

## LOUGHTON TOWN COUNCIL

### ENVIRONMENT AND HERITAGE COMMITTEE

**MINUTES of the meeting held on Wednesday 21<sup>st</sup> June 2006 at 7.45 p.m. at 1 Buckingham Court.**

**Present**

**Councillors:** C C Pond (Chairman)  
 C E Baggarley M R M A Chalk (from Min. no. EH3)  
 J Davis R J Pennington (until Min. no. EH12)  
 S Pewsey D J Wixley  
 S M Harper (as substitute for Cllr R E Brookes)

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

**EH1 Apologies**

Apologies for absence were received from Cllrs R E Brookes and E C Murphy. Cllr C C Pond reported that Cllr Harper had been nominated as Cllr Brookes' substitute for the meeting.

**EH2 Confirmation of Minutes**

The Minutes of the meeting of the Environment, Heritage and Leisure Committee held on 5<sup>th</sup> April 2006 were CONFIRMED as a correct record and signed by the Chairman.

**EH3 Declarations of Interest**

Cllr C C Pond declared a personal interest in Agenda items 5.1, 5.4, 11, 12 and 13 as he is a member of Essex County Council.

**EH4 Matters for Report**

**4.1 Speed Limit Order A1069 Rangers Road**

The Committee had no objection to the proposals.

**4.2 New Cemetery**

It was noted that no further progress had been made.

**4.3 Roding Road Allotments Min. No. E87.1**

Cllr Davis declared a personal but non-prejudicial interest in this item as her son's property is adjacent to the allotment site.

The Committee NOTED the report and requested a site visit on Tuesday, 18<sup>th</sup> July 2006. A written request to view the register of allotment tenants is to be made to the Allotment Association to enable that document to be viewed during the visit.

The Committee agreed to consider a visit to the Willingale Road allotments at its next meeting.

**4.4 Parish Paths Partnership (P3) Min. No. E111.7**

The Committee noted the report and members were invited to inspect the public rights of way in their own areas of the town and report any problems to the council office. Details would be collated and forwarded to Essex County Council to encourage repair works to be carried out. A list of paths would be circulated to members of the Committee.

**4.5 Community Litter Picking Min. No. E111.6**

The Committee thanked all those who had taken part in the litter picking event. It was AGREED to request a new litter bin on Great Eastern Path.

A report on the Clean Neighbourhoods and Environment Act and its implementation was requested for the next meeting.

**4.6 Reference from Annual Town meeting/Council meeting on 3<sup>rd</sup> May 2006**

The Committee noted the report and considered the problems associated with the Town Centre enhancements.

**EH5 Current Financial Position**

It was noted that end of year financial reports for the previous committees would be made to the Resources and General Services Committee. Current financial information for this committee was not yet available.

**EH6 Committee remit and programme of work**

The Committee NOTED its areas of responsibilities. It would like to improve local information sources for tourists and requested a tourism officer from Essex County Council to attend a meeting.

**EH7 Heritage Plaques 2006/07 and other historical commemoration**

The Committee noted the report and AGREED to install a heritage plaque to Ronald Greenwood, manager of West Ham United and, latterly, England's football teams, subject to the owner's agreement. The choice of two further plaques would be made at a subsequent meeting.

**EH8 Seats**

The Committee AGREED to install a seat at the corner of Colson Road/Borders Lane subject to survey.

**EH9 Alleyway names**

The report was noted.

**EH10 Salt/grit bins**

The Committee AGREED to install salt/grit bins close to the Southview Road/Oakwood Hill junction as near to the Roding Road junction as possible and in St. John's Road (near no. 11).

**EH11 Community Initiatives Fund 2006/07**

The Committee discussed possible capital projects suitable for an application to this fund, including the installation of tourist information boards around the town.

**EH12 Winter Service Review**

The Chairman and Vice-Chairman of the Committee AGREED to assist the Town Clerk in completing the questionnaire. The Committee asked that the attention of the County Council should be brought to the number of hilly roads in Loughton.

