. Cllrs Angold-Stephens and C P Pond declared a personal but non-prejudicial interest in Agenda item 13 because of their position as District Councillors.

**179 Questions Without Discussion**

No questions had been received.

**180 Town Mayor's Engagements and Announcements**

The Town Mayor reported on her attendance at Buckhurst Hill Youth Open Forum, the Money Makers exhibition at the Epping Forest Museum, Debden Park High School awards evening and the National Poetry Day event at Debden Park High School.

The Town Mayor also reported on the recent death of former councillor Marion Taylor, and Cllr Pearce paid tribute to her work on the council from its formation in 1996 until 2004.

Cllr Moore arrived with apologies.

**181 Matters for Report**

Members asked about the future of Loughton Hall and the proposed skateboard park.

**182 Reports from Members on Outside Organisations****182.1 Epping Forest District Police Led Community Meeting**

Cllr Davis reported on the meeting held on 12<sup>th</sup> October 2006. The report of the meeting was NOTED.

**182.2 Essex Association of Local Councils, Epping Forest Branch**

Cllrs Pearce & Woods reported on the meeting of the Essex Association of Local Councils, Epping Forest Branch, held on 11<sup>th</sup> October 2006. The report of the meeting was NOTED.

**182.3 Loughton Broadway Town Centre Focus Group**

Cllrs L Daniel, Davis and Pearce reported on the meeting of the Loughton Broadway Town Centre Focus Group held on 12<sup>th</sup> October 2006. The report of the meeting was NOTED.

**182.4 Alderton Junior School**

It was NOTED that Alderton Junior School required a community school governor.

**183 Reports from Committees****183.1 Planning and Licensing**

The reports from the meetings held on 3<sup>rd</sup>, 17<sup>th</sup> July, 7<sup>th</sup>, 29<sup>th</sup> August, 11<sup>th</sup> and 25<sup>th</sup> September 2006 were NOTED.

**183.2 Recreation**

The report from the meeting held on 26<sup>th</sup> July 2006 was NOTED.

**183.3 Environment and Heritage**

The report from the meeting held on 20<sup>th</sup> September 2006 was NOTED.

**183.4 Resources and General Services**

The report from the meeting held on 27<sup>th</sup> September 2006 was NOTED.

**184 Members' Expenses**

The Council APPROVED the attendance of Councillors J Woods and S Harper at the Chairman's Day in Dunmow on 31<sup>st</sup> October 2006 and AGREED to pay their expenses.

**185 Co-option of Councillor****185.1 Candidate's Address**

Mr Rodney Barrett gave a brief address to the Council.

**185.2 Suspension of Standing Orders**

The Council RESOLVED to suspend the first sentence of Standing Order 10 and to conduct a vote by signed ballot, for this agenda item only.

**185.3 Voting**

Following a signed ballot, the Chairman announced that Mr Rodney Barrett had been co-opted to the Council by a clear majority of the votes cast.

**186 Committee membership**

The Council AGREED that Cllr Barrett should be allocated to the vacant seat on the Planning and Licensing Committee and to the Recreation Committee as a replacement for Cllr Pennington with immediate effect.

**187 Review of Parking Enforcement and New Enforcement Contract**

The Council AGREED to make the following response to Epping Forest District Council's consultation on the new contract:

- i) Regarding the setting of enforcement priorities, equal prominence should be given to parking enforcement in town centres and residential areas.

- ii) Periodic attention should be given to all areas on Sundays and in the evenings.
- iii) More prominence should be given to on-street as compared with off-street parking enforcement.
- iv) There should be enforcement of "No waiting at any time" (NWAAT) restrictions.
- v) The new enforcement contract should also include the issuing of fixed penalty notices under environmental legislation as specified in SI2006/783.

## 188 Accounts for Payment

**188.1** The Council NOTED the following cheque which had been signed between meetings as a matter of urgency.

Cheque no.	Payee	Purpose	VAT	Gross Amount
354	Skippy Ltd	M/Hall skip hire	14.89	100.00

