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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**MINUTES of the Meeting held on Wednesday, 7<sup>th</sup> June 2000 at 7.30 pm at Kingsley Hall.**

**Present:**

**Councillors:** C C Pond (in the Chair)

J M Barnett

L M Ford (from Min 3)

T G Owen

M G Sellaars

J P Woodman

**Also in attendance:**

**Councillor:** K F Ellis, S M Harper, M W Juniper, P Meadows, S W Murray

**Officers:** L R Fuller (Town Clerk)

I Sampson (Committee Clerk)

J Gilbert (Epping Forest District Council)

Also one member of the public

The Chairman opened the meeting by welcoming the new members of the Committee and Mr J Gilbert.

**E1 Apologies for absence**

An apology for absence was received from Cllr Wilmot.

**E2 Confirmation of Minutes**

The Minutes of the meeting held on 29<sup>th</sup> March 2000 were CONFIRMED as a correct record and signed by the Chairman.

**E3 Epping Forest District Council Budget for Environmental Improvements**

This item was moved forward in the order of business for the convenience of Mr Gilbert. Cllr Ford arrived during this item.

Mr Gilbert reported that the budget of £37,184, allocated for environmental improvements to the Plans Subcommittee "A" area, i.e. Loughton, Chigwell and Buckhurst Hill, carried certain conditions. Any works funded from this budget would need to be new projects not chargeable to existing budgets, and would need to stand alone, with no ongoing maintenance charges, the budget having been allocated for the current year only with no guaranteed follow-on funding. It was hoped that the new schemes would complement existing schemes, such as town centre enhancements. Mr Gilbert invited councillors to tell him how they would like to see the money spent. Members suggested various projects and a list of these would be forwarded to Mr Gilbert. It may be possible to utilise Town Council budgets to supplement the District Council's.

**E4 Matters for Report**

**4.1 Felstead Road Playground – Min. no. E196**

The Committee NOTED that the District Council had offered the freehold of the area to the Town Council.

#### **4.2 Skateboarding Facility – Min. no. E199**

The Committee considered the public open space in Jessel Drive, owned by the District Council, as a possible location for a skateboarding facility. It was AGREED that the Clerk should discuss the feasibility of the scheme with the District Council and report back.

#### **E5 Financial Position**

The end-of-year financial position for 1999/2000 and the current financial position for 2000/01 were NOTED.

#### **E6 Heritage Plaques**

At the request of a member of the public, Arthur Morrison, author, who lived at Salcombe House was added to the list of candidates for commemoration. David Nixon, magician, was removed from the list, no verification having been received of his residency in Loughton. The address of Octavius Deakin, artist was amended to Upper Park.

Subject to final verification, the Committee AGREED to commemorate the following:

<b>Name</b>	<b>Reason for plaque</b>	<b>Address</b>
S F Godley VC	First Private to be awarded the VC	164 Torrington Drive
Thomas Willingale		Woodcroft School

The third commemorative plaque for the year would be considered at a later meeting.

#### **E7 Roding Road Allotments**

The Chairman reported that a letter had been received from the Secretary of the Roding Road Allotment and Leisure Gardens Association (RRA&LGA), expressing the Association's wish to adhere to the existing agreement. As the Committee had already decided that the agreement does not meet the Council's requirements, the Chairman was not confident that a mutually acceptable agreement would be reached with the RRA&LGA by the deadline of 30<sup>th</sup> June 2000.

Following the defeat, by Chairman's casting vote, of a motion by Cllr Sellars to extend the deadline to 7<sup>th</sup> September 2000, it was NOTED that if a mutually acceptable agreement was not signed by 30<sup>th</sup> June, then *ipso facto*, management of the site would revert to the Town Council.

It was AGREED that in such an event, a set of rules and rents, similar to those operated at Pyrles Lane, would be implemented and administered, but that continuing efforts should be made to arrange a meeting with the RRA&LGA to effect a satisfactory agreement by 30<sup>th</sup> June.

#### **E8 John Strevens Paintings**

It was AGREED to respond positively to Mrs Strevens' offer of the long-term loan of a number of John Strevens' paintings in the event of her death, but to stress that such an arrangement would be dependent upon the Council obtaining suitable premises and insurance, and on the terms of the loan.

#### **E9 Mini-Soccer**

It was AGREED that all seasonal users of the football facilities at the Roding Valley Recreation Ground should be asked if they require mini-soccer facilities for the coming season, and that a report on the letting of all the football pitches should be submitted to the next meeting of the Committee.