**EH13 Accounts for Payment**

The following accounts for payment were approved:

Cheque no.	Payee	Purpose	VAT	Gross Amount
2991	Pinnacle Essex	WRPF maintenance	123.80	831.22
2992	Homebase Ltd	Buck Crt supplies	1.18	7.98
2993	Craigdene Ltd	Playground safety inspections	59.50	399.50
2994	Hagemeyer UK Ltd	Park & Amenities Warden and Cemetery equipment	11.89	79.85

2995	Whizzywig Ltd	Newsletter & Annual Report design & production	118.13	1,705.89
2996	Abbey Fire	Fire extinguisher service Buck Crt	16.28	109.28
2997	Royal Mail Group plc	Newsletter & Annual Report delivery		1,008.22
2998	Arwin Services	Cleaning at Broadway toilet, Buck Crt & KHall	131.95	885.95
2999	Avoncrop Amenity Products Ltd	Park & Amenities Warden and Cemetery equipment	29.92	200.82
3000	Thames Water Utilities Ltd	RVRec changing rooms & KHall		211.33
3001	Glenny LLP	Buck Crt service charge	113.52	762.22
3002	Phoenix Lifting Systems Ltd	Buck Crt lift service	42.53	285.53
3003	Acumen Wages Service	Payroll (June)	4.15	27.85
3004	East of England Regional Assembly	Subscription	21.88	146.88
TFR	Loughton Town Council No 2 Account	Reimburse imprest account (June 2006)		18,898.80
3005	SMP (Playgrounds) Ltd	Teen shelters WRd & RVRec	1,636.55	9,351.75
3006	Lubbock Fine	External audit part fees 02/03 & 03/04	1,171.28	7,864.28
3007	Gopak Ltd	Community Centre furniture	763.09	5123.62
3008	LexisNexis Butterworths	Book		53.45
3009	Cory Environmental	Fly tipping removal, Hillyfields	43.75	293.75
3010	Cash	Reimburse petty cash	5.68	67.94
3011	WPP Architects	Community Centre fees	349.65	2,347.65
3012	Citygate (London) Ltd	Community Centre furniture	15.23	102.23
3013	TBS Hygiene	Litter bins installation	107.80	723.80
3014	Mains	Community Centre equipment	148.94	1,000.00

Signed.....  
Date: 20<sup>th</sup> September 2006

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 20<sup>th</sup> September 2006 at 7.45 p.m. at 1 Buckingham Court.**

**Present**

**Councillors:** C C Pond (in the Chair)  
 C E Baggarley R E Brookes M R M A Chalk  
 J Davis (from Min. no. EH 17.2) E C Murphy  
 R J Pennington S Pewsey D J Wixley

**Also in attendance:**

**Councillors:** R E Pearce

**Officers:**

L R Fuller (Town Clerk)  
 J Innis (Committee Clerk)

**EH14 Apologies**

No apologies were received.

**EH15 Confirmation of Minutes**

The Minutes of the meeting held on 21<sup>st</sup> June 2006 amended at minute no. EH4 to the end from those circulated, were CONFIRMED as a correct record and signed by the Chairman.

**EH16 Declarations of Interest**

Cllr C C Pond declared a personal but non prejudicial interest in agenda items 5.3, 5.5, 5.6, 5.7, 8, 12 and 13 as he is a member of the Essex County Council and in item 10 as he is a Trustee of Lopping Hall. Cllr S Pewsey also declared a personal but non-prejudicial interest in item 10 as he is a Trustee of Lopping Hall.

**EH17 Matters for Report**

**17.1 Roding Road Allotments – Min. no. EH4.3**

The Chairman reported on a site visit he had attended in July with Cllr Wixley and the Clerk and commended the managers for the records kept and crops being grown. The Committee would prefer to see more of the site cultivated, and agreed to ask the managers for a proposal to market the vacant plots. If a substantial part of the site remained uncultivated, the Committee would consider the possibility of managing it as a local nature reserve or for similar amenity purposes.

