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**LOUGHTON TOWN COUNCIL**

**ANNUAL COUNCIL MEETING**

**MINUTES of the Annual Meeting of Council held on Wednesday 19<sup>th</sup> May 1999 at 7.30 p.m. at Loughton Library.**

**Present:**

**Councillors:** M W Juniper (in the Chair for Minute nos. 143-145)  
 Mrs J P Woodman (in the Chair for Minute nos. 146-153)

Mrs J M Barnett	E V Boatman	Mrs J Davis
Mrs S M Harper	L J Harris	M D Hogan
P Lavin	A T Lee	F E Marshall
Mrs P Meadows	S W Murray	Mrs J Ormston
R E Pearce	C C Pond	Mrs B R Saggars
P J Sare	Mrs M E Taylor	R J Wilmot

**Officers:** L R Fuller (Town Clerk)  
 J P Fox (Assistant Town Clerk)  
 I Sampson (Administrative Assistant)

**Also:** Three members of the public

**143 Chairman's Introduction**

The Chairman opened the meeting by thanking all councillors for their support, and the Vice-Chairman and Town Clerk in particular for their help at meetings throughout the year. Cllr Pond, on behalf of the rest of the Council, thanked the Chairman for his year of office.

**144 Apologies for Absence**

Apologies for absence were received from Cllrs Mrs Ellis and Wardle.

**145 Election of the Chairman of the Council for 1999/2000**

Cllr Mrs J P Woodman was proposed and seconded and, there being no other nominations, Cllr Woodman was elected Chairman. She duly executed the Declaration of Acceptance of Office and took the Chair.

**146 Appointment of Vice-Chairman of the Council for 1999/2000**

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

**147 Public Questions**

No questions had been received.

**148 Confirmation of Minutes**

The Minutes of the meeting held on Wednesday 5<sup>th</sup> May 1999 were CONFIRMED as a correct record and signed by the Chairman.

**149 Questions without Discussion**

No questions had been received.

## **150 Appointment of Members, and Election of Chairman and Vice-Chairman, of Council Committees for 1999/2000**

### **150.1 Planning Committee**

Cllrs Ellis, Hogan, Lee, Ormston, Sagggers, Taylor and Wilmot were nominated and appointed to the Planning Committee. Cllr Wilmot was elected Chairman and Cllr Ormston Vice-Chairman.

### **150.2 Community Committee**

Cllrs Barnett, Harper, Juniper, Meadows, Murray, Taylor and Wardle were nominated and appointed to the Community Committee. Cllr Taylor was elected Chairman and Cllr Harper Vice-Chairman.

### **150.3 Environment, Heritage and Leisure Committee**

Cllrs Barnett, Marshall, Pond, Sagggers, Sare, Wilmot and Woodman were nominated and appointed to the Environment, Heritage and Leisure Committee. Cllr Marshall was elected Chairman and Cllr Pond Vice-Chairman.

### **150.4 Finance and General Policy Committee**

Cllrs Woodman and Marshall were automatically appointed to the Committee. Cllrs Ellis, Harris, Juniper, Lavin and Murray were nominated and appointed to the Finance and General Policy Committee. Cllr Juniper was elected Chairman and Cllr Harris Vice-Chairman.

## **151 Nomination of Council Representatives to Outside Bodies for 1999/2000**

The Council representatives on outside bodies for 1999/2000 were AGREED as below:

<b>Alderton County Primary School</b>	Cllr Mrs M E Taylor (4 years to 31.8.2000)
<b>The Hereward County Primary (Single School)</b>	S Barnes (4 years to 25.7.2002)
<b>Staples Road County Primary (Grouped School)</b>	Cllr Mrs S M Harper (4 years to 18.10.2000)
<b>The White Bridge County Primary (Grouped School)</b>	Cllr P Lavin (TBN)
<b>Loughton Lopping Endowment Fund</b>	Cllr Mrs J Ormston
<b>Loughton Parochial Charities</b>	Lord Murray of Epping Forest (4 years to 19.5.2000) E J Retter (indefinitely)
<b>Essex Association of Local Councils - Epping Forest Branch</b>	Cllrs Mrs K F Ellis & M W Juniper
<b>Local Councils Liaison Committee</b>	Cllrs Mrs K F Ellis & M W Juniper
<b>EALC - Larger Local Councils Forum</b>	Cllrs Mrs J Davis & Mrs S M Harper
<b>EFDC Cycling Forum</b>	Cllrs Mrs B R Sagggers & Mrs J P Woodman
<b>EFD Metropolitan Police Community Consultative Group</b>	Cllr Mrs J M Barnett (Cllr Mrs J P Woodman as sub)
<b>Epping Forest Countrycare Liaison Group</b>	Cllr Mrs J P Woodman
<b>ECC Parish Passenger Transport Forum</b>	Cllrs Mrs B R Sagggers and C C Pond
<b>Tree Wardens</b>	Cllrs Mrs S M Harper and Mrs J P Woodman
<b>EFDC Working Group on Traps Hill</b>	Cllr F E Marshall
<b>Town Centre Partnership Steering Group (High Road, Loughton)</b>	Cllrs Mrs B R Sagggers and A T Lee
<b>Town Centre Partnership Steering Group (The Broadway, Loughton)</b>	Cllrs P J Sare and R J Wilmot
<b>Citizens' Advice Bureau Management Committee</b>	Cllr M W Juniper
<b>Community Health</b>	Cllr Mrs J Ormston
<b>Chigwell Old People's Welfare Committee</b>	Cllr M W Wardle
<b>EFDC Millennium Steering Committee</b>	Chairman & Vice-Chairman of Community Committee 1999/2000 - Mrs M E Taylor and