**188.2** The following accounts were approved for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3138	Glasdon UK Ltd	Seat fixings	9.51	63.87
3139	Lloyd Williams	Asset valuations & rating appeals works	498.75	3,348.75
3140	Acumen Wages Service	Payroll (September)	4.47	29.97
3141	Regional Waste Recycling Plc	Refuse collections for cemetery, KHall & MHall	30.88	206.88
DD	Natwest (credit card)	Diesel	12.81	86.00
3142	Auditing Solutions Ltd	Internal audit (Final 05-06)	59.50	399.50
3143	Becker Tree Contracts Ltd	Tree works M/Hall	469.00	3,149.00
3144	The National Society of Allotment and Leisure Gardeners Ltd	Subscription	8.75	58.75
3145	Greenside Landscapes Ltd	Works at RVRec & Kings Green	61.25	411.25
3146	Homebase Ltd	Supplies for Buck Crt & MHall	2.00	13.47
3147	CPRE East of England	Training fees		32.00
3148	TBS Hygiene	Bin emptying WRPf	10.71	71.91
3149	EDF Energy 1 Ltd	Electricity KHall	6.80	142.71
3150	Arwin Services	Cleaning Brdway toilet, BCrt & KHall	131.95	885.95
3151	RBS Software Solutions	Accounts software maintenance	43.75	293.75
3152	Pinnacle Essex	Maintenance at WRPf	91.41	613.74
3153	Cash	Reimburse petty cash	10.49	94.10
3154	Mr Leslie Hall	Grave digging		770.00
3155	Select Business Equipment	Office stationery	12.44	83.54
3156	Loughton Broadway Town Centre Partnership	Christmas Lights grant		900.00
3157	Nisbets	MHall water boiler	12.94	86.88
3158	C T Crump & Miss E Booth	Refund of security deposit for MHall hire		227.79
3159	Royal British Legion	Remembrance Day wreath		50.00
3160	Britelec	Computer maintenance	8.75	58.75
3161	AtoZ Supplies	Stationery & supplies for MHall & Parks & Amenities Warden	48.93	328.54
3162	H M Customs and Excise	VAT payment		4,272.39

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3163	Ernest Doe & Sons Ltd	MHall equipment	123.67	830.37
3164	British Gas Trading Ltd	KHall supply	2.11	44.47
3165	EDF Energy 1 Ltd	KHall supply	2.11	44.31
3166	Loughton Self Drive	Van hire	9.82	65.95
3167	Direct Tableware Co Ltd	MHall equipment	116.33	781.10
3168	Hutton Construction Ltd	Community Centre construction	7,000.00	47,000.00
3169	PDT Electrics	Installation of socket at MHall	12.25	82.25
3170	EDF Energy 1 Ltd	BCrt supply	68.39	518.26

Signed.....  
Date: 10<sup>th</sup> January 2007

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Council Meeting held on Wednesday 10<sup>th</sup> January 2007 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

S M Harper (in the Chair)		
R Barrett	J Benjamin	R E Brookes (from Min. no. 192)
M R M A Chalk	J Davis	W T Lattimore
B W Moore	R E Pearce	R J Pennington
S Pewsey	C C Pond	C P Pond
P S Sheen	R W Sheen	D J Wixley

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

**189 Apologies for Absence**

Apologies were received from Cllrs K Angold-Stephens, C Baggarley, M Daniel and J Woods.

**190 Public Questions**

No questions had been received.

**191 Confirmation of Minutes**

The minutes of the meeting held on 18<sup>th</sup> October 2006 were CONFIRMED as a correct record and signed by the Chairman.

Cllr R E Brookes joined the meeting.

**192 Declarations of Interest**

Cllr C C Pond declared a personal but non-prejudicial interest in Agenda items 8.1(1) (Loughton Lopping Endowment Fund) as a Trustee of Lopping Hall, 8.1(4) (Citizens' Advice Bureau Management Committee) and 10 (West Essex Area Forum Meeting) as he is a member of Essex County Council.

**193 Questions Without Discussion**

No questions had been received.

**194 Town Mayor's Engagements and Announcements**

The Deputy Town Mayor reported the Town Mayor had attended the Remembrance Day ceremonies, Light up a Life, the switching on of the Christmas lights in the High Road and the Broadway and presented the prizes for the Best Dressed Window and Christmas Card competitions. The Deputy Town Mayor had attended the Buckhurst Hill Parish Council Youth Open Forum and Epping Forest College Hair Academy launch.

**195 Matters for Report**

There were no matters for report.

**196 Reports from Members on Outside Organisations**

**196.1** The reports of the meetings of Loughton Lopping Endowment Fund, Epping Forest Local Councils' Liaison Committee, Community Health and Citizens Advice Bureau Management Committee were NOTED.

Cllr Pearce reported the District, Town and Parish Council Charter had been agreed and thanked Cllr Woods who had represented the council.