Cllr J Davis joined the meeting.

**17.2 Clean Neighbourhoods and Environment Act – Min. no. EH4.5**

It was noted that the report was not yet available.

**17.3 Tourism Officer – Min. no. EH6**

The Committee noted no tourism officer was available to attend the meeting.

**17.4 Heritage Plaques – Min. no. EH7**

It was noted the plaque for Ron Greenwood had been ordered. It was agreed to arrange a short unveiling ceremony by the Town Mayor with an invitation to West Ham Supporters Club to participate.

The Committee would like to revisit the possibility of the installing a plaque on Dryad's Hall commemorating Dr Oswald Silberrad.

**17.5 Salt/grit bins – Min. no. EH10**

The Committee noted the outstanding bins would be installed by Highways in October 2006.

The Committee agreed to purchase four more bins and install them in the following locations:

Lower Road – junction with Goldings Road

Goldings Road/Goldings Rise

The Avenue – Spring Grove

Hilltop – Marjorams Avenue junction.

**17.6 Community Initiatives Fund – Min. no. EH11**

Suggestions were made for the next round of funding which included interpretation boards and hanging baskets.

**17.7 Loughton Hall – Min. no. E66**

The Committee was disappointed to note the report. The Clerk was requested to try to obtain further information.

**EH18 Current Financial Position**

The current financial position was tabled and the position for the year to 31<sup>st</sup> July 2006 was noted.

**EH19 Christmas Best Dressed Window Competition**

**19.1 Delivery of entry forms**

The Committee agreed the volunteers to deliver competition entry forms.

**19.2 Judging Arrangements**

The Committee agreed the judging arrangements with a convenient date to be arranged.

**EH20 Proposed Speed Limit A1168 Chigwell Lane**

The Committee did not object to the proposal to increase the speed limit from 30 mph to 40 mph but the points of entry/exit to/from the motorway in Chigwell Lane should be kept within the 30 mph limit as these were dangerous junctions.

**EH21 Bus Shelter, Jessel Drive**

The Committee agreed the bus shelter should be replaced using the budget of £4,000 plus £1,000 from the contingency budget if necessary.

**EH22 Lopping Hall Clock**

The Committee noted the report and it was agreed to fund the annual maintenance of the clock at a cost of £134 p.a. The officers would sort out the arrangements with the Trustees.

**EH23 Open House Weekend**

It was agreed the Chairman would draft a letter asking organisations if they would like to participate in this scheme. Members suggested some buildings which could be included in the initiative.

**EH24 Tourism/Interpretation panels**

The Chairman and Cllr Pewsey wished to encourage the production of brochures advertising attractions throughout Loughton. Cllr Pewsey would obtain estimates of costs.

**EH25 Vehicle Activated Signs and Speed Indicator Signs**

The Committee noted the report and supported the siting of a device in Goldings Hill if funded by Essex County Council.

It was agreed to ask Essex County Council if it would fund a device in Valley Hill at the junction with Cheltenham Gardens.

**EH26 Budgets and Priorities for 2007/08**

The Committee did not want to see the precept rising but identified items to be included as extras as the maintenance of the Lopping Hall clock, Speed Indicator Devices, hanging baskets and promotion of tourism.