	Mrs S M Harper
<b>Town Centre Enhancement Focus Group (High Road)</b>	Cllrs M W Juniper, A T Lee & Mrs J Ormston
<b>Town Centre Enhancement Focus Group (The Broadway)</b>	Cllrs S W Murray, P J Sare and R J Wilmot
<b>EFDC Working Group on Victorian Summer Day on Nature Reserve</b>	Cllr M W Juniper
<b>Local Parishes Working Group on Police Boundary Changes</b>	Cllrs Mrs J M Barnett & M W Juniper
<b>Essex Consultative Group on Police Boundary Changes</b>	Cllrs Mrs J M Barnett & M W Juniper

It was NOTED that Cllr Mrs Sagers had recently resigned from the Governing Body of The White Bridge School.

It was further NOTED that the Epping Forest District Safety Liaison Panel was no longer in existence.

It was AGREED that, for the sake of continuity, Cllr Juniper should continue to represent the Council on EFDC's Working Group on Victorian Summer Day on Nature Reserve, Local Parishes Working Group on Police Boundary Changes, and Essex Consultative Group on Police Boundary Changes, although he had originally attended these groups in his capacity as Chairman of the Council.

## 152 Change in Metropolitan Police Boundaries

The Council commended the proposals for policing the area of Epping Forest to be transferred from the Metropolitan to the Essex Police, and PROPOSED that the new sub-divisions be named Epping Sub-Division and Loughton Sub-Division. It was further PROPOSED that the police office in north Loughton be named The Broadway Police Office, and it was requested that there should be adequate signposting from The Broadway. It was also requested that the accessibility and user-friendliness of Loughton Police Station be improved, with the suggestions that additional positions at the entrance desk be opened at busy times and that official visitors should have a special access point to avoid waiting in the queue. The Council also commented that the attendance of traffic wardens needed to be increased and that an improvement in the enforcement of parking controls and traffic management was necessary. Finally, the Council requested information about the availability of police dogs, which was not mentioned in the proposals.

## 153 Accounts for Payment

153.1 The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
472	London Electricity plc	Cemetery: Electricity	-0.16	20.51
473	Trinity Church	Donation	0.00	75.00
474	Select Business Equipment	Photocopying	11.35	76.23
475	Epping Forest District Council	Rates for Kingsley Hall	0.00	115.00
Transfer	No.2 Account	Reimburse imprest (May)	0.00	6993.61
Direct Debit	Compuserve	Subscription April 1999	0.00	9.66

**153.2** The following miscellaneous cheques drawn on No. 2 account were NOTED:

097	South Somerset District Council	Information booklet	0.00	2.00
098	Hants Assn of Parish/Town Councils	Publication	0.00	4.00
099	Royal Society for the Prevention of Accidents	Publications	0.00	20.00

**Signed.....**

**Date.....**

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

**MINUTES of the Council Meeting held on Wednesday 21<sup>st</sup> July 1999 at 7.30 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** Mrs J P Woodman (in the Chair)

Mrs J M Barnett	E V Boatman	Mrs J Davis
Mrs K F Ellis	M W Juniper	Mrs S M Harper
L J Harris	P Lavin	A T Lee
Mrs P Meadows	Mrs J Ormston	C C Pond
P J Sare	Mrs M E Taylor	M W Wardle
S W Murray (present from Min. no. 163)		

**Officers:** L R Fuller (Town Clerk)  
J P Fox (Assistant Town Clerk)

**Also:** Two members of the public and one member from the press

**154 Apologies for absence**

Apologies for absence were received from Cllr Mrs B R Sagers, F E Marshall, R E Pearce and R J Wilmot. The Council sent best wishes to Cllr Marshall who was unwell.

**155 Public Questions**

No questions had been received.

**156 Confirmation of Minutes**

The Minutes of the meeting held on Wednesday 19<sup>th</sup> May 1999 were CONFIRMED as a correct record and signed by the Chairman.

**157 Questions without Discussion**

No questions had been received.

**158 Chairman's Engagements**

The Chairman had not attended any engagements. The Town Clerk reported on behalf of the Vice-Chairman that he had attended an 'It's a Knock Out Day' event for school pupils held at the Metropolitan Police Sports Ground.

**159 Matters for Report****159.1 Car-parks in Loughton**

The Town Clerk reported that the Epping Forest District Council has asked the Town Council for its views on the question of whether the currently free parking areas in Loughton should become 'Pay and Display' parking zones. The Council opposed any such change in car parking arrangements at least until the town centre enhancement schemes come to fruition. The District Council should also consider alternatives to 'Pay and Display' to control parking.

**159.2 Review of Street Cleansing Zones**

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The District Council is seeking to consult the Town Council on street cleansing issues. Comments should be forwarded to the Town Clerk as soon as possible.

## **160 Reports from Members on Outside Organisations**

### **160.1 EALC -Larger Local Councils' Forum**

Cllr Davies reported that she had attended a meeting of this forum on behalf of the Council and was disappointed by the poor attendance and the lack of achievement.

### **160.2 Epping Forest District Council Local Councils' Liaison Committee**

Cllr Juniper reported that some concern was raised about the suggested reduction in the number of District Councillors.