Cllr Pearce proposed Mrs Pam Meadows should continue to represent the council on Community Health which was AGREED.

Cllr C C Pond reported the Lopping Hall Trustees were considering the future of Lopping Hall and the council should consider writing to the Trustees for their views on its use. It was agreed the subject should be on the agenda of the next Recreation Committee meeting.

Cllr C C Pond reported the Citizens Advice Bureau would be leaving St. Mary's Parish Centre and was looking for office accommodation. It was noted that part of the library building was vacant.

**196.2 Consultation on changes to local hospital services**

The report was noted.

Cllr Pearce nominated Cllr J Woods to be the council's representative to attend meetings as part of the consultation process for proposals for changes at Whipps Cross hospital which was AGREED.

**197 Reports from Committees****197.1 Planning and Licensing**

The reports from the meetings held on 9<sup>th</sup>, 23<sup>rd</sup> October, 6<sup>th</sup>, 20<sup>th</sup> November, 4<sup>th</sup> December 2006 were NOTED.

**197.2 Recreation**

The report from the meeting held on 1<sup>st</sup> November 2006 was NOTED.

**197.3 Environment and Heritage**

The report from the meeting held on 15<sup>th</sup> November 2006 was NOTED.

**197.4 Resources and General Services**

The reports from the meetings held on 22<sup>nd</sup> November and 13<sup>th</sup> December 2006 were NOTED.

**198 West Essex Area Forum Meeting (Essex County Council) – 29<sup>th</sup> January 2007**

Cllrs S Pewsey, S Harper, R Pearce and J Davis were nominated to attend the West Essex Area Forum meeting on 29<sup>th</sup> January 2007 to be held in Ongar which was agreed. The invitation should also be extended to political groups absent from the meeting. Cllr C C Pond would also attend the meeting and represent Essex County Council and the Town Council. Cllr Pearce would provide the transport.

**199 Registering common land – reference from Resources and General Services Committee**

The Committee noted the report.

It was agreed in principle to investigate registering certain areas of land in Loughton as common land. This would be referred to the Environment and Heritage Committee. Ward councillors should inform the Town Clerk of any such land.

**200 Parish Basic Allowance**

It was AGREED the Parish Basic Allowance should remain at £100 for 2007/08.

**201 Council Precept 2007/08**

The Chairman of Finance and General Services Committee gave a report on the process by which the Committee had arrived at the recommendation for the precept.

The estimates were agreed as follows:

<b>Committee</b>	<b>Income</b>	<b>Expenditure</b>
Planning and Licensing		5,000
Recreation	60,520	374,240
Environment and Heritage	17,080	69,100
Resources and General Services		350,300
<b>Total</b>	<b>77,600</b>	<b>798,640</b>
 Use from earmarked reserves		
Recreation	34,000	
Environment & Heritage	3,000	
Interest	35,000	
Use from general reserves	57,790	
	129,790	
 <b>Council Precept</b>		<b>591,250</b>

The Council RESOLVED to set the Council's precept for 2007/08 at £591,250.

**Murray Hall hire charge**

It was AGREED to delegate setting the hire charge for the Murray Hall for 2007/08 to the Recreation Committee, as the Working Group had only just agreed its recommendation.

**202 Accounts for Payment**

The following accounts were approved for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3275	Staples	Office stationery	3.54	23.78
3276	Homebase Ltd	Equipment & supplies for RVRec & Cemetery	2.54	17.07
3277	Accredited Locksmith Services Ltd	Combination padlocks for MHall		59.60
3278	Mrs E K Walsh	Reimbursement of BDW cups engraving costs	7.13	47.85
3279	Citygate (London) Ltd	Lectern for MHall	19.18	128.78
3280	Church's Blinds	Vertical blinds for MHall	56.17	377.17
3281	Cash	Reimburse petty cash	6.17	113.76
3282	Guide Dogs for the Blind	Christmas Best Dressed Window Competition winner's donation		100.00
3283	St Clare Hospice	Christmas Best Dressed Window Competition winner's donation		100.00
3284	Sue Ryder Care	Christmas Best Dressed Window Competition winner's donation		100.00
3285	Regional Waste Recycling	Refuse collections for KHall, Cemetery & MHall	89.10	597.75
3286	Arwin Services	Cleaning of BCrt, KHall & Brdwy toilet	131.95	885.95
3287	Hagemeyer	MHall car park salt	30.80	206.80
3288	Citygate (London) Ltd	Stationery; & supplies for MHall	10.50	70.49