**EH27 Accounts for Payment**

The following accounts for payment were approved:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3118	Regional Waste Recycling Plc	Refuse collection for Cemetery	59.17	397.17
3119	LWC Engineering	Works at RVRec	123.20	827.20
3120	Epping Forest District Council	Rates for Buck Crt/KHall/RVRec and WRPF (October)		1696.00
3121	Mr Peter Downing	Re-purchase of burial plot		217.00
3122	Nisbets	Murray Hall equipment	252.53	1695.56
3123	Huck Nets (U.K.) Ltd	RVRec supplies	15.40	103.40
3124	Homebase Limited	Lawn seed for Loughton Cemetery	2.98	19.99
3125	EALC	Training fees		50.00
3126	County Mulch Ltd	Bark chippings for Murray Hall	25.46	170.96
3127	Public Works Loans Account	Community Centre		18,295.62
TFR	No. 2 account (Sept 06)	Reimburse imprest account		19,029.00
3128	Voluntary Sector Training	Training fees		25.00
3129	Accredited Locksmith Services	May Hall supplies		86.50
3130	LWC Engineering	Playground repairs Re-issue of cancelled cheque no 3073 following receipt of credit	928.03	6,231.03

Signed.....  
Date 15<sup>th</sup> November 2006

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 15<sup>th</sup> November 2006 at 7.45 p.m. at 1 Buckingham Court.**

**Present**

**Councillors:** C C Pond (in the Chair)  
 C E Baggarley R E Brookes M R M A Chalk  
 J Davis (from Min. no. EH32.1) R J Pennington  
 S Pewsey D J Wixley

**Also in attendance:**

**Councillors:** R E Pearce

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

1 member of the public

**EH28 Apologies**

1.1 Apologies were received from Cllr E C Murphy.

1.2 **Leave of Absence**

Cllr Rob Sheen was granted leave of absence from the council for six months.

**EH29 Confirmation of Minutes**

The Minutes of the meeting held on 20<sup>th</sup> September 2006 were amended at minute nos. EH17.4 (Heritage Plaques) – replace “Supporters” with “Football” and EH22 (Lopping Hall Clock) after “agreed” insert “further to the previous decision” and insert “that” after “£134 p.a.” The minutes were then CONFIRMED as a correct record and signed by the Chairman.

**EH30 Public Representations**

None were received.

**EH31 Declarations of Interest**

Cllr C C Pond declared a personal but non prejudicial interest in agenda items 5.4, 5.5, 5.6, 5.9 and 8 as he is a member of the Essex County Council.

Cllr J Davis joined the meeting.

**EH32 Matters for Report**

To REPORT any further significant information on matters which have been previously discussed, in addition to those which may already be included on the agenda.

**32.1 Roding Road Allotments – Min. no. EH17.1**

The Committee noted the report and it was agreed to leave it to the managers to undertake a lettings campaign and hope to let more plots. It was agreed to inspect the site again in the late spring/early summer next year.

**32.2 Clean Neighbourhoods and Environment Act – Min. no. EH17.2**

The Committee noted Epping Forest District Council had not yet considered how it would implement the Act nor set the amount of the fixed penalty notice.

The council's representatives on the Local Councils' Liaison Committee were asked to raise the topic at the next meeting.

The District Council would be informed of the Town Council's dissatisfaction with the slow progress of implementation of the Act.

**32.3 Heritage Plaques – Min. no. EH17.4**

The Committee noted the report and that arrangements were in hand for an unveiling ceremony.

**32.4 Salt/grit bins – Min. no. EH17.5**

The Committee noted the recently installed salt/grit bins were the wrong colour from that agreed with the contractors.

Requests for salt/grit bins at the junction of Nursery Road and High View Close and in Sedley Rise would be added to the list.

**32.5 Community Initiatives Fund – Min. no. E17.6**

The Committee noted the report.

The Chairman reported that it was expected that replacement trees in the High Road would now be dealt with by Epping Forest District Council so would not require an application to the Community Initiatives Fund.

Written confirmation was awaited from Essex County Council as to the outcome of the council's bids for funding. Applications for the next round of funding must be submitted by 13<sup>th</sup> April 2007.

**32.6 Loughton Hall – Min. no. EH17.7**

The Committee noted that Epping Forest College had returned to the second bidder for the hall.

**32.7 Open House Weekend – Min. no. EH23**

The Committee noted that responses are awaited from the property owners/managers.

**32.8 Tourism Brochures – Min. no. EH24**

Cllr Pewsey produced a variety of examples of brochures and prices for consideration. He was awaiting further information.