### **160.3 Local Parishes Working Group on Police Boundary Changes**

Cllr Juniper informed members that the section which was to have been called Epping Forest South will now be the Loughton Section. The police station located at the Borders Lane/Rectory Lane junction will be called 'The Broadway Police Office'. The Essex Police will patrol junctions 26-31 on the M25 and junctions 4 to 6 on the M11.

### **160.4 Essex County Council Parish Passenger Transport Forum**

Cllr Pond informed the Council that there have been confusing and illogical changes in the locations of the bus stops in Loughton Station Yard (the approach road to Loughton station). He has written about his concerns to the Essex County Council.

### **160.5 Loughton Hall**

Cllr Davies reported that Epping Forest District Council has decided to lift the covenants on Loughton Hall. The Council was concerned as to what use of the building the community is going to get and asked the Clerk to enquire of the District Council.

## **161 School Governing Bodies**

The following councillors were nominated to represent the Council on six school governing bodies as follows: Cllr Harper to be the representative on both Staples Road Infant and Staples Road Junior School; Cllr Murray, Alderton Infant and Alderton Junior School; Cllr Lavin, The White Bridge Infant and The White Bridge Junior School.

## **162 Reports from Committees**

### **162.1 Planning**

The reports on the meetings held on 26<sup>th</sup> April, 10<sup>th</sup> May, 1<sup>st</sup>, 14<sup>th</sup> and 28<sup>th</sup> June 1999 were NOTED.

### **162.2 Community**

The report from the meeting held on 9<sup>th</sup> June 1999 was NOTED.

### **162.3 Environment, Heritage and Leisure**

The report from the meeting held on 23<sup>rd</sup> June 1999 was NOTED.

### **162.4 Finance and General Policy**

The report from the meeting held on 7<sup>th</sup> July 1999 was NOTED.

Cllr Murray joined the Council meeting.

## **163 Draft Essex School Organisation Plan 1999/2004**

Cllr Ellis had read the document and briefed members on the contents and her views and those of Cllr Pearce (not in attendance). The first comment was that consultation time was too short (the document was received on the 12<sup>th</sup> July allowing only three weeks to the deadline for responses date). It was also stated that the population statistics given are too broadly based (Epping Forest district as a whole) and should be

broken down by community/town or parish. Doubts, based on local knowledge, were also expressed about the reliability and methodology of future/projected statistics on pupil numbers. It was AGREED that comments from members be forwarded in

writing to the Town Clerk by 27<sup>th</sup> July 1999 to be sent to the Essex County Council by the 31<sup>st</sup> July.

## 164 Review of Annual Town Meeting: Matter Arising

### 164.1 Parish Constable

The matter of the whether the Town Council could appoint a Parish Constable was REFERRED to the Community Committee for investigation and consideration.

### 164.2 Bus Shelters, Bus-stops, Seats and Litter-bins

This matter is already being dealt with by the EHL Committee.

## 165 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
503	Acumen Wages Service	Payroll	1.75	11.75
504	Pinnacle Cleaning Services	Kingsley Hall	0.00	150.00
505	L Hall	Gravedigging and cemetery works	0.00	435.00
506	EALC	Training courses	0.00	15.00
507	Index Business Supplies Ltd	Stationery	2.90	19.49
508	Select Business Equipment	Stationery	2.18	14.63
509	J McLintock & Sons Ltd	Cemetery	14.44	96.99
510	Gingerbread	Grant	0.00	200.00
511	Loughton Union Church	Grant	0.00	500.00
512	Jellytots	Grant	0.00	150.00
Direct Debit	Compuserve	Subscription (June)	0.00	6.26
Transfer	No. 2 account	Reimburse imprest (July)	0.00	7283.84
513	London Electricity	Electricity: Kingsley Hall, Cemetery and RVR Changing Rooms	-41.62	237.75
514	SITA (GB) Ltd	Refuse collection: Kingsley Hall	15.24	102.34
515	Epping Forest District Council	Rates: Kingsley Hall	0.00	115.00
516	Methodist Church	Community Forum: hall hire	0.00	47.50
517	Index Business Supplies	Stationery	7.77	52.16
518	Select Business Equipment	Stationery	2.18	14.63
519	Essex Playing Fields & Children's Play Assn.	Annual subscription	0.00	25.00
520	Impact	Software support	0.00	50.00
521	Epping Forest District Council	Victorian Summer's Day contribution	0.00	300.00
522	Simply Computers	Computer equipment	13.30	89.25

Signed.....

Date.....

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of the Meeting of Council held on Wednesday 20<sup>th</sup> October 1999 at 7.30 p.m. at Loughton Library.**

**Present:**

**Councillors:** Mrs J P Woodman (in the Chair)

Mrs J M Barnett	Mrs J Davis	Mrs K F Ellis
M W Juniper	Mrs S M Harper	L J Harris
P Lavin	A T Lee	Mrs P Meadows
S W Murray	R E Pearce	C C Pond
Mrs B R Sagers	Mrs M E Taylor	M W Wardle
R J Wilmot		

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

**Also:** Four members of the public  
One member of the press

**166 Apologies for Absence**

Apologies for absence were received from Cllrs E V Boatman, F E Marshall, Mrs J Ormston and P J Sare. The Council sent its best wishes to Cllr Peter Sare who is unwell.

**167 Public Questions**

The Chairman of the Council responded to the question from a member of the public. She agreed that the defects listed were of concern but as all the matters raised are highways issues and therefore outside the Town Council's jurisdiction the Town Council would refer them to the highways authority.

**168 Confirmation of Minutes**

The Minutes of the meeting held on 21<sup>st</sup> July 1999 were CONFIRMED as a correct record and signed by the Chairman.