3289	North Essex Electrical Ltd	Works at MHall	59.93	402.37
3290	Trafalgar Cleaning Equipment Ltd	Equipment for cemetery & playgrounds	209.41	1,406.01
3291	Public Works Loans Account	BCrt		14,103.23
3292	EDF Energy 1 Ltd	BCrt supply	10.12	212.62
DD	NatWest (credit card)	Diesel & supplies for MHall	17.25	115.82
3293	TBS Hygiene	Bin emptying at WRPF	10.92	73.32
3294	Avery Weigh-Tronix	Postage expenses	1.07	7.14
3295	SMS Cleaning Services	Window cleaning MHall		100.00
3296	British Gas Trading Ltd	B/Crt supply	6.80	142.95

**Signed**.....  
**Date:** 7<sup>th</sup> March 2007

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

**MINUTES of Council Meeting held on Wednesday 7<sup>th</sup> March 2007 at 7.45 pm at 1 Buckingham Court.**

**Present:**

J L Woods (in the Chair)		
C E Baggarley	R Barrett	J Benjamin
R E Brookes	M R M A Chalk	L Daniel
M L Daniel	J Davis	S M Harper
W T Lattimore	B W Moore	E C Murphy
R Pearce	S Pewsey	C C Pond
P S Sheen	R W Sheen	D J Wixley

**Also in attendance:**

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

Chief Superintendent John Mauger, Divisional Commander Western Division (Essex Police)  
Inspector Alan Ray, Priority Crime Manager for Epping Forest Division (Essex Police)  
1 member of the press  
12 members of the public

**203 Apologies for Absence**

Apologies for absence were received from Cllrs Angold-Stephens and C P Pond.

**204 Public Questions**

No questions had been received.

**205 Confirmation of Minutes**

The minutes of the meeting held on 10<sup>th</sup> January 2007 were CONFIRMED as a correct record and signed by the Chairman.

**206 Declarations of Interest**

No declarations of interest were made.

**207 Questions Without Discussion**

No questions had been received.

**208 Town Mayor's Engagements and Announcements**

The Town Mayor reported on her attendance at the Celebration of Faith Civic Service at Theydon Bois, Buckhurst Hill Parish Council Youth Open Forum, and Epping Forest Mental Health Day Unit Open Day with Cllr Harper.

**209 Matters for Report**

**209.1** Chief Superintendent Mauger and Inspector Ray of Essex Police were welcomed to the meeting. The officers reported on recent events in Loughton including two incidents of violence in the High Road, and on new strategies implemented by the Police to combat such incidents and anti-social behaviour in general. The members were invited to ask questions and accepted this opportunity. The officers were thanked for their input.

**209.2** The Committee AGREED that Cllrs Davis, L Daniel, Murphy, Pearce and Woods would represent the council at a meeting proposed by Chief Inspector

Jon Hill and Inspector Denise Morrissey of Essex Police, in which policing in Loughton would be discussed.

## 210 Reports from Members on Outside Organisations

**210.1** The reports of the meetings of the Broadway Town Centre Partnership and the West Essex Area Forum were NOTED.

**210.2** The Council AGREED to Cllr Chalk's proposal that she should relinquish her position as the council's representative on the Roding Project Steering Group in favour of Cllr Angold-Stephens.

**210.3** Cllr Pearce gave a verbal report on the meeting of the Epping Forest branch of the EALC held at Ongar on 28<sup>th</sup> February 2007, and commented on efforts to legislate for local councils commenting on licensing applications.

## 211 Reports from Committees

### 211.1 Planning and Licensing

The reports from meetings held on 2<sup>nd</sup>, 15<sup>th</sup>, 29<sup>th</sup> January, 12<sup>th</sup> February 2007 were NOTED.

### 211.2 Recreation

The report from the meeting held on 24<sup>th</sup> January 2007 was NOTED.

### 211.3 Environment and Heritage

The report from the meeting held on 7<sup>th</sup> February 2007 was NOTED.

### 211.4 Resources and General Services

The report from the meeting held on 21<sup>st</sup> February 2007 was NOTED.