**32.9 Vehicle Activated Signs and Speed Indicator Devices – Min. no. EH25**

The Committee noted the report and suggested the Vehicle Activated Sign should be installed about 20 yards north of where proposed by Essex County Council.

**EH33 Current Financial Position**

The current financial position was noted.

**EH34 Cleanliness in and around Loughton Station**

The Committee noted the report. Cllrs Brookes, Davis, Pewsey and Wixley would be interested in representing the town council at quarterly meetings with the District Council about waste management.

**EH35 Land at junction of Church Hill and Sedley Rise**

The Committee considered the request from Essex County Council to sell this piece of land.

The Committee agreed it should be left as open land as it was important to retain the sightlines when emerging from Sedley Rise, and it would therefore object to the sale to a member of the public.

**EH36 Committee Priorities**

The Committee reviewed its priorities and AGREED on the list shown below:

<b>Revised Priority</b>	<b>Main Function</b>	<b>Greater Detail/Current Position</b>
<b>On-going activities</b>		
High	Running the committee	Agenda, reports, research, minutes, finance, admin
High	Broadway toilet	Cleaning and maintenance
High	Cemetery (Church Lane)	Burials, administration, maintenance
High	War memorials	Inspect and maintain
High	Heritage plaques, drinking fountain, seats and other street furniture; Lopping Hall Clock	Installation and maintenance
High	Allotments	Lettings, licences, admin.
High	Best Dressed Window	Admin and arrangements
High	Parish Paths Partnership	On-going
High	Responding to consultations	Variable
High	Any other matters within the committee's terms of reference	
<b>Current activities</b>		
High	Lady Whitaker's Mead	Development of new cemetery
High	Bus shelter	Purchase and reinstallation
High	Willingale Road allotments	New management appointment
Medium	Alleyway nameplates	Site surveys, permissions, purchase and installation
Low	Seats (new)	Site surveys, permissions, purchase and installation
Medium	Salt/grit bins	site surveys, permissions, and ordering
Medium	Christmas lights on Kings Green	Maintenance; possible upgrading
Medium	Vehicle Activated Signs/Speed Indicator Device	New project
High	Open House Weekend	Promotion
High	Tourist Brochures	New project
Medium	Interpretation Boards	New project
High	Street Museum	New project
Low	Clean Neighbourhoods and Environment Act	New legislation

**EH37 Estimates for 2007/08****37.1 Fees and Charges**

The Committee AGREED a 3.6% increase on all fees and charges for Loughton Cemetery, allotment rents and for a licence for vehicle access to Roding Road allotment site.

Radar keys would continue to be sold at cost.

No fee would be charged for a licence for pedestrian access on the Roding Road allotment site.

**37.2** The Rolling Programme was considered and it was AGREED to include the following additional items:

Lady Whitakers Mead/new cemetery	£7,500
Christmas lights enhancement	£500
Installation of salt/grit bins	£750
Alleyway names	£500
Speed Indicator Devices	£1,000
Tourist brochures	£500

It was agreed that any money remaining in the Christmas lights budget at the end of 2006/07 would be transferred to an earmarked reserve to build up funds for the future replacement of the lights.

**37.3** The estimates for 2007/08 were agreed as follows:

Cost centre		2007/08	
		Estimate	Transfer from Earmarked Reserves
Allotments	Expenditure	1,000	
	Income	80	
Cemetery-Church Lane	Expenditure	47,600	
	Income	17,000	3,000
Lady Whitakers Mead/new cemetery *	Expenditure	7,500	
Street furniture	Expenditure	9,550	
	Income		
Christmas BDW competitions	Expenditure	450	
Other services	Expenditure	3,000	
Service Re-charge (EH)	Expenditure	TBC	
<b>Expenditure</b>		<b>69,100</b>	<b>0</b>
<b>Income</b>		<b>17,080</b>	<b>3,000</b>
<b>Net Expenditure over Income</b>		<b>52,020</b>	
<b>Net Expenditure over Income*</b>		<b>49,020</b>	