**169 Questions without Discussion**

No questions had been received.

**170 Chairman's Engagements**

The Chairman had no engagements to report. It was reported that the planned quiz evening hosted by North Weald Parish Council had been postponed until the new year.

**171 Reports from Members on Outside Organisations****171.1 ECC Parish Passenger Transport Forum**

Cllrs Sagers reported that she together with Cllr Pond had attended a meeting of the above Forum. Transport problems in Loughton had been discussed, in particular the bus stops at Loughton Station, and it was reported that an undertaking had now been obtained from Essex County Council to return these bus stops to their former position.

**171.2 Town Centre Partnerships Steering Group – Loughton High Road**

Cllr Sagers reported that she had recently attended a meeting of the above group; topics included Town Traders Maps and Christmas lights.

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

Cllr M W Juniper was nominated and appointed as representative to serve on the Epping Forest Safer Communities Partnership Debden Green and Broadway Action Group.

**173 Reports from Committees****173.1 Planning**

The reports from the meetings held on 12<sup>th</sup> and 26<sup>th</sup> July, 16<sup>th</sup> August, and 27<sup>th</sup> September 1999 were NOTED. The meeting of the 13<sup>th</sup> August was inquorate and therefore not held.

**173.2 Community**

The report from the meeting held on 8<sup>th</sup> September 1999 was NOTED.

**173.3 Environment, Heritage and Leisure**

The report from the meeting held on 22<sup>nd</sup> September 1999 were NOTED. Cllr Harris asked the Council to note that the £150,000 referred to in Minute No. E163.2 was for the whole of the Epping Forest District area and not Loughton alone. Questions were asked about seats, bus shelters and the drinking fountain.

**173.5 Finance and General Policy**

The report from the meeting on 6<sup>th</sup> October 1999 was NOTED.

**174 Litter**

The Council supported the motion regarding the continual accumulation of litter in the High Road, The Broadway, other shopping areas in Loughton and certain other roads and RESOLVED that it would call upon Epping Forest District Council to consult immediately with the Town Clerk to address this problem, and hasten the decision regarding the future control of litter bins so that the bins are in place for the public to use them.

**175 Standing Orders**

The Council DECIDED to refer the motion to the Finance and General Policy Committee for consideration.

**176 Accounts for Payment****176.1** The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
567	Greenside Landscapes	Roding Valley recreation ground: works	36.75	246.75
568	Index Business Supplies	Stationery	12.27	82.39
569	Essex County Council	Maintenance of equipment	7.18	48.18
570	Royal Mail	Community newsletter	0.00	532.99
571	Bookpoint Ltd	Book	0.00	16.95
572	Foskett, Marr, Gadsby & Head	Legal fees	61.25	455.25
573	Zurich Insurance Company	Insurance	0.00	57.05
574	Royal British Legion	Remembrance Day wreath	0.00	40.00
575	Town Centre Partnership	Christmas illuminations: High Road	0.00	800.00
576	Debden Traders Association	Christmas illuminations: The Broadway	0.00	800.00
577	Abbey Forge Ltd	Roding Valley changing rooms: Works	14.00	94.00
578	Pinnacle Cleaning Services	Kingsley Hall: Window cleaning	0.00	48.00
579	Essex County Council	Office stationery, equipment and Cemetery supplies	54.73	367.44
580	Epping Forest District Council	Kingsley Hall: Rates	0.00	115.00
Direct debit	Compuserve	Subscription (September)	0.00	6.05
Transfer	No.2 account	Reimburse imprest (October)	0.00	£6995.16

**176.2** The following miscellaneous cheque drawn on No. 2 account was NOTED:

116	Essex Association of Local Councils	Training	0.00	15.00
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**Signed.....****Date.....**

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**LOUGHTON TOWN COUNCIL**

**COUNCIL MEETING**

**MINUTES of a Special Meeting of the Council held on Monday 8<sup>th</sup> November 1999 at 7.15 p.m. Kingsley Hall.**

**Present:**

**Councillors:** Mrs J P Woodman (in the Chair)

Mrs J M Barnett	Mrs K F Ellis	M W Juniper
Mrs S M Harper	L J Harris	M D Hogan
A T Lee	F E Marshall	Mrs P Meadows
S W Murray	R E Pearce	C C Pond
Mrs B R Sagers	M W Wardle	R J Wilmot

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

**177 Apologies for Absence**

Apologies for absence were received from Cllr Mrs J Davis, Cllr P Lavin, Cllr Mrs J Ormston, and Cllr P J Sare.

**178 Confirmation of Minutes**

The Minutes of the meeting held on 20<sup>th</sup> October 1999 were CONFIRMED as a correct record and signed by the Chairman.

**179 Exclusion of Press and Public**

The Council RESOLVED to exclude the press and public from the remainder of the meeting.

**180 Potential purchase of land in north Loughton**

The Council voted to AGREE the recommendation of the Finance and General Policy Committee to acquire the land as stated in the agenda but to increase the figure by £10,000 if necessary to secure the purchase, without further reference to the Council. Details of the loan would be arranged by the Town Clerk in consultation with the Chairman and Vice Chairman of the Finance and General Policy Committee.

Signed.....

Date.....