**E10 No. 20 Bus Service**

It was NOTED that the Whipps Cross Hospital authorities would not permit a large vehicle into the hospital grounds. An alternative possibility was the extension from Woodford to Loughton of the minibus W13 route, which does stop at Whipps Cross. It was AGREED that the Chairman would take this item to the Essex County Council Parish Passenger Transport Forum, and report back.

**E11 Kingsley Hall Insurance**

It was AGREED that users of Kingsley Hall without public liability insurance would be required to be included in the Town Council's cover and would pay the cost of 10% of the hire fee plus Insurance Premium Tax from 1<sup>st</sup> October 2000.

**E12 Noticeboards**

It was AGREED for a noticeboard to be situated by the shop in Longcroft Rise, although this had not been included in the budget.

**E13 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>
730	The Yards	Millennium mugs: Delivery	24.50	164.50
731	Acumen Wages Service	Payroll service	1.75	11.75
732	Epping Forest District Council	Kingsley Hall: Rates	0.00	112.00
Direct debit	Compuserve	Subscription (May)	0.00	6.77

**Signed** .....

**Date** .....

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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**MINUTES of the Meeting held on Wednesday, 6<sup>th</sup> September 2000 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** C C Pond (in the Chair)

L M Ford

R J Wilmot

J P Woodman

**Also in attendance:**

**Councillors:** M W Juniper, B R Saggars, M W Wardle

**Officers:** L R Fuller (Town Clerk)

W H Gilbert (Assistant Town Clerk)

Also one member of the public

**E14 Apologies for absence**

Apologies for absence were received from Cllrs T Owen, J Barnett, M Sellaars.

**E15 Confirmation of Minutes**

The Minutes of the meeting held on 7<sup>th</sup> June 2000 were CONFIRMED as a correct record and signed by the Chairman.

**E16 Matters for Report**

**16.1 Skateboard Facility**

The Committee NOTED progress on this matter.

**16.2 Listed gates in Debden lane**

The Committee NOTED the proposal to move the gates; a planning application would be necessary.

**16.3 Purchase of land adjacent to Davenant School**

The Clerk reported on the current position of the purchase of land adjacent to Davenant School, including the issues of the restrictive covenant and the threat to the purchase arising from Essex County Council's recent discovery of a shortage of school playing field land in the area.

**16.4 Roding Valley Recreation Ground**

The Committee NOTED the report; the paper about joint management had not yet been received.

**16.5 Meeting with London Underground Ltd (now Transport for London)**

The Clerk reported that London Underground Ltd had failed to respond to repeated attempts to arrange a meeting. It was AGREED to ask the Chairman of the Council to write to the Mayor of London about the difficulties; the Chairman of the Committee would draft the letter.

**16.6 Seats**

The Clerk reported that some of the seats in the town had been mended or replaced and following recent contact with Epping Forest District Council she was hopeful that the remainder would be dealt with before too long.

**16.7 Bus Route 301**

Cllr Pond reported that the buses now being used on Route W13 were maxi-buses. He also reported that the Council was writing to Arriva about the proposed withdrawal of route 301.

**16.8 Committee's employees**

The Town Clerk informed the Committee that subject to the normal formalities a Cemetery Attendant has been appointed.

She also reported that the Kingsley Hall cleaner had resigned her post; contract cleaners are being used in the short term. The Committee would like to convey its appreciation for her work.

**E17 Current Financial Position**

The committee NOTED the current financial position.

**E18 Epping Forest District Council Special Area Plans Sub-Committee**

The Chairman REPORTED that the Town Council's share of the environmental improvements budget would be £17,186. The District Council had set criteria as to how the money was to be spent. The Committee agreed the following priority list for the projects:

1. Hanging Baskets  
The Town Clerk to obtain quotes related to maintaining hanging baskets
2. Paint/colour code street furniture
3. Replace/refurbish concrete kerbstone planters
4. Drinking fountain refurbishment (using Town Council earmarked funds as well as any needed from Environment Improvements budget)
5. Lamp posts in conservation areas – replace 2/year; Epping Forest District Council's Conservation Officer to decide location.
6. Occasional seats in rural parts of town (conservators' model).  
The other seats, and the litter bins should be dealt with under existing District Council budgets.

**E19 Football Pitches on Roding Valley Recreation Ground**

The Committee NOTED the report, and CONFIRMED the existing arrangements, including not awarding refunds when the pitches were unavailable for use.