**EH38 Accounts for Payment**

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3205	Greenside Landscapes Ltd	Works at RVRec	65.62	440.62
3206	Epping Forest District Council	Rates for Buck Crt, KHall, MHall, RVRec and WRPF (December)		3,124.00
3207	Arwin Services	Cleaning Brdway toilet, BCrt & KHall	131.95	885.95
3208	Select Business Equipment	Photocopying	20.31	136.36
3209	Citygate (London) Ltd	Office supplies for MHall, Cemetery & BCrt	14.72	98.84
3210	Cash	Reimburse petty cash	9.91	74.56
3211	Mr D J Durham	Refund of security deposit MHall		350.00
3212	Roding Valley High School	Refund of security deposit MHall		100.00
3213	Royal Mail	Postage		250.00
3214	Mrs L Hughes	Payment for opening day MHall		48.00
3215	Mr & Mrs Greaves	Reimburse hire fee KHall		28.53
3216	W H Smith	Christmas card competition prizes and donation		130.00
3217	St. Clare Hospice	Donation		25.00
3218	Alzheimers Society	Donation		25.00
3219	Hagemeyer	Parks & Amenities Warden equipment	4.43	29.73
3220	British Telecommunications plc	BCrt & MHall	86.19	588.74

Signed.....  
Date **7<sup>th</sup> February 2007**

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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 7<sup>th</sup> February 2007 at 7.45 p.m. at 1 Buckingham Court.**

**Present**

**Councillors:** C C Pond (in the Chair)  
 C E Baggarley R E Brookes M R M A Chalk  
 J Davis E C Murphy R J Pennington  
 S Pewsey D J Wixley

**Also in attendance:**

**Councillors:** C P Pond

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

**EH39 Apologies**

No apologies for absence were received.

**EH40 Confirmation of Minutes**

The Minutes of the meeting of the Environment and Heritage Committee held on 15<sup>th</sup> November 2006 were CONFIRMED as a correct record and signed by the Chairman.

**EH41 Public Representations**

None were received.

**EH42 Declarations of Interest**

Cllr C C Pond declared a personal but non prejudicial interest in agenda item 7.1 as he is a member of the Essex County Council and a resident of Staples Road.

**EH43 Matters for Report**

**43.1 Heritage Plaques – Min. no. EH32.3**

The Committee noted the report.

**43.2 Heritage Open Days – Min. no. EH32.7**

The Committee noted the report and members present would make further enquiries of the managers/owners who had not replied. It would be necessary to register for the event on the Heritage Open Days website.

**43.3 Waste Management Stakeholders Group – Min. no. EH34**

The Committee members attending the first meeting of the Waste Management Stakeholders Group were asked to raise the subject of wheelie bins on the footpaths obstructing partially sighted people and also fly-tipping on town council land.

**43.4 Hanging Baskets**

The Committee would await the views of local residents in response to an article in the Spring Edition of Think Loughton on the provision of hanging baskets.

**43.5 Litter Action Day 2007**

The Committee noted the report and would ask members for suggestions of how to reduce officer input. The matter would be deferred until the next meeting.

**EH44 Current Financial Position**

The current financial position was noted.

**EH45 Community Initiatives Fund****45.1 Result of 2006/07 application**

The Committee noted the report.

The Chairman was investigating acquiring original or replica lamp standards and would pass on to the Town Clerk examples of interpretation boards before the next meeting of the Committee to enable a decision to be made.

**45.2 Applications for 2007/08**

It was agreed to apply for funding for further alleyway nameplates.

**EH46 London Underground Ltd – access on to the Roding Road Allotments**

The Committee noted the report and it was agreed the Town Clerk would negotiate with London Underground to pay a £250 licence fee per annum to cross council land to gain access to the gate in its fencing.