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

**MINUTES of the Council Meeting held on Wednesday 12<sup>th</sup> January 2000 at 7.30 p.m. at Kingsley Hall.**

**Present:****Councillors:** Mrs J P Woodman (in the Chair)

Mrs J M Barnett	E V Boatman	Mrs J Davis (to Min. 187)
Mrs K F Ellis	Mrs S M Harper	L J Harris
M D Hogan	M W Juniper	P Lavin
A T Lee	Mrs P Meadows	R E Pearce
C C Pond	Mrs B R Saggars	Mrs M E Taylor
M W Wardle	R J Wilmot	
S W Murray (from Min. 187)		

**Officers:**

L R Fuller (Town Clerk)  
I M Sampson (Administrative Assistant)

**181 Apologies for Absence**

Apologies for absence were received from Cllr Marshall, Cllr Mrs Ormston and Cllr Sare, and Cllr Murray had sent apologies that he would be arriving late.

It was AGREED to grant leave of absence to Cllr Mrs Ormston and Cllr Sare for the remainder of the term of office to May 2000, and the Council wished to record its thanks to Cllrs Ormston and Sare for their service to the Town Council during its first term of office, and for their contribution to its work during that time.

It was further AGREED to appoint Cllr Hogan to Environment, Heritage and Leisure Committee and Cllr Mrs Davis to Planning Committee as substitutes under Standing Order 32(3).

**182 Public Questions**

No questions had been received.

**183 Confirmation of Minutes**

The Minutes of the meeting held on Monday 8<sup>th</sup> November 1999 were CONFIRMED as a correct record and signed by the Chairman.

**184 Questions without Discussion**

No questions had been received.

**185 Chairman's Engagements**

The Chairman reported that she had switched on the Christmas lights in the High Road. The Council wished to record its thanks to the Chairmen of the Debden Traders' Association and the Town Centre Partnership for the High Road for their hard work in organising the Christmas decorations in the two shopping centres.

The Chairman had also attended Epping Forest District Council's Chairman's Carol Service and a concert given by the Epping Phoenix Choir at St. John's Church, and had presented the prizes for the Town Council's Best Dressed Window competition.

**186 Matters for Report**

There were no matters for report.

**187 Grange Farm, Chigwell**

It was AGREED to discuss this item at this point in the meeting.

The Town Clerk reported for information that the cost of a referendum would probably be similar to that of an election, in the region of £8,000, and that the Town Council did not have powers of compulsory purchase, although it could present a case requesting that the District Council compulsorily purchase the land.

Cllr Murray arrived at the end of the Town Clerk's introduction.

The Council RESOLVED:

1. that access to Grange Farm from South Loughton over the bridge should be re-opened as soon as possible by the Grange Farm Trust and its tenants.
2. to press for restitution of the maximum amount possible of Grange Farm to public use.
3. that it supported the request to Epping Forest District Council to carry out a feasibility study.
4. that no further action should be taken on the issue of a referendum until the results of the feasibility study are known.

Cllr Mrs Davis left the meeting.

**188 Reports from Members on Outside Organisations****188.1 Epping Forest Safer Communities Partnership - Debden Green and Broadway Action Group**

Cllr Juniper reported that he had attended a meeting of the Action Group on 24<sup>th</sup> November 1999 and discovered that, at an earlier meeting, an action plan had been drawn up, which included the establishment by Loughton Town Council of a Youth Council. It was AGREED to refer this matter to Community Committee.

**188.2 Epping Forest Primary Care Group**

Cllr Mrs Ellis reported in Cllr Ormston's absence that the Primary Care Group had been granted trust status, as from 1<sup>st</sup> April 2000.

**188.3 St. John Fisher RC Primary School Governing Body**

Cllr Hogan was NOMINATED to serve as the Council's representative on the above governing body.

**189 Reports from Committees****189.1 Planning**

The reports on the meetings held on 11<sup>th</sup>, 25<sup>th</sup> October, 22<sup>nd</sup> November and 13<sup>th</sup> December 1999 were NOTED.

**189.2 Community**

The report from the meeting held on 3<sup>rd</sup> November 1999 was NOTED.

**189.3 Environment, Heritage and Leisure**

The reports from the meetings held on 27<sup>th</sup> October and 17<sup>th</sup> November 1999 were NOTED.

**189.4 Finance and General Policy**

The reports from the meetings held on 27<sup>th</sup> October, 1<sup>st</sup> and 15<sup>th</sup> December 1999 were NOTED.

**190 Members' Expenses**

The Council RESOLVED to call upon the National Association of Local Councils to seek to amend the Local Government Act 1972 so as to allow local councillors to reclaim expenses actually disbursed in travelling to meetings within the parish or town area, and call upon its representatives to progress this matter on EALC and the Larger Local Councils Forum. It was AGREED that the Clerk should inform NALC and EALC in writing of the Council's resolution, enclosing a copy of the transcript of Lord Murray's speech to the House of Lords on this subject.

**191 Council Precept for 2000/01**

It was RESOLVED to set the Town Council's precept at £317,000.

**192 Accounts for Payment**

The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
617	Acumen Wages Services	Payroll service (December 1999)	1.75	11.75
618	Royal Mail	Postage	0.00	250.00
619	L Hall	Gravedigging	0.00	325.00
620	Pinnacle Cleaning Services	Kingsley Hall: Relief cleaning, window cleaning and maintenance works	0.00	88.00
621	Index Business Supplies	Stationery	1.07	7.19
622	Select Business Equipment	Stationery	6.54	43.89
623	Accredited Locksmith Services	Kingsley Hall: Repair Lock	0.00	70.00
Transfer	No. 2 account	Top up imprest (December 1999)	0.00	7285.79
Direct debit	Compuserve	Subscription (December 1999)	0.00	6.19

Signed.....