## 212 Accounts for Payment

The following accounts for payment were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
DD	NatWest (credit card)	Diesel & training	5.06	60.20
3361	Chubb Fire Ltd	Service & supplies at cemetery	4.25	28.55
3362	Hagemeyer (UK) Ltd	PAW equipment & supplies	7.47	50.17
3363	H Fairhead Ltd	Tree works at Millennium Remembrance Grove	91.35	613.35
3364	Mrs P A Tuson	Refund of allotment key deposit		14.20
3365	Arwin Services	Cleaning BCrt, KHall & Brdwy toilet	131.95	885.95
3366	SMS Cleaning Services	Window cleaning of The Loughton Community & Youth Centre		100.00
3367	Atkins Ltd	Vehicle accident damage repairs (Youth Centre)	43.31	290.81
3368	Epping Forest District Council	MHall rates		625.18
3369	Thames Water Utilities Ltd	WRPF & BCrt supply		48.46
3370	Royal Mail Group plc	Newsletter delivery		909.52
3371	Regional Waste Recycling Plc	Refuse collections for KHall, Cemetery & MHall	44.04	295.44
3372	Floor Protection Services Ltd	Hygiene Bins	4.74	31.83
3373	Public Works Loans Account	MHall		18,295.62
3374	Cash	Reimburse petty cash	12.30	130.20
TFR	Deposits Account	Reimburse imprest account		850.00

Signed.....  
Date 2<sup>nd</sup> May 2007

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Council Meeting held on Wednesday 2<sup>nd</sup> May 2007 at 7.45 p.m. at 1 Buckingham Court.**

**Present:**

J Woods (in the Chair)		
K E Angold-Stephens	C E Baggarley	R Barrett
J Benjamin	R E Brookes	M R M A Chalk
L Daniel	J Davis	S M Harper
B W Moore	R J Pennington	S Pewsey
C C Pond	C P Pond	P S Sheen
D J Wixley		

**Officers:**

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

1 member of the public

**213 Apologies for Absence**

Apologies were received from Cllrs M L Daniel, W T Lattimore, E C Murphy and R E Pearce and R W Sheen.

**214 Public Questions**

No questions had been received.

**215 Confirmation of Minutes**

The minutes of the meeting held on 7<sup>th</sup> March 2007 were CONFIRMED as a correct record and signed by the Chairman.

**216 Declarations of Interest**

Cllr Wixley declared a personal but non-prejudicial interest in agenda item 8.1 as he is acquainted with the applicant for the post of Tree Warden. Cllr C C Pond declared a personal but non-prejudicial interest in agenda items 8.1, Reports from Members on Outside Organisations, and 11.2, Loughton Library, as he is a member of Essex County Council.

**217 Questions Without Discussion**

No questions had been received.

**218 Town Mayor's Engagements and Announcements**

The Town Mayor reported on her attendance at the Loughton Youth Music Festival and the Colebrook Royals Football Club match with a visiting team from New York.

**219 Matters for Report**

**219.1 Police Meeting – Min. no. 209.2**

The Town Clerk reported that the police had not so far been able to make arrangements for the proposed meeting.

**220 Reports from Members on Outside Organisations**

**220.1 Reports from representatives on outside organisations**

The reports of the meetings of the Waste Management Stakeholders Group for Loughton, White Bridge Junior School Governors, Tree Wardens,

Loughton and District Citizens Advice Bureau, Community Health – Primary Care Consultative group, Epping Forest Local Councils' Liaison Committee, Essex Association of Local Councils – Epping Forest Branch, Staples Road Infant School, Loughton Police Neighbourhood Action Panel, Broadway Town Centre Partnership, Epping Forest Countrycare Liaison Group, Roding Valley Nature Reserve Management Committee and the Roding Project Steering Group were NOTED.

Cllr Davis reported on the recent meeting of the newly formed Loughton Police Neighbourhood Action Panel expressing concern that its area of coverage was limited to the wards around the High Road. The Council AGREED to write to Essex Police requesting that one panel to cover the whole of the Loughton area should be formed.

Cllr C C Pond, representative on the Essex County Council Parish Passenger Transport Group, reported on the re-routing of local bus services. The Council AGREED to write to Norman Hume, Essex County Council Portfolio Holder for Highways and Transportation, regarding the new bus route no. 541 which had halved the level of service to the St Mary's ward and was now considered inadequate.

**220.2 Loughton Police Neighbourhood Action Panel**

The Council AGREED that Cllr Davis would act as its representative on the Loughton Police Neighbourhood Action Panel with Cllr Brookes as a reserve.

**220.3 Tree Warden**

The Council AGREED to nominate Mr C MacKenzie as a tree warden.

**221 Reports from Committees**

**221.1 Planning and Licensing**

The reports of the meetings held on 26<sup>th</sup> February, 12<sup>th</sup> & 26<sup>th</sup> March and 10<sup>th</sup> April 2007 were NOTED.