**EH47 Future Work of the Committee**

The Committee suggested the following topics for future consideration:

- (1) Parking in Loughton
- (2) Verge planting
- (3) Street cleaning

A short explanatory paragraph would be supplied by members to the officers for the next agenda.

**EH48 Accounts for Payment**

Cheque no.	Payee	Purpose	VAT	Gross Amount
3324	Floor Protection Services Ltd	Hygiene Bins	4.74	31.83
DD	NatWest (credit card)	Diesel & supplies	24.09	161.75
3325	Arwin Services	Cleaning BCrt, KHall & Brdwy toilet	129.68	870.68
3326	Newbury Internet Services	Internet service	77.24	518.61
3327	SMS Cleaning Services	Window cleaning MHall		100.00
3328	EDF Energy 1 Ltd	BCrt supply	16.76	351.95
3329	Fast Key Services Ltd	Keys	0.88	5.88
3330	Citygate (London) Ltd	Office equipment	18.15	121.85
3331	Accredited Locksmith Services Ltd	Key cabinet		110.00
3332	Loughton Football Club	Refund of hire fee for RVRec	6.48	43.48
3333	British Gas Trading Ltd	KHall supply	110.89	744.63
3334	Anderson Sinclair Design Ltd	Installation of new kitchen at KHall	827.56	5,556.45
3335	Auto Repair Centre Loughton	Van maintenance	38.12	255.94
3336	EDF Energy 1 Ltd	Supply to Kings Green for Christmas Lights	4.28	89.88
3337	Royal Mail	Postage		250.00
3338	Southern Electric	MHall Supply	4.36	91.72
3339	British Telecommunications plc	BCrt	80.58	541.07

**EH49 Exclusion of the Press and Public**

The Committee RESOLVED to exclude the press and public from the remainder of the meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information relating to property matters.

**EH50 Registration of land as Commons – reference from Council meeting on 10<sup>th</sup> January 2007**

Cllr C C Pond declared a personal but non prejudicial interest as he is a member of Essex County Council.

The Committee noted the report and made several suggestions. Members were asked to submit precise details in writing.

Signed.....  
Date                   4<sup>th</sup> April 2007

THESE MINUTES NOT YET CONFIRMED

**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT AND HERITAGE COMMITTEE**

**MINUTES of the meeting held on Wednesday 4<sup>th</sup> April 2007 at 7.45 p.m. at 1 Buckingham Court.**

**Present**

**Councillors:** C C Pond (in the Chair)  
 C E Baggarley R E Brookes M R M A Chalk  
 S Pewsey C P Pond (as substitute for Cllr R Pennington)  
 D J Wixley

**Also in attendance:**

**Councillors:** R E Pearce

**Officers:**

L R Fuller (Town Clerk)  
 J Innis (Committee Clerk)

1 member of the public

**EH51 Apologies**

Apologies for absence were received from Cllrs J Davis and R Pennington. Cllr C P Pond had been nominated as Cllr Pennington's substitute for this meeting.

**EH52 Confirmation of Minutes**

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

**EH53 Public Representations**

The meeting was adjourned to hear an address by a member of the public regarding Vehicle Activated Signs.

**EH54 Declarations of Interest**

Cllr C C Pond declared a personal but non prejudicial interest in agenda items 5.5, and 5.6 as he is a member of the Essex County Council and 5.4 as a resident of Staples Road. Cllr C P Pond declared a personal but non-prejudicial interest in agenda item 5.4 as a resident of Staples Road.

At the request of the Chairman the meeting AGREED to bring forward Agenda item 5.6, Vehicle Activated Signs.

**EH55 Matters for Report**

**55.1 Vehicle Activated Signs**

The Committee considered the points raised by the member of the public. The proposal to site a vehicle activated sign in Valley Hill, just north of the junction with Nevill Way was not agreed. The Committee would prefer that a speed camera should be installed at or near the junction of Cheltenham Gardens, ideally on the central reservation, with the possibility of it being able to swivel and point in both directions.