Date.....

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

**Minutes of the Council Meeting held on Wednesday 1<sup>st</sup> March 2000 at 7.30pm at Loughton Library.**

**Present:**

**Councillors:** Mrs J P Woodman (in the Chair)

Mrs J Davis	Mrs K F Ellis	Mrs S M Harper
L J Harris	M D Hogan	M W Juniper
A T Lee	Mrs P Meadows	S W Murray
R E Pearce	C C Pond	Mrs B R Sagers
Mrs M E Taylor	M W Wardle	

**Also in attendance:**

**Officers:** L R Fuller (Town Clerk)  
J P Fox (Assistant Town Clerk)

**Also:** Four members of the public

**193 Apologies for absence**

Apologies for absence were received from Cllrs Mrs J M Barnett, E V Boatman, F E Marshall and R J Wilmot.

**194 Public Questions**

No questions had been received.

**195 Confirmation of Minutes**

The Minutes of the meeting held on 12<sup>th</sup> January 2000 were CONFIRMED as a correct record and signed by the Chairman.

**196 Questions without Discussion**

No questions had been received.

**197 Chairman's Engagements**

The Chairman reported that she had attended a most interesting and enjoyable Millennium Service at the Methodist Church.

**198 Matters for Report****198.1 Grange Farm, Chigwell - Min. no. 187**

The current information was NOTED by members. The Council RESOLVED to support to change the status of the access over the bridge from the Roding Valley to Grange Farm from a permissive to a statutory right of way and asked the Clerk to advise of any future movement on this issue.

**198.2 Members' Expenses – Min.no. 190**

The Council NOTED the current position and the information given by Cllr Pond on subsequent progress.

### **198.3 Liaison with the Epping Forest District Council regarding Street Furniture in conservation areas**

Cllr Pond reported that he recently took part in a tour of Loughton including the conservation areas with ward councillors, district council officials and representative organisations and had also attended a meeting at the district council offices today. He may be putting a proposal to the next meeting of the Environment, Heritage and Leisure Committee.

**198.4 Roding Road Allotments - Min. no. E191:** Cllr Pond reported to the Council that members of the Environment, Heritage and Leisure Committee and members of the Roding Road Allotments and Leisure Gardens Association Committee had met on 23<sup>rd</sup> February 2000 and that there had been some progress towards reaching a mutually acceptable management agreement.

## **199 Reports from Members on Outside Organisations**

### **199.1 Essex Consultative Group on Police Boundary Changes**

Cllr Juniper reported that he had attended the final meeting of the group. The change-over process was proceeding smoothly with officers transferring and the recruitment of Special Constables. Town and Parish Councils have been asked to assist in the recruitment drive for Special Constables. There will be a ceremony to hand over the keys to the Loughton Police Station.

### **199.2 Town Centre Partnership (High Road)**

Cllr Lee reported on plans for a Traders' Map and for the next year's Christmas lights.

## **165 Reports from Committees**

### **200.1 Planning**

The reports on the meetings held on 10<sup>th</sup> and 24<sup>th</sup> January and 7<sup>th</sup> February 2000 were NOTED.

### **200.2 Community**

The report on the meeting held on the 19<sup>th</sup> January 2000 was NOTED.

### **200.3 Environment, Heritage and Leisure**

Cllr Pond reported on the meeting held on 2<sup>nd</sup> February 2000. Members noted the position on Loughton Hall with great regret as the Council would have been very keen to have seen Loughton Hall returned to full community use. There was discussion concerning the deadline of 1<sup>st</sup> April set by the Environment, Heritage and Leisure Committee to reach a management agreement with the Roding Road Allotment and Leisure Gardens Association. Cllr Pond felt sure that the EHL Committee could decide at its next meeting on 29<sup>th</sup> March to vary the deadline if it considered substantial progress towards an agreement had been made and that conclusion of an agreement was close pending any final formalities.

### **200.4 Finance and General Policy**

The report, presented by Cllr Juniper on the meeting held on 16<sup>th</sup> February 2000 was NOTED. Cllr Murray commented that his declaration at the meeting of a non-pecuniary interest in the 'Application for Financial Assistance' from the Citizens' Advice Bureau under min. no. F165 was omitted from the minutes and requires correction.

Cllr Juniper explained the reasons why he had decided to tender his resignation as Chairman of Finance and General Policy Committee. The Council RESOLVED to reassure Cllr Juniper that it had full confidence in him and to ask him to re-consider and remain at least until the end of the term of office for this council. Cllr Juniper thanked members and accepted the request to remain in office for the duration of the council.

**201 Draft Essex School Organisation Plan 2000/2005**

There were no further comments from the Council on the plan.

**202 Signing and sealing of legal documents**

**202.1 Management of housing play areas**

The Council RESOLVED to sign and seal the management agreement on the housing play areas in Newmans Lane, Westall Road, Hillyfields, Colebrook Lane and Oakwood Hill.

**202.2 Roding Road Allotments**

The Council RESOLVED to sign and seal the management agreement with the RRA & LGA once it has been concluded.

**203 Members' Attendance**

The Council AGREED to support the proposal to publish statistics on members' attendance in its annual report to the Annual Town Meeting. For the year 1999/2000 apologies would not be included.