The Committee thanked officers for their effort in producing the report.

**E20 Request for event on Roding Valley Recreation Ground**

Cllr Pond declared an interest, of an insubstantial nature.

The Committee AGREED the request to hold a "Loughton Day" on the Roding Valley Recreation Ground, subject to the organisers satisfying the officers as to:

- i) acceptable detailed arrangements and
- ii) the non-political nature of the event

If admission to the event is free then the Town Council should not charge a fee as it is deemed non-profit making.

**E21 Additional Street Cleansing**

The Committee AGREED it would like to supplement the existing street cleansing provision but did not know the cost implications. Further information would be obtained.

The Chairman of Finance and General Policy pointed out that as expenditure under S137 of the Local Government Act 1972 was limited, all such expenditure should be identified to the Financial and General Policy Committee so it could take an overall co-ordinating role.

**E22 The Lindens**

Cllr Wardle reported further on the history of the greens at the Lindens. A possible planting scheme for the small green was discussed but was not necessarily desired by all local residents. It was AGREED that Cllr M Wardle will write a letter in the name of all Town Councillors for the ward to all houses with frontages on the green to ask their views.

It was AGREED that Town Council Officers will check the cost of removing the concrete base from the green.

**E23 Public Toilets Brook Path**

The Chairman PROPOSED that this item be postponed until the next meeting as Cllr Sellears was not present at the meeting, and he had made the suggestion.

**E24 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>
774	Index Business Supplies Ltd	Stationery	6.95	46.65
775	Service Publications Ltd	Printing		800.00
776	LWC Engineering	Playground Repairs Traps Hill	24.50	164.50
777	Thames Water	Roding Valley Rec Ground Changing Room		406.40
778	Epping Forest District Council	Kingsley Hall Rates		111.00
147	EALC	Training/Conference		15.00

**Signed** .....

**Date** .....

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**LOUGHTON TOWN COUNCIL**
**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**MINUTES of the Meeting held on Wednesday, 1st November 2000 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** C C Pond (in the Chair)

J Davis

L M Ford

T G Owen

M G Sellears

R J Wilmot

J P Woodman

**Also in attendance:**

**Councillors:** S Harper (part), M W Juniper, B Saggars

**Officers:** L R Fuller (Town Clerk)

J Lee (Administrative Assistant)

Also two members of the public.

The Chairman welcomed new member of staff, Janet Lee, who would be the Committee's Clerk.

**E25 Apologies for absence**

No apologies for absence were received.

**E26 Confirmation of Minutes**

The Minutes of the meeting held on 6<sup>th</sup> September 2000 had been amended as reported to Council on 4<sup>th</sup> October. Heading to E16.5 now amended to delete "now Transport for London" and the minutes of the meeting were confirmed as a correct record and signed by the Chairman.

Cllr Davis considered some members should have declared an interest in Min. no. E20.

Cllr Harper joined the meeting.

**E27 Matters for Report**
**27.1 Seats and Litter Bins – Min. no. E16.6**

The Committee NOTED the current position on seats and litter bins.

**27.2 Buses – Min. no. E16.7**

It was AGREED to reply to Arriva to ask for an improved service on route 301 to Epping and Harlow hospitals as soon as possible, possibly during hospital hours.

**27.3 Epping Forest District Council Environmental Improvements – Min. no. E18**

The Town Clerk REPORTED that Epping Forest District Council saw no problem with the Town Council's list, except with lamp columns which may have cost implications for future years. The District Council would now give the list detailed consideration and the Town Council would wait to hear.

**27.4 Event on Roding Valley Recreation Ground – Min. no. E20**

No further information about the event had yet been received.

**27.5 Archives**

The Chairman REPORTED that records of Loughton's predecessor authorities had been moved to the Essex Records Office in Chelmsford, making them inaccessible for easy consultation, and asked for the matter to be referred to Finance & General Policy Committee.

**E28 Current Financial Position**

The Committee NOTED the current financial position, with questions about the Willingale Road allotments, expenditure on Roding Valley Recreation Ground and on football, and the position compared to last year.

**E29 Public Toilets, Brook Path**

Cllr Sellears asked the Committee if they thought the Public Toilets at Brook Path should be re-opened. After discussion the Committee AGREED this possibility should be explored. The matter would be put on the projects list to set a priority.

**E30 War Memorial**

The Committee considered a request that the name of a soldier who had lived in Loughton and died in the First World War should be added to the Memorial. The soldier's name was John Paul Ciclitira. It was AGREED that John Paul Ciclitira would be added to the War Memorial; job to be added to the list to set priority.