**221.2 Recreation**

The reports of the meetings held on 21<sup>st</sup> March and 18<sup>th</sup> April 2007 were NOTED.

**221.3 Environment and Heritage**

The report of the meeting held on 4<sup>th</sup> April 2007 was NOTED.

**221.4 Resources and General Services**

The report of the meeting held on 18<sup>th</sup> April 2007 was NOTED. As per Standing Order 18, the proposed change to the Financial Regulations would stand adjourned without discussion to the next ordinary meeting of the Council.

**222 Annual Town Meeting 2007**

The members noted the matters raised at the Annual Town Meeting and AGREED to refer the issue of parking on grass verges to the Environment and Heritage Committee.

**223 Notices of Motion**

**223.1 Hanging Baskets in the High Road**

In accordance with Standing Order 5.4, the motion was referred to the Environment and Heritage Committee, when more information would be required.

**223.2 Council Accommodation**

In accordance with Standing Order 5.4, the Town Mayor allowed the motion to be dealt with at the meeting. It was RESOLVED that in time for the council's consideration at the next council meeting, the officers prepare, in conjunction with their Essex County Council counterparts, a scheme for occupation by

Loughton Town Council of office and other space at Loughton Library. Cllr C P Pond clarified that she meant to refer to the next ordinary meeting of the council, not the Annual Meeting.

### 223.3 Draft Minutes

In accordance with Standing Order 5.4, the Town Mayor allowed the motion to be dealt with at the meeting. It was RESOLVED that, as from the Annual Council Meeting 2007, it be the practice of the Council that draft minutes of every committee meeting be shown before circulation for comment to the councillor who chaired that meeting; and of every council meeting, to the Town Mayor.

## 224 Accounts for Payment

The following accounts were approved for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3428	Auditing Solutions Ltd	Internal audit 2006/07 (interim)	59.50	399.50
3429	Homebase Ltd	BCrt & KHall supplies	2.08	13.97
3430	L & J Hall Digging Services Ltd	Grave digging		1,245.00
3431	SMS Cleaning Services	Window cleaning MHall		100.00
3432	Regional Waste Recycling (Commercial) Ltd	Refuse collections at KHall, Cemetery & MHall	46.68	313.28
3433	Suzanne Harper	Members' allowances		25.00
3434	Roger Pearce	Members' allowances/expenses		45.21
3435	Joan Davis	Members' allowances		24.70
3436	Ken Angold-Stephens	Members' allowances		19.50
3437	Rosemary Brookes	Members' allowances		19.50
3438	David Wixley	Members' allowances		19.50
3439	Caroline Pond	Members' allowances		19.50
3440	Janet Woods	Members' allowances		19.50
3441	Christopher Pond	Members' allowances		19.50
3442	Richard Pennington	Members' allowances		19.50
3443	Ellen Murphy	Members' allowances		19.50
3444	Margaret Chalk	Members' allowances		19.50
3445	Peter Sheen	Members' allowances		19.50
TRF	No.2 account (Feb 07)	Reimburse imprest account		24,198.98
3446	Docendo Ltd	Computer maintenance	100.19	672.69
3447	Southern Electric	MHall supply	40.33	270.83
3448	EDF Energy 1 Ltd	BCrt supply	15.32	341.74
3449	Cash	Reimburse petty cash	3.80	83.03
3450	R E Dyer	MHall grounds maintenance	126.60	850.00
3451	Epping Forest District Council	Rates for BCrt, KHall, RVRec, WRPf & MHall (May)		2,188.00
3452	Essex County Council	Medical questionnaire	2.98	19.98
3453	J McLintock & Sons	KHall maintenance	9.45	63.45
3454	Citygate (London) Ltd	Stationery	17.54	117.74
3455	Acumen Wages Service	Payroll (April)	11.75	78.85
3456	Homebase Ltd	Cemetery supplies	2.68	17.99
3457	Arwin Services	Cleaning of BCrt, KHall & Brdwy toilet	131.95	885.95
3458	Loughton Broadway Town Centre Partnership	Grant 07/08		550.00

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DD	NatWest (credit card)	Diesel, office equipment & maintenance	21.23	142.62
3459	Floor Protection Services Ltd	Hygiene Bins	4.74	31.83
3460	Able Group UK	MHall maintenance	54.25	364.25
3461	EDF Energy 1 Ltd	WRPF supply	2.80	58.87

Signed.....  
Date: 16<sup>th</sup> May 2007