**204 Accounts for Payment**

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
644	Signs of the Times	Heritage Plaque	26.43	177.43
645	D Crang	Works at Kingsley Hall	0.00	50.00
646	L Hall	Gravedigging	0.00	130.00
647	Thames Water Utilities Ltd	Water at Kingsley Hall and Cemetery	0.00	152.53
648	London Electricity plc	Electricity for Xmas Lights	6.04	40.55
649	Recognition Express Essex	Roding Valley Recreation Changing Room key fob	1.76	11.76
650	British Telecommunications plc	Telecommunications: Office and Cemetery	55.46	372.45
651	The Yards	Millennium mugs	336.04	2256.28
652	Loughton Broadway Town Centre Partnership	Grant	0.00	500.00

**To note the following miscellaneous cheques drawn on No.2 account**

125	Cheltenham & Gloucester College of Higher Education	Training	0.00	50.00
128	Essex Association of Local Councils	Contribution	0.00	20.00
129	Essex Association of Local Councils	Training	0.00	5.00

**Signed.....**

**Date.....**

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

**MINUTES of the Council Meeting held on Wednesday 1<sup>st</sup> March 2000 at 7.30 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** Mrs J P Woodman (in the Chair)

Mrs J M Barnett	E V Boatman	Mrs J Davis
Mrs K F Ellis	Mrs S M Harper	L J Harris
M D Hogan	M W Juniper	P Lavin
A T Lee	Mrs P Meadows	S W Murray
R E Pearce	C C Pond	Mrs B R Saggars

Mrs M E Taylor

M W Wardle

**Officers:**

L R Fuller (Town Clerk)

J F Hall (Administrative Assistant)

**193 Apologies for Absence**

Apologies for absence were received from Cllr Wilmot.

**194 Public Questions**

No questions had been received.

**195 Confirmation of Minutes**

The Minutes of the meeting held on Monday 12<sup>th</sup> January 2000 were CONFIRMED as a correct record and signed by the Chairman.

**196 Questions without Discussion**

No questions had been received.

**197 Chairman's Engagements****198 Matters for Report****198.1 Grange Farm, Chigwell - Min. no. 187**

The Council AGREED that as the site is privately leased and managed there would be no purpose in recommending spending public money on a feasibility study.

**198.2 Members' Expenses - Min. no. 190**

The Council NOTED Lord Graham's proposed amendment to the Local Government Bill that expenses incurred within the parish should be payable to Councillors.

**199 Reports from Members on Outside Organisations****199.1 Epping Forest Safer Communities Partnership - Debden Green and Broadway Action Group****199.2 Epping Forest Primary Care Group****199.3 St. John Fisher RC Primary School Governing Body**

**200 Reports from Committees****200.1 Planning**

The reports on the meetings held on 10<sup>th</sup> and 24<sup>th</sup> January and 7<sup>th</sup> February 2000 were NOTED.

**200.2 Community**

The report on the meetings held on 19<sup>th</sup> January 2000 was NOTED.

**200.3 Environment, Heritage and Leisure**

The report on the meeting held on 2<sup>nd</sup> February 2000 was NOTED.

**200.4 Finance and General Policy**

The report from the meeting held on 16<sup>th</sup> February 2000 was NOTED. Cllr Juniper resigned as Chairman of Finance and General Policy Committee.

**201 Draft Essex School Organisation Plan 2000/2005****202 Signing and sealing of legal documents****202.1 Management of housing play areas**

The Council RESOLVED to sign and seal the agreements.

**202.2 Management of housing play areas**

The Council RESOLVED that a management agreement between RRA & LGA be signed and sealed when concluded.

**203 Members' Attendance****204 Accounts for Payment**

The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
644	Signs of the Times	Heritage Plaque	26.43	177.43
645	D Crang	Works at Kingsley Hall	0.00	50.00
646	L Hall	Gravedigging	0.00	130.00
647	Thames Water Utilities Ltd	Water at Kingsley Hall and Cemetery	0.00	152.53
648	London Electricity plc	Electricity for Xmas Lights	6.04	40.55
649	Recognition Express Essex	Roding Valley Recreation Changing Room key fob	1.76	11.76
650	British Telecommunications plc	Telecommunications: Office and Cemetery	55.46	372.45
651	The Yards	Millennium mugs	336.04	2256.28
652	Loughton Broadway Town Centre Partnership	Grant	0.00	500.00

**Signed.....**

**Date.....**

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

**MINUTES of the Council Meeting held on 26<sup>th</sup> April 2000 at 7.30 p.m. at Kingsley Hall.**

**Present:**

**Councillors:** Mrs J P Woodman (in the Chair)

E V Boatman	Mrs J Davis	
Mrs K F Ellis	Mrs S M Harper	L J Harris
M W Juniper	P Lavin	A T Lee
Mrs P Meadows	S W Murray	R E Pearce
C C Pond	Mrs B R Siggers	
M W Wardle	R J Wilmot	

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

**Also:** 1 member of the public

The Chairman opened the meeting with a minute's silence in memory of Cllr Frank Marshall who died on 17<sup>th</sup> March 2000.

**205 Apologies for Absence**

No apologies for absence had been received. (Cllr Murray gave Cllr Mrs Taylor's apologies on his arrival later in the meeting).

**206 Public Questions**

No questions had been received.

**207 Confirmation of Minutes**

The Minutes of the meeting held on Wednesday 1<sup>st</sup> March 2000 were CONFIRMED as a correct record and signed by the Chairman.

**208 Questions without Discussion**

No questions had been received.

**209 Chairman's Engagements**

The Chairman reported that she had attended the Mayor of Waltham Forest's fundraising event in aid of the Richard House Hospice for Children in London at Waltham Forest Town Hall. She had also attended the official opening of Epping Hall, which houses the community centre and Epping Town Council's offices and the turf cutting ceremony at the new Debden Park School. The Chairman had also been to a media photocall when Loughton Police Station was handed over to Essex Police.