**E31 Skateboard Facility**

The Committee accepted the conditions imposed by Epping Forest District Council for the proposed lease of the land. Various methods of carrying out public consultation, including involving young people, were discussed. The Willingale Playing Fields had been considered a possible site in the past and with completion of the purchase hopefully not too distant, it was agreed to defer any further action on the Jessel Drive proposal for the time being.

**E32 River Roding Footpath/Cycleway**

The Committee noted the agenda report and decided to seek the views of Buckhurst Hill Parish Council as it would be an essential link in the proposed network.

Cllr Harper left the meeting.

**E33 Reference from Finance and General Policy Committee**

A revised list of the Committee's responsibilities and projects was distributed. It was agreed that the members should score the items 1-5 (1 = highest priority) and return the list to the Town Clerk by 10<sup>th</sup> November. Projects agreed at this meeting should be added to the list.

**E34 Estimates for 2001/02**

The estimates for 2001/02 were agreed as follows :

	Income	Expenditure	Transfer from Reserves
Street furniture and lighting		13,000	4,000
Kingsley Hall	10,000	13,000	
Allotments	30	2,000	
Roding Valley Rec Gd	8,500	90,000	
Playgrounds –Capital costs	5,000	45,000	40,000
Playgrounds – Revenue costs		47,320	
Open Spaces		9,000	
Cemetery	20,000	42,000	
Skateboarding facility – Capital costs		15,000	15,000
Skateboarding facility – Revenue costs		1,000	
General		500	
Contingencies		2,000	
Future projects fund		5,000	
Land purchase and loan		13,000	
New land, fees and maintenance	1,000	11,000	10,000
Administration		tbc	
<b>Total</b>	44,530	308,820	69,000
Net expenditure		195,290	
		+admin cost	

The Committee agreed to increase all fees and charges by 3.5%.

**E35 Accounts for Payment**

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
800	Guardian Newspapers	Photograph		4.49
801	Shaw & Sons Ltd	Book		12.50
802	J. McLintock & Sons Ltd	Roof Repair to Kingsley Hall	9.73	65.33
803	Orion Media Marketing Ltd	Stationery	12.36	83.01
804	Select Business Equip.Ltd	Stationery	5.51	37.01
805	S.I.T.A.	Kingsley Hall Refuse	30.49	204.74
806	London Electricity	Kings Green	1.07	22.56
807	Acumen Wages Service	Payroll Service – October	1.75	11.75
808	EALC	Playground Safety Course		10.00
809	Cash	Petty Cash Imprest		126.49
810	Epping Forest District Council	Rates Kingsley Hall – November		111.00
811	L. Smith-Galer	Refund for cancelled interment		88.00
Transfer	No. 2 Account	Reimburse imprest		7192.28
DD	Compuserve	Subscription (October)		9.85

**E36 Exclusion of the Press and Public**

The Committee AGREED 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 the Council's property affairs.

**E37 Purchase of Land adjacent to Davenant School**

The Town Clerk REPORTED on the conditions of a licence for use by another user which have been proposed by Essex County Council. The Committee AGREED to accept these conditions.

**Signed** .....

**Date** .....

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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**MINUTES of the Meeting held on Wednesday, 31<sup>st</sup> January 2001 at 7.30pm at Kingsley Hall.**

**Present:**

**Councillors:** C C Pond (in the Chair)

J Davis	L M Ford	T G Owen
M G Sellears	R J Wilmot	J P Woodman

**Also in attendance:**

**Councillors:** L Harris, B Saggars, V Wisenfeld

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

Also nine members of the public

**E38 Apologies for absence**

No apologies for absence were received.

**E39 Confirmation of Minutes**

The Minutes of the meeting held on 1st November 2000 were CONFIRMED as a correct record and signed by the Chairman.

**E40 Matters for Report**

**40.1 Roding Valley Recreation Ground**

Members NOTED the agenda report and the exceptional circumstances arising from the weather conditions.

Cllr Sellears declared a non-pecuniary interest.

Some discussion took place with regard to refunding the fees paid by football clubs. The Chairman MOVED a motion as follows:

- To give a full refund pro-rata to the number of weeks lost due to adverse weather conditions from September 2000 to April 2001.

Cllr Davis seconded the motion.

Cllr Woodman PROPOSED an amendment to the first motion as follows:

- To add: 50% of the sum to be given as a refund this season and 50% to be given as a credit against next season.