The Committee suggested an alternative location for a Vehicle Activated Sign to be placed on the A104 at a suitable point.

**55.2 Heritage Open Days – Min. no. EH43.2**

The registration pack had arrived and councillors agreed to distribute them to the organisations who showed an interest in participating in the open days. The deadline for registration is 1<sup>st</sup> May 2007.

**55.3 Hanging Baskets – Min. no. EH43.4**

The Committee noted the report and that support of nine respondents for hanging baskets was not overwhelming.

The Chairman proposed a short term trial for this summer, for 28 hanging baskets, on lampposts on both sides of the High Road from Barclays to the Abbey. He estimated it would cost £2,000 and would take this from the budget for the new cemetery. Public opinion on the experiment would be sought. This was agreed. As hanging baskets would normally be in place from the beginning of May the scheme might not be achievable within the time available.

The Committee members would also look at obtaining sponsorship for each basket.

Cllr Baggaley wished her dissent to be noted.

**55.4 Litter Action Day – Min. no. EH43.5**

The Committee noted the report. It was agreed a group of councillors would target a particular area and organise a litter action day themselves. Members also discussed borrowing the equipment needed for the event.

The Clerk reminded the Committee of the insurance, safety and risk assessment implications.

**55.5 Street Museum – Min. no. EH45.1**

The Chairman reported that he had inserted a notice in the Lighting Journal seeking suitable lampposts. The Post Office Museum had agreed to provide an Edwardian or Victorian postbox.

Text for the interpretation board would be provided by the Chairman and Vice Chairman.

**55.6 Registration of land as commons – Min. no. EH50**

It was noted that no written details had yet been forthcoming. Members were reminded to submit them. The desired map scale was 1:5,000.

**55.7 Roding Road Allotments – Min. nos. EH17.1 and EH32.1**

It was agreed to make a further inspection of the Roding Road allotments; possible dates were 21<sup>st</sup> or 22<sup>nd</sup> May 2007 at 5 pm.

**55.8 Loughton Hall – Min. no. EH37**

The Committee discussed the latest position.

**55.9 Land at junction of Church Hill and Sedley Rise – Min. no. E35**

Cllr C C Pond declared a personal but non prejudicial interest as a member of Essex County Council.

The Committee resolved to ask Essex County Council for the seat to be replaced and to ascertain the current position on the piece of land.

**EH56 Current Financial Position**

The current financial position was noted and that it was not the final end of year position.

**EH57 Future Work of the Committee**

The Committee suggested the following topic for future consideration:

(1) The unsatisfactory condition of the pavement between the Wesley Hall at the Loughton Methodist Church and the War memorial at Kings Green.

A short explanatory paragraph would be supplied by members to the officers for the next agenda as follows:

- (1) Parking in Loughton – Cllr Pennington
- (2) Verge planting – Cllr Baggaley

**EH58 Accounts for Payment**

The following accounts were APPROVED for payment:

Cheque no.	Payee	Purpose	VAT	Gross Amount
3401	J T Wheeldon	Webmaster honorarium		1,000.00
3402	NALC	DIS subscription	15.75	105.75
3403	NALC	LCR subscription		40.50
3404	SLCC Enterprises Ltd	Conference fees	52.50	352.50
3405	Essex Playing Fields Association	Subscription		25.00
3406	CPRE	Subscription		27.00
3407	Homebase Ltd	Supplies for MHall & KHall	5.36	35.96
3408	NEWSQUEST (London) LTD	ATM Advertisement	42.35	284.35
3409	Epping Forest District Council	Rates for BCrt, KHall, RVRec, WRPF & MHall (April)		2,186.10
3410	Zurich Insurance Company	Insurance 07/08	33.77	9,645.14
3411	EDF Energy 1 Ltd	WRPF supply	32.41	217.61
3412	Thames Water Utilities Ltd	KHall supply		540.92

Signed.....  
Date           13<sup>th</sup> June 2007