**210 Matters for Report**

There were no matters for report.

**211.2 Community Policing**

Cllrs Saggars and Harris reported on contact made by their community police officer. Most other councillors had also been contacted and the Council welcomed this contact and the very visible presence of the Essex Police since taking over responsibility in Loughton.

**211.3 Epping Forest Primary Care Group**

In the absence of the Town Council's representative, Cllr Meadows reported on her attendance at the meeting for the LRA, and on her experience of "shadowing" the prescribing group.

**212 Reports from Committees****212.1 Planning**

The reports on the meetings held on 21<sup>st</sup> February, 6<sup>th</sup> March, 20<sup>th</sup> March and 3<sup>rd</sup> April 2000 were NOTED.

**212.2 Community**

The report on the meeting held on 15<sup>th</sup> March 2000 was NOTED.

**212.3 Environment, Heritage and Leisure**

The report on the meeting held on 29<sup>th</sup> March 2000 was NOTED. With regard to Min.nos. E195 & E200, Cllr Pond reported that there appeared to be some difficulty in communication between the Town Council and the Roding Road Allotment and Leisure Gardens Association (RRA&LGA) as he understood the views of the whole RRA&LGA Committee were not being transmitted accurately to the Town Council. He hoped that the new Council would take a very strong line in its negotiations with the RRA&LGA in order that an agreement be reached quickly. Comments were made about the condition of the war graves in Loughton Cemetery and a possible blue plaque to Mr Sparks, a cockleshell hero.

**212.4 Finance and General Policy**

The report from the meeting held on 12<sup>th</sup> April 2000 was NOTED. With regard to Min.no. F171.2 Cllr Davis asked that it be known that she did not support in principle the grant for a shop/business guide for the High Road as she was of the opinion that such a guide should also include The Broadway.

Cllrs S W Murray and E V Boatman joined the meeting at 8 p.m. Cllr Murray gave apologies for Cllr Mrs M Taylor.

**213 Grange Farm Chigwell**

Cllr Murray declared a non pecuniary interest in this item as he is a member of the Grange Farm Centre Trust but stated his intention to remain in the meeting in order to speak and vote. Cllr Davis also declared a non pecuniary interest in this item as she had previously attended meetings of a group of beneficiaries of the Trust. Cllr Lee declared a non pecuniary interest and both he and Cllr Davis remained in the meeting for the discussion. The Council AGREED that:

1. There should be a joint board to manage this area of land, and that Loughton Town Council should be involved in a major way in such a board.
2. Public access over the motorway bridge should be retained and this should be by means of a statutory right of way (not a permissive right of way). The bridge must be made secure in terms of motorway safety.

Cllr Davis left the meeting at 8.20 p.m.

**214 Town Meeting**

There were no matters arising from the Town Meeting.

**215 Reference from Planning Committee**

After discussion, it was AGREED that:

1. The Sainsbury's application would be considered by the Council, not just the Planning Committee.
2. A public meeting would be held at Lopping Hall on 23<sup>rd</sup> May to enable Councillors to hear the public's views.
3. A special Council meeting to discuss the application would be called for 31<sup>st</sup> May. Community Committee would be cancelled.

Cllr Pond left the meeting at 8.35 p.m.

Cllrs Ellis and Wardle left the meeting at 8.40 p.m.

**216 Noticeboards**

It was DECIDED that Councillors' names and addresses should generally be available on the six newly erected noticeboards but if a Councillor particularly wanted his/her address withheld, the Town Council's office address could be used as a forwarding address. The question of a responsible Councillor being designated for each noticeboard would be decided by the new Council.

**217 Accounts for Payment**

The following accounts for payment were APPROVED:

<b>Cheque no.</b>	<b>Payee</b>	<b>Purpose</b>	<b>VAT</b>	<b>Gross Amount</b>
695	Essex County Council	Stationery	6.37	42.75
696	EALC	Training	0.00	45.00
697	Guardian Newspapers	Photograph	0.00	3.99
698	London Electricity plc	Electricity: Cemetery	0.71	14.82
699	E.I. Electrical Ltd	Works: Kingsley Hall	5.74	38.59
700	Andrews	Fixing of Heritage Plaque	10.50	70.50
701	Select Business Equipment	Stationery	6.54	43.89
702	St Mary's Loughton PCC	Donation and flowers	0.00	130.00
703	Acumen Wages Service	Payroll service (April)	1.75	11.75
704	Acumen Wages Service	Payroll service (March)	1.75	11.75
705	EFDC	Car parking	37.53	252.00
706	Chigwell Parish Council	Cemetery Attendant recharge for 1999/2000	0.00	4490.00
707	London Electricity plc	Electricity standing charge: Kings Green	0.80	16.74
Transfer	No. 2 account	Reimburse imprest (March)	0.00	7428.14

Before closing the meeting the Chairman thanked all members and officers for their hard work over the last four years and hoped that the two councillors who had died during the Council's first term, Richard Eveleigh and Frank Marshall, would be remembered for their contribution. Cllr Meadows thanked the outgoing Chairman, together with Chairmen from past years, for their hard work. Cllr Murray thanked the Chairman and wished to record the Council's thanks to retiring councillors. Cllr Sagers thanked all those who had helped and supported her during her first term as a Town Councillor, an experience which she had greatly enjoyed.

**Signed.....**

**Date.....**