The amendment was put to the vote and lost on the Chairman's casting vote.

The original motion was put to the vote and carried.

**40.2 Kingsley Hall**

The Clerk REPORTED on the recent spate of vandalism and some ideas were put forward with regard to various security ideas.

**40.3 Environs of Underground Stations - Min no E16.5**

Members considered the response from London Underground. Various opinions were voiced regarding the amount and type of litter in and around the area of Loughton Station. It was agreed to invite the Commercial Property Manager for the London Underground to the next meeting of the committee on 28<sup>th</sup> March 2001. Cllr Sagers asked the Clerk to write to the Headteacher of Roding Valley High School to draw his attention to the litter which had built up on the school's land adjacent to Loughton Station.

**40.4 Seats and Litter Bins – Min no. E27.1**

The Committee NOTED the continuing work on the seats and litter bins.

**40.5 Bus Routes – Hillyfields and Rectory Lane**

The Chairman reported on the number of buses using Hillyfields and Rectory Lane. He is raising the matter through the ECC Parish Passenger Transport Forum.

**E41 Current Financial Position**

The Committee NOTED the current financial position. Questions were asked about the grounds maintenance contracts. Members are welcome to view the information in the office.

**E42 Loughton Brook**

The Chairman summarised the problems affecting the brook, which resulted in recent flooding. It was agreed that the District Council, the Conservators and the Environment Agency would be invited to meet interested members.

**E43 Roding Road Allotments – Management Agreement**

The Committee NOTED the current position on the management agreement. The Clerk read out the Allotment Association's proposed statement and the Committee agreed it could be put with the agreement.

**E44 Verge and Footway Parking**

The Committee discussed the District Council's framework for dealing with these matters. The Committee views were that the policy should be more positive and that parking on verges and footways is clearly a District Council Highways responsibility. They agreed that enforcement action should always be taken in these circumstances.

**E45 Christmas Illuminations****45.1 Kings Green**

The Committee NOTED the report on the Christmas lights at Kings Green. Cllr Wisenfeld asked for invitations to the lighting up ceremony at Kings Green to be sent to the Conservators next Christmas; the Clerk would pass this request to St Clares Hospice which had sent out the invitations last Christmas.

**45.2 Loughton High Road**

Cllr Davis declared an in substantial interest.

The Committee agreed to grant £850.00 to the Town Centre Partnership (High Road) for the Christmas Lights, and would give the same amount to the Broadway Partnership if it made an application.

**E46 Accounts for Payment**

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
869	London Electricity	War Memorial	1.10	23.02
870	E & I Ltd	Additional Office Lighting	24.50	164.50
871	AtoZ Supplies	Stationery	7.54	50.61
872	Acumen Wages Service	Payroll – January	1.75	11.75
873	Arwin Services	Kingsley Hall – Cleaning	63.00	423.00
874	Mr L. Hall	Gravedigging		700.00
875	Newsquest (London) Ltd	Advertisement	85.31	572.81
876	British Gas Trading Ltd	Kingsley Hall (amended from agenda figure)	64.68	434.28
Transfer	No 2 account	Reimburse imprest		8360.83
dd	Compuserve	Subscription (December)		6.80
877	Foskett, Marr, Gadsby & Head	Legal Fees	64.68	434.28

**E47 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 contains confidential information relating to the Council's property affairs.

**E48 Land North of Davenant School**

The Committee AGREED that it did not want to dispose of this land.

Signed .....

Date .....

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**LOUGHTON TOWN COUNCIL**

**ENVIRONMENT HERITAGE AND LEISURE COMMITTEE**

**MINUTES of the Meeting held on Wednesday, 28<sup>th</sup> March 2001 at 7.30 pm at Kingsley Hall.**

**Present:**

**Councillors:** C C Pond (in the Chair)  
 L M Ford                      M G Sellears  
 R J Wilmot                    J P Woodman

**Also in attendance:**

**Councillors:** M W Juniper, B Saggars  
**Officers:** L R Fuller (Town Clerk)  
 J M Innis (Administrative Assistant)

The Chairman welcomed new member of staff, Joan Innis, who would be the Committee's Clerk.

**E49 Apologies for absence**

Apologies for absence were received from Cllr T Owen.

**E50 Confirmation of Minutes**

The Minutes of the meeting held on 31<sup>st</sup> January 2001 were CONFIRMED as a correct record and signed by the Chairman.

**E51 Matters for Report**

**51.1 Epping Forest District Council Environmental Improvements – Local Budget Min. no. E27.3.**

The Clerk reported on discussions with Epping Forest District Council about the proposed projects. In respect of the hanging baskets, the Committee noted that Epping Forest District Council said Essex County Council would not allow them on lamp posts so they would require their own poles. As other towns in Essex have baskets on lamp posts, the District Council would be asked to investigate this further. The District Council had suggested replacing the concrete planters with bollards as there was no budget for on-going maintenance. The Committee felt that bollards were not an ideal solution, but if the hanging baskets came to fruition, providing floral displays in the town and replacing that in the planters, the bollards might be acceptable. The fountain should be possible to progress although the Committee felt that the structure was sound and the supports did not need protection as suggested. The next priority was a lamp post in a conservation area, then the painting of street furniture. It was not clear how many of the projects could be carried out within the available budget.

**51.2 Environs of Underground Stations Min no. E.40.**

Committee NOTED the offer to attend meetings and would await an invitation; Chairman and Vice Chairman of Committee to attend.

**51.3 Loughton Brook Min. no. E42**

Committee NOTED the difficulties in arranging a meeting, and would revisit the topic in the autumn.

**51.4 Christmas Illuminations Min. no. E45.2**

The Committee NOTED its contribution of £850 to the Broadway Christmas lights.

**51.5 Loughton Day**

The Chairman REPORTED that the proposed Loughton Day had been abandoned.

**E52 Current Financial Position**

The Committee NOTED the current financial position.

Cllr Juniper pointed out the increase in income compared to budget for Kingsley Hall and the Cemetery; these facilities were now covering more of their own costs. The Clerk reminded the Committee that some of the budgets were underspent as work required had not been carried out. The income on the Roding Valley Recreation Ground would be reduced due to the refunds on football to be given.

**E53 Land adjacent to Loughton Brook**

All Committee members declared an interest but this was insubstantial and did not prevent them speaking or voting.

Members noted the report about the land.

Cllr Ford expressed his concerns about the state of this strip of land and outlined ideas for its improvement.

Cllr J Woodman had grave doubts of the safety of removing railings or fences as there is a steep drop into the river.

Cllr Juniper reminded members that they were not permitted to act on behalf of the Town Council without specific authority.

The Committee thanked Cllr L Ford for this report and AGREED he should pursue his fact finding and report back to the next meeting on 6<sup>th</sup> June; if accepted this project would be added to the list of priorities.

**E54 Heritage Plaques**

The Committee AGREED to commemorate the following:

<b>Name</b>	<b>Reason for plaque</b>	<b>Address</b>
William Waller	Major Loughton Historian	Ash Green
Arthur Morrison	Author	Salcombe House

Cllr Pond would verify these candidates and provide the necessary information.

The plaque for Bill Sparks, Cockleshell hero of Poundfield Road would be researched further.

Investigations were continuing into the damage caused to the plaque for W W Jacobs at 96 Goldings Road.

**E55 Home Mead, Englands Lane**

The Committee NOTED the report about the management plan for this area.

Cllrs J P Woodman and M G Sellears would be interested in joining the local management liaison group.

**E56 Local Public Transport Timetables**

Members would be interested in publishing the local public transport timetables to issue to all households in Loughton, subject to cost and methods of distribution. Bob Prichard would be asked to investigate this. The topic would also be referred to the Community Committee for its consideration.

**E57 Accounts for Payment**

**57.1** The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
902	Arwin Services	Kingsley Hall Cleaning	63.00	423.00
903	Acumen Wages Service	Payroll – March	1.75	11.75
904	EFDC	RVRec Watercourse Works		2202.61
906	Select Business Equipment	Stationery	5.51	37.01
907	Thames Water Utilities	Kingsley Hall		51.87
908	Chubb Fire Limited	Cemetery Annual Fire Extinguisher Inspection	3.60	24.15
909	AtoZ Supplies	Portable Appliance Testing	18.90	126.90
910	EFDC	Traps Hill Office Rent 99/00		6497.00
911	Royal Mail	Door to Door Service		590.84
dd	Compuserve	Subscription – February		13.23
Transfer	No. 2 account	Reimburse Imprest		7,320.62

**57.2 To note payments made between meetings as a matter of urgency**

Chaps. Transfer	Foskett Marr Gadsby & Head	Buckingham Court – completion of purchase + legal fees	69349.00	440493.25
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Signed.....

Date 6<sup>th</sup> June